

# TOWN OF EAST WINDSOR BOARD OF SELECTMEN

## REGULAR MEETING

Thursday, January 17, 2019

7:00 p.m.

Town Hall Meeting Room  
11 Rye Street, Broad Brook, CT. 06016

### Meeting Minutes

\*\*\* *These Minutes are not official until approved at a subsequent meeting*\*\*\*

#### Board of Selectmen:

Robert Maynard, First Selectman  
Steve Dearborn, Deputy First Selectman  
Jason Bowsza, Selectman  
Andy Hoffman, Selectman  
Charles J. Szymanski, Selectman

**ATTENDANCE:** Board of Selectmen: Robert Maynard, First Selectman; Steve Dearborn, Deputy First Selectman; Selectmen: Jason Bowsza, Selectman; Andy Hoffman, Selectman; Charles J. Szymanski, Selectman.

**ABSENT:** All Selectmen were present this evening.

**SPEAKERS/GUESTS:** Terri Ann-Hahn, Principle in LADA, P.C., Land Planners.  
Town Staff: Town Planner: Ruben Flores-Marzan.  
Members of Boards, Committees, Commissions, or Town  
Entitles: Warehouse Point Fire District/Warehouse Point Fire  
Department: Jim Barton, Chief

Public: Marie DeSousa, Noreen Farmer, Dick Pippin, Kathy Pippin,  
Tom Talamini.

**Press:** No one from the Press was present.

#### TIME AND PLACE OF REGULAR MEETING:

First Selectman Maynard called the Meeting to Order at 7:02 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

**PLEDGE OF ALLEGIANCE:**

Everyone present stood to recite the Pledge of Allegiance.

**AGENDA APPROVAL:**

**MOTION:** To “unstar” of UNFINISHED BUSINESS/B. Discussion of Charter Revision.

Maynard moved/Szymanski seconded/**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

**ATTENDANCE:** See page 1.

**APPROVAL OF MEETING MINUTES/Regular Meeting Minutes of January 3, 2019:**

**MOTION:** To APPROVE the Regular Meeting Minutes of the Board of Selectmen Meeting dated January 3, 2019 as presented.

Maynard moved/Hoffman seconded/**DISCUSSION:** None

**VOTE:** In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski  
No one Opposed/No Abstentions

**STORM-WATER MANAGEMENT AND VILLAGE CENTER REDEVELOPMENT PROJECT:**

First Selectman Maynard introduced Terri-Ann Hahn, LADA, P.C., Land Planners.

Mrs. Hahn advised the Board she is a principle with LADA, P.C. They are consultants for the Town assisting with a grant for Stormwater Management and the Village Center Redevelopment Project (**See Attachment A**) as it relates to Warehouse Point. Mrs. Hahn indicated the Town prepared a study in 2016 which was associated with the POCD (Plan of Conservation and Development); that study resulted in a Master Plan for Warehouse Point. Everyone realized that the stormwater run off and flooding associated with the Connecticut River would have an impact for future development. With the advent of the casino, and the TOD (Transient Oriented Development) occurring in Windsor Locks then Warehouse Point is primed for future development. Under the goals of the POCD the public preferred development in Warehouse Point to take the pressure off the agricultural land.

Mrs. Hahn reported she is in full blown activity for this grant. They have met with the Planning and Zoning Commission and the Town Engineer and are gathering data and formatting a base map from the information in the POCD. They’ve talked about the location of the watershed. They’ve found it goes up to Prospect Hill Road and includes properties along Route 5; pipes also cross I-91 before going into Warehouse Point.

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

Mrs. Hahn indicated they have done pipe mapping, data gathering, and inventorying wetland soils and flood limits to put together a map for a MS4 – Stormwater Program, which is required for the Town to be aware of its stormwater facilities. With regard to the Warehouse Point area they are limited to the study of the Blue Ditch. Mrs. Hahn, referencing her PowerPoint presentation, gave a description of the stormwater flow, which essentially comes into the Blue Ditch and discharges through a 72 inch pipe on the south side of I-91. Mrs. Hahn indicated they'll be looking at everything from I-91 back. The Blue Ditch begins behind Geissler's Plaza, crosses Bridge Street and goes into a channel which opens to wetlands and a channel that crosses behind the athletic fields on South Water Street. Mrs. Hahn suggested they will be able to look at opportunities to address the stormwater associated with Warehouse Point. Discussion followed regarding previous flooding along South Water Street and into Warehouse Point in the 1938 and the 50s and its impact on homes and businesses in the area. Deputy First Selectman Dearborn suggested the Blue Ditch got its name because they used to dye material in the Keystone Building and the water flowing into the ditch was blue.

Selectman Hoffman asked if the study includes that the casino will increase the amount of impervious coverage significantly. Mrs. Hahn indicated not only is the casino being considered but if the Town wants more buildings and parking on Bridge Street it will impact the stormwater. Do you reroute it; there are consequences to that. Should we increase the size of the pipe, raise the buildings up – with parking underneath, or develop more or less facilities for stormwater? Selectman Szymanski questioned how to address the existing buildings? Mrs. Hahn suggested the Town must decide how to handle that issue; what do we make them do when they come in for renovations? Mrs. Hahn noted the Town hasn't received any new applications for South Water Street since the Planning and Zoning Commission rewrote their Flood Plain Regulations. Town Planner Flores-Marzan concurred, noting the State and Federal Government is looking into the stormwater run off and flooding because of climate change. The Town needs to consider that when thinking about future development.

Mrs. Hahn suggested the next step is considering the stormwater management and the future land use for Warehouse Point. Is the Master Plan for Warehouse Point still valid? What would it look like if you raise the buildings? How does new development increase impervious coverage, and what does that look like for stormwater management? Do you create specific site plans for specific locations; do you develop a maximum percentage for impervious coverage related to the drainage calculations? And, at the end, you implement new regulations. Mrs. Hahn indicated that during the previous study people didn't want on-street parking on Bridge Street, but did want a bike path along South Water Street. Mrs. Hahn indicated the Future Density and Uses Plan will be the final plan of the study. Selectman Hoffman suggested preparing a short summary for the public meetings that the public could take away with them.

Selectman Szymanski requested a summary of the structures on the north side of Bridge Street at South Water Street; Mrs. Hahn reviewed the existing structures, followed by open land. Selectman Szymanski noted there is no marina on the river in East Windsor; he cited many people have boats, a marina would give them access. Dick Pippin, speaking from the audience, suggested the river is too shallow; he cited problems for the Warehouse Point Fire Department

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

with access for their emergency fire boat at the boat launch across from the Water Pollution Plant. Selectman Hoffman cited the significant amount of waterfront in East Windsor, little of which is used. He suggested considering some use for the waterfront for the future development.

Mrs. Hahn indicated she'll return to discuss the Conditions Map at the end of February.

Selectman Hoffman requested that calendar dates be added to the schedule (referenced in Attachment A). Mrs. Hahn indicated that the first public meeting will be held in the beginning of April, the final meeting will be held in November, and the final report will be submitted in December.

Deputy First Selectman Dearborn questioned who would pay for installation of the larger pipes and other improvements? Mrs. Hahn suggested there are grants available for which the Blue Ditch would apply; some of the pipe improvements would be the responsibility of the Town. Deputy First Selectman Dearborn recalled he's seen water up to the second floor of some of the homes on South Water Street during a flood. He noted the people living there don't have the money to do extensive future development; they can just go in and replace what's left. Mrs. Hahn acknowledged there's a real concern for the existing property owners on South Water Street regarding the cost of flood insurance and the availability of bank loans. It's a concern for the CDC for towns situated along the shore, and what that means for property ownership.

**COMMUNICATIONS/The Connecticut Electric Railway Association Letter:**

First Selectman Maynard reported that last week two individuals from the Trolley Museum came in to give the Town a copy of their Vegetative Management Plan. First Selectman Maynard read the letter dated 1/10/2019, from Larry Bryan, Vice President, of the Connecticut Electric Railway Association, Inc. The letter cites submission of the report is in compliance with State requirements; the Vegetation Management Plan enables the Museum to maintain the rail line right of way. When questioned by the Board what this plan means First Selectman Maynard cited it's a plan which allows for spraying pesticides along the right-of-way along the tracks. First Selectman Maynard noted the State reviews and has approved the Vegetation Management Plan; the Museum is doing what they've been doing for years.

Discussion followed regarding the Museum's intent to continue the tracks to the east side of the Scantic River at Mill Street, where the State owns a small parcel intended for a park. Selectman Szymanski indicated he also understands they plan to rebuild the Isle of Safety; First Selectman Maynard indicated they are seeking a grant to refurbish the structure.

**(See Attachment B, CERA letter; Vegetative Management Plan is available on the Planning Department webpage [Farming and Agricultural/Useful Documents] of the Town Website)**

First Selectman Maynard reported on a second item of correspondence to Barbara Sherman of the American Heritage River Commission (AHRC) from the Connecticut Greenway Council. First Selectman Maynard noted Mrs. Sherman had applied for a grant for the AHRC; although

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

the State Bonding Commission had allocated \$3 million during June or July they were not able to fund the AHRC request.

**PUBLIC PARTICIPATION:**

**Armand Nunes:** Mr. Nunes reported he's the earth work contractor for 20 North Road (Calamar Senior Housing). Mr. Nunes questioned if the Board knew why the project has stopped; contractors haven't been paid in nine months. Mr. Nunes felt the Board should have more say about the people who come into town; East Windsor has given a substantial tax break to the developer which doesn't trigger until the completion of the project. Mr. Nunes suggested the Board put a deadline on the tax break. If the developer is doing this to East Windsor what would he do to the people moving into the project?

Selectman Hoffman questioned if the developer has been paid anything? Mr. Nunes indicated he had been paid something recently but he has gone over 250 days without payment. Selectman Szymanski questioned the reason for non-payment? Mr. Nunes indicated the developer has requested wire information from him but payment remains outstanding. Mr. Nunes indicated the developer has a fully funded Construction Note on file in the Town Clerk's Office. They plan to build in Manchester and Bristol as well as East Windsor. The developer has said they have in-house money problems. Mr. Nunes noted East Windsor's Building Inspector is one of the most transparent individuals in the industry; he's told them he needs schedules and they need to take care of the water issues on site but there's no regard for anyone. Mr. Nunes reiterated he would like the Board to withdraw the tax break; they don't deserve it. Mr. Nunes suggested the Town should only accept bonds rather than private checks from the developer.

Selectman Szymanski questioned how much has been spent on the project and how much has been completed? Mr. Nunes felt \$1.6 million has been incurred, not including the cost of the property. He indicated most of the earthwork has been completed; the storm drainage, half of the foundation and two or three foundations for the garages have been poured, half of the elevator shaft has been installed. Mr. Nunes indicated he is owed \$400,000 and has had to borrow \$200,000 to meet payroll. Mr. Nunes indicated he hoped word gets out to Manchester and Bristol before they start their projects.

Selectman Bowsza questioned if Mr. Nunes had hired an attorney? Mr. Nunes indicated he needs to put that money up front; he'll be out of business before this is resolved.

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/A.**

**Resignations:** None.

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/B**

**Reappointments:** None.

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New**

**Appointments:** None.

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

**UNFINISHED BUSINESS/\*A. Broad Brook Mill Discussion:**

Starred (\*) items not discussed this evening, but will remain on the agenda pending receipt of additional information.

**UNFINISHED BUSINESS/B. Discussion of Charter Revision:**

First Selectman Maynard recalled that the Board had made a request at their December 20<sup>th</sup> Meeting for the Board of Finance (BOF) to fund \$1375 for the Charter Revision Commission recording secretary for the remainder of the year. At the January 16<sup>th</sup> BOF Meeting that Board voted unanimously not to approve any additional funding. Selectman Szymanski questioned the reasons; First Selectman Maynard cited the following: one member didn't like the way the Commission was put together - he's been opposed from the beginning; another member felt all Commissions should be funded for the same amount and this was excessive; another member wasn't impressed with the Commission's progress; another member had an issue with a member being on the Charter Revision Commission and also being a legal counsel for the Town – she also had concerns that the Charter Revision Commission members were the same members on the Charter Revision Study Committee.

Discussion continued regarding the function of the Charter Revision Commission, and the importance of the Charter for legal interpretations and determining the functions of government. First Selectman Maynard noted towns are required to review charters every 10 years; Deputy First Selectman Dearborn cited the need for a recording secretary – what do they do now? Selectman Bowsza suggested they pass the hat; he suggested Boards are only required to record the votes.

**UNFINISHED BUSINESS/\*C. Casino:**

Starred (\*) items not discussed this evening, but will remain on the agenda pending receipt of additional information.

**UNFINISHED BUSINESS/D. Discussion of Sale of Grace Episcopal Church:**

First Selectman Maynard reported that at the last BOS Meeting the Board authorized him to make an offer on the Grace Episcopal Church. He has submitted an offer; First Selectman Maynard updated the Board on the timing of acceptance of any offer. Additional discussion to occur during Executive Session.

**NEW BUSINESS/A. Discussion of Ordinance Establishing a Tax Exemption for Farm Buildings:**

First Selectman Maynard reported he attended a meeting of the Agricultural Commission last week. They are proposing an exemption for farm buildings; he will take their proposed exemption to the Town Assessor and have it reviewed by the Town Attorney.

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

Selectman Szymanski asked if East Windsor's exemption mirrors Ellington's? First Selectman Maynard suggested Ellington allows a \$100,000 exemption while the East Windsor Agricultural Commission is asking for \$150,000.

Discussion continued on the proposed exemption (\$150,000) and the required gross sales (\$15,000). Selectman Hoffman stated that the \$15,000 was a low value, one did not have to be a farmer to meet this criteria. He said a more appropriate criteria should be established. Selectman Bowsza suggested it depends on the Board's goal; are we trying to preserve farmland and the rural character or the farming business? He indicated he would prefer the farmers file a Schedule F, which would indicate the farmer is selling his (or her) crop for revenue.

First Selectman Maynard indicated he'll change the reference to Schedule F and refer the document to the Assessor and the Town Attorney.

**(See Attachment C: Agricultural Commission Tax Exemption for Farm Building Form and Attachment D – Ordinance Establishing a Tax Exemption for Farm Buildings)**

**NEW BUSINESS/B. Discussion of Travel Mileage Reimbursement  
Calculation procedure:**

First Selectman Maynard offered the Board the revised Mileage Reimbursement document. Selectman Bowsza suggested the following changes: Under "Scope" strike reimbursement for Town officials as he understood this policy to be for Town employees, and under the fourth bullet – "Procedures" he questioned what would the situation be if the employee was traveling from their "official duty station" to another town location which was not their "official duty station"? The Board discussed language revisions **(See Attachment E)**.

**MOTION: To APPROVE the Travel Mileage Reimbursement Calculation Procedure with the proposed changes.**

**Bowsza moved/Szymanski seconded/DISCUSSION: None.**

**VOTE: In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski  
No one Opposed/No Abstentions**

**NEW BUSINESS/C. BOS Budget Workshops:**

First Selectman Maynard reviewed the proposed **2019 – 2020 Budget Calendar (See Attachment F)**, and the **CIP (Capital Improvement Project Ranking List (See Attachment G))**. First Selectman Maynard questioned if the Board would like to review the CIP projects with department heads as well? Selectman Hoffman requested that department heads be prepared to discuss their CIP projects while including detailed back-up information. He stated he attended several CIP Meetings; in-depth back-up information wasn't available at those meetings. Dick Pippin indicated he's a member of the CIP Committee; he suggested the first nine projects are

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

annual projects and the back-up information for those projects would have been reviewed before Selectman Hoffman and Selectman Szymanski were elected. Selectman Hoffman gave as an example a request for replacement of a fire truck; he suggested he'll be looking for a three year maintenance record on the vehicle to be replaced. It appears the maintenance on the older vehicles is no greater than it is on the newer vehicles; if that's the case why replace it if it is running well? Tom Talamini, also a member of the CIP, suggested Cathy Simonelli, the CIP Chairman, will be in to discuss the projects. Selectman Szymanski requested First Selectman Maynard advise the department heads they need to be prepared to discuss questions during their presentations. Selectman Szymanski suggested he also wants to discuss outsourcing a contractor to assist plowing the roads. Deputy First Selectman Dearborn felt DPW has a skeleton road crew as it stands.

**NEW BUSINESS/D. Sale of 132 Wells Road:**

First Selectman Maynard reported the original negotiation for purchase of this parcel by the abutting property owner was \$2000 plus legal fees; the potential buyer has countered with \$500 plus legal fees. Discussion continued regarding the value of this property and the fact that it is largely unusable other than the adjacent property owner.

**MOTION: To SELL 132 Wells Road to the potential buyer for \$2,000.**

**Maynard moved/Hoffman seconded/*DISCUSSION*: None.**

**VOTE: In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski  
No one Opposed/No Abstentions**

**NEW BUSINESS/E. Approval of Tax Refunds:**

**MOTION: To APPROVE Tax Refunds in the amount of \$6,739.43 as identified under Tax Refund Report dated January 14, 2019**

**Szymanski moved/Hoffman seconded/*DISCUSSION*: None**

**VOTE: In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski  
No one Opposed/No Abstentions**

**SELECTMEN COMMENTS AND REPORTS/A. Charles J. Szymanski:**

Selectman Szymanski reported that last week he and Selectman Hoffman attended a meeting with the Broad Brook Fire Department to talk about the potential for a single fire district. They presented the information they received when meeting with Barkhamsted; Mr. Yagaloff was there as a Town Attorney. After discussions the Broad Brook Fire Department wanted to discuss a vote; Selectman Szymanski and Hoffman left the meeting. Selectman Szymanski reported he later received a call from a member of the Broad Brook Fire Department; they voted in favor of a single fire district.



**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

Selectman Szymanski reported members of the Broad Brook Fire Department and the Chief and Deputy Fire Chief and people/Commissioners from the Warehouse Point Fire District will meet on January 23<sup>rd</sup> to discuss revision of district bylaws. They've agreed to meet every two weeks, alternating locations, to work towards developing the single district. Selectman Szymanski indicated he and Selectman Hoffman will support the department's effort for consolidation.

Selectman Hoffman suggested he and Selectman Szymanski had offered to help mediate the consolidation and the departments wanted to do it themselves. He viewed that as a good sign. They've set a target date of mid-December to take their proposal to the voters on the east side of town. Selectman Hoffman indicated he had no idea what the people on the east side of town will do but he is encouraged at the departments' progress.

**SELECTMEN COMMENTS AND REPORTS/B. Steve Dearborn:**

Deputy First Selectman Dearborn had nothing to report this evening.

**SELECTMEN COMMENTS AND REPORTS/C. Andy Hoffman:**

Selectman Hoffman indicated he had nothing to report as the Economic Development Commission hasn't met in January. He understands the meeting date will be delayed one week due to the Martin Luther King Holiday.

**SELECTMEN COMMENTS AND REPORTS/D. Jason E. Bowsza:**

Selectman Bowsza indicated the Pension Board met on January 16<sup>th</sup>; David King is the new Chairman. Later that same evening the Board of Finance met and expressed their dissatisfaction with the Charter Revision Commission members.

Selectman Bowsza reported he also attended the Fire Department meeting on Tuesday.

**SELECTMEN COMMENTS AND REPORTS/E. Robert Maynard:**

First Selectman Maynard had nothing to report.

**PUBLIC PARTICIPATION:**

**Marie DeSousa, 10 Rice Road:** Mrs. DeSousa questioned if Mr. Yagaloff was paid to attend the Fire Department meeting? If so, why? First Selectman Maynard indicated he attended as a Town Attorney; there were questions that required legal advice, such as how the expansion of the Warehouse Point Fire District will be handled, and how the bylaws will be revised to address the expansion. Mrs. DeSousa questioned the need for Mr. Yagaloff's participation; shouldn't it be under the Warehouse Point Fire District's legal representation? First Selectman Maynard cited this was a meeting for the Broad Brook Fire Department to try to encourage the establishment of fire protection for the Town of East Windsor under one fire district. Selectman Hoffman

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

suggested the departments are starting the process of converting next week; First Selectman Maynard indicated Mr. Yagaloff will be working with the Warehouse Point Fire District to acquire their bylaws to begin the process. Mrs. DeSousa felt Jim Barton could give you the bylaws at no cost. Selectman Hoffman noted Mr. Yagaloff has studied other departments and will be helpful to the conversion.

**Noreen Farmer, 247 South Water Street:** Mrs. Farmer cited her past service on the CIP, and cited the vast amount of time and work put in by the CIP members and the BOF to review the projects and rank them. Mrs. Farmer felt the Selectmen's questioning of the information provided by the CIP, as volunteers who put in vast amounts of volunteer time, was "dissing" the members. Mrs. Farmer indicated that if she were still a member she wouldn't be happy being "dissed" by the Selectmen.

Selectman Hoffman advised Mrs. Farmer that last year was his first time on the Board, and he didn't go to CIP meetings because he felt his questions would be disruptive to the members and their task. He's since found out questions aren't allowed except during the public participation. He noted Ms. Muska recommended he attend the CIP Meetings. He did that this year. I did ask Chairman Simonelli how she wanted me to get questions out there without disrupting her committee and she said submit them in writing. So, I submitted them in writing; and a couple of weeks later I asked her if she had the answers. Chairman Simonelli told him she doesn't have the time or the resources to answer his questions. Selectman Hoffman indicated he feels it's his responsibility as a member of the Board to understand what he's passing on to the Board of Finance; he accepts what the CIP did was good but he has additional questions. He'll follow First Selectman Maynard's solution to give him the questions he would like the departments to be prepared to answer.

Mrs. Farmer reiterated her experience while on the CIP. She indicated she was concerned with the way it was coming across may be a little negative. Selectman Hoffman reiterated he isn't denigrating what the CIP did; that's not his bag. He just wants to be sure what he is signing for; Mrs. Farmer agreed. Selectman Szymanski cited he also sat in on several CIP meetings and listened; they're not knocking what the CIP does. Mrs. Farmer suggested the way it came across in conversation was negative.

**Kathy Pippin, 37 Woolam Road:** Thanked Mrs. Farmer for her comments.

**Tom Talamini, 23 Rice Road:** Mr. Talamini suggested you have professional people in those department that tell you what they need; you shouldn't be micromanaging them. That's why we hire these people and pay them a lot of money; you have to have faith in them.

**Jim Barton, 108 Main Street, Chief for the Warehouse Point Fire District:** Chief Barton felt Mr. Yagaloff attended the recent meeting to answer questions on how the Town should move the current Broad Brook Fire Department funding into the expanded fire district. Chief Barton noted Warehouse Point has been through this; he didn't feel the Town needs an attorney to write

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

the bylaws. Selectman Szymanski indicated Mr. Yagaloff indicated it isn't up to the attorneys to revise the bylaws; Chief Barton didn't want to incur another cost.

**SIGNATURES FOR APPROVAL OF CHECK REGISTERS:**

The Selectmen reviewed the registers presented and took appropriate action.

**EXECUTIVE SESSION/Pursuant to C.G.S. Sec. 1-200 (6-a), Sec. 1-210 (b-1) (b-4  
Employment, Litigation and Negotiations – Action is possible:**

**MOTION: To TAKE A FIVE MINUTE BREAK AT 9:22 P.M. AND GO INTO  
EXECUTIVE SESSION IMMEDIATELY FOLLOWING THE BREAK.  
Attending the Executive Session were: First Selectman Maynard, Deputy  
First Selectman Dearborn, Selectman Bowsza, Selectman Hoffman, and  
Selectman Szymanski. No other parties attended the Executive Session.**

**Maynard moved/Szymanski seconded/DISCUSSION: None.**

**VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)**

**LET THE RECORD SHOW** the Recording Secretary left the Meeting.

The Board of Selectmen came out of Executive Session at 10:00 p.m.

**MOTION: To AUTHORIZE Mike Harrington of LeClairRyan to represent the interests  
of the Town of East Windsor in union negotiations.**

**Maynard moved/Szymanski seconded**

**VOTE: In Favor: Maynard/Dearborn/Hoffman/Szymanski  
Opposed: Bowsza  
Abstained: No one**

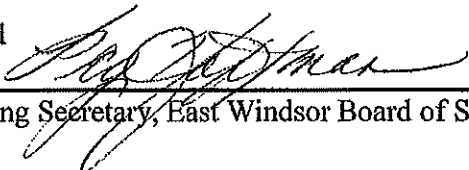
**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 10:03 p.m.**

**Moved Dearborn/Szymanski seconded/DISCUSSION: None**

**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman/Szymanski)**

Respectfully submitted

  
\_\_\_\_\_  
Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – January 17, 2019  
MEETING MINUTES -**

Attachments: *Attachment A: LADA Stormwater Management and Village Center Development Project Report (associated maps are on file in the Town Clerk's Office)*  
*Attachment B: Connecticut Electric Railway Association Letter*  
*Attachment C: Agricultural Commission Tax Exemption for Farm Building Form*  
*Attachment D: Ordinance Establishing a Tax Exemption for Farm Buildings*  
*Attachment E: Mileage Reimbursement Form*  
*Attachment F: 2019 – 2020 Budget Calendar*  
*Attachment G: CIP (Capital Improvement Project Ranking List*

# LADA, P.C.

## Land Planners

Land Development Consulting, Site Planning, Landscape Architects, Planners, Corridor Studies, Visual Assessment, Environmental Impact Statements, Erosion Control Specialists, Streetscapes, Recreation, and Master Planning

September 7, 2018

Mr. Robert Maynard  
Director of Planning and Development  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016

RE: Planning for Stormwater Management and Village Center Redevelopment in Warehouse Point  
(OPM/DeCD Planning Grant)

Dear Mr. Maynard,

In 2016, the Town completed a planning study for Warehouse Point as part of its Plan of Conservation and Development (POCD). As part of this study, it became clear that additional planning work was required to help the residents of Warehouse Point, specifically, and East Windsor, in general, envision the future for this historic village. Throughout its history, this village was an essential commercial node for the town and maintained a close relationship, via the bridge, to the opportunities and development in Windsor Locks. Today that remains true. With the expansion of train service to Windsor Locks on the west, the loss of traditional retail uses on the east and the potential future addition of a casino to replace that retail on the east side- Warehouse Point is sandwiched between the past and the future. Yet, the residents, property owners and users of Warehouse Point can not envision what the future could be and therefore future growth will be subject to the needs and whims of individual property development patterns and the public will have limited input as growth occurs according to market dictates bringing with it disassociated residents who just see the impacts of change and limited benefit.

This is exactly what the Town was trying to avoid as it focused on Warehouse Point during the preparation of its POCD. The POCD process started good conversations about what the village is to the town, what it could look like in the future and what was to be avoided. But, it was just a start and limited consensus was reached during this process but the ground-rules for that consensus was established and the beginning of the conversation was viewed positively by residents and property owners alike. Unfortunately, the scope of the next steps was limited by monies available to the town for such work. Time is going by and the momentum of those discussion is trickling away. But, the town is very interested in continuing this process. The pieces for success have been identified but the effort to reach a usable end product from this dialogue has halted (although hopefully temporarily).

That is the starting point for this next project. Using the consensus points identified during the POCD- the appreciation for the existing historic architecture, the acknowledgment of physical limitations and the sense that change is coming - gives us a good place to start. The next steps are to look into the real needs and expectations of the community to find a path for growth, to define and help people see what comes next, to evaluate how to solve stormwater issues related to this new construction, and to devise regulations which reflect that vision.

Our team consists of LADA, P.C Land Planners- landscape architects and planners and Nathan L. Jacobson and Associates (NJ)-civil engineers. LADA and NJA have worked together on a variety of municipal projects for over 20 years. The most significant has been a 20+ year multiple project effort which transformed Hebron into its current configuration with its green and vibrant Main Street. This project which was completed piecemeal benefitted from the long term commitment and consistent vision of the design team and long working relationship with the town and town planner. LADA is pleased to continue to work with the Town of East Windsor to help it envision the future and bring it closer to reality.

The LADA Team would anticipate the following elements/process to be part of the project. Please note these are our preliminary thoughts and the elements can be modified as needed to reflect the Town's direction and anticipate needs. The attached schedule is for approximately 12- 15 months or 50-60 weeks which has been the standard in our experience.

Based on this approach, the scope of the proposed project is as follows:

- Data gathering/inventory ( updates only and for stormwater)
- Develop project specific goals that reflect the POCD and community
- Begin stormwater evaluation
- Review village for more detailed determination of proposed use and density
- Initial Public Participation and preference surveys
- Preparation of Future Density/Use Plan
- Coordination with property owners and preparation of targeted concept site plans
- Complete stormwater calculations to develop guidelines for future development
- Preparation of new Draft Regulations including stormwater management
- Public Participation - review of draft information
- Final Report and Recommendations

Based on the Grant application as approved, the Project Goals are:

Review and prepare new regulations for Warehouse Point to expand and enhance the existing land uses and densities to create new opportunities for re-development while encouraging residents and visitors to take advantage of more transportation choices; to reduce obstacles preventing on-going retail vibrancy and increased residential density; to create additional cultural, retail service and investment opportunities which will benefit all of the residents of East Windsor through transit oriented mixed use development and land recycling; to provide additional transit-oriented living opportunities within the area and expand these links to other areas in Town; to improve the future pedestrian experience throughout the area and to

Warehouse Point Village/TOD Revitalization  
Page 3

encourage pedestrian, bike and commuter use of the area; to enhance the unique character of the community and support healthy safe and walkable neighborhoods; to respect the existing residents and property owners by helping them understand and , hopefully, embrace meaningful change ( as opposed to unreasonable expectations); to create a functional stormwater plan and approach for village scale improvements to address current issues and proposed new growth.

Meetings will be required throughout the duration of the project. We are anticipating at least 3 meetings per month with the First Selectman, town staff, Board of Selectmen and Planning and Zoning Commission. These meetings are not specifically noted below but are an essential part of the project. Meetings and work completion will be co-ordinated with the regular meeting schedule of the Board of Selectmen and Planning and Zoning Commission. Only those meetings considered critical to define the sequence of the project are noted below.

**1.0 Data Gathering/Inventory and Schedule:**

- 1.0.1 Meet with the representatives of the State to confirm scope of project. Meet with First Selectman and Town staff to review grant proposal, scope of work, project goals and sequence.

Responsibility: LADA

Completed (Weeks 1 -4)

- 1.1. Meet with First Selectman and other designated Town staff and elected officials to review available data and background information. Coordinate with the Town to review available reports and data including the Town's PoCD, the 2015 Warehouse Point Master Plan which was integrated into the PoCD, the May 2017 SWOT study and any data generated by the Town for MS4 compliance and related to existing stormwater data including location of pipes and discharges.

Responsibility: Team with LADA

Estimated Time Required: Meeting -Week 4 and week 6 with FS, week 8 with PZC

Final Product: transfer of data and reports to LADA, list of additional data needed to complete report which will be prepared in other sections of this project. Contact list and meeting schedule.

- 1.2. Update base information for Village (parcels, topo, zoning, etc.) to include approved projects, topography and existing stormwater facilities, floodplain,etc. Update base maps and submit.

1.2.1 Added by Town- preparation of a parcel map of Warehouse Point using available data with each parcel numbered. Additional data will be added to

Warehouse Point Village/TOD Revitalization  
Page 4

this map during the process.

1.2.2 Prepare a spreadsheet to co-ordinate with above map to include the following-

Owner's name (from Tax Assessor's data at time of data collection)  
Address  
Existing Use  
Existing Zone  
Proposed Zone ( to be added prior to final report)

Responsible: LADA, NJA  
Estimated Time Required: 4-6 weeks  
Final Product: Base Maps for Project Area, property list

1.3. Using existing base maps and research conducted in this phase as apt fo the project, compile a comprehensive inventory of existing conditions base maps of the project area including the following:

1. Parking Availability ( based on aerial photo and site visit)
2. Stormwater Facilities ( based on info from Town and site visit)
3. Location of the utilities/information (where available)
4. Building Locations and uses (Update only)
5. Current water and sewer usage and capacity ( from Town)
6. Existing pedestrian patterns ( based on site visits)
7. Current Zoning and Re-occurring issues related to zoning ( based on info form Planning Department)

Responsibility: Team  
Estimated Time Required: 4-8weeks  
Final Product: Inventory Maps as described above.

1.4. Begin initial village stormwater calculations

Responsibility: NJA  
Estimated Time Required: 4-6 weeks

1.5. Present Draft Inventory Plans and preliminary existing stormwater data

Responsibility: LADA and NJA  
Estimated Time Required: Week 12



**2.0 Review Warehouse Point Village for determination of proposed use and density**

- 2.1. **Future Density/Use Plan**—Evaluate the preferred density and uses within each block of the study area from the PoCD Master Plan and evaluate if the information is current and reflects long term desirable development. Changes in Existing Uses will be noted. Coordination with Planning Department to determine if any new applications or interest in planning area have been discussed since end of PoCD process. Update existing uses chart from Item #1.2 above. Update Master Plan to define density levels/future development  
Responsibility: LADA with Team  
Estimated Time Required: 2 meetings- 4-6 weeks  
Final Product: Future Density/ Use Plan

- 2.2. Begin plan development to review options for density and zoning to support the expansion of transit oriented development including identification of the following:

1. Density and Use Options
2. Integration of Parking
3. Expansion of Parking at Critical Areas or other Options
4. Streetscapes Standards
5. Enhanced Emergency Access
6. Identify needed uses and targeted uses
7. Identify areas for visualizations

Responsibility: Team  
Estimated Time Required: 4-6 weeks  
Final Product: Preliminary Plan Recommendations  
and Maps for Review

**3.0 Initial Public Presentation and Preference Survey**

- 3.1. Working with the information from the POCD workshops, update the visual preference prototypes for potential increased density with the Town First Selectman and staff.

Responsibility: LADA  
Estimated Time Required: Will depend on timing for workshop.  
Preparation requires 4-6 weeks  
Final Product: Initial Renderings and plans

Warehouse Point Village/TOD Revitalization  
Page 6

- 3.2. Begin workshops - First workshop to build on POCD and follow up with new images to receive public input on the following:

- a) architectural styles for new development
- b) density preference survey
- c) Needed uses and project goals
- d) Potential obstacles for growth/success

Coordinate advertising with Town staff. Town to determine location.

Responsibility: LADA with Team  
Estimate Time Required: First workshop - Likely Feb 2018  
Final product: Workshop

- 3.3. Prepare a Summary of Workshop Results.

Responsibility: LADA  
Estimated Time Required: 2 weeks  
Final Product: Preliminary Input Survey

**4.0 Coordination with property owners from preparation of concept site plans**

- 4.1. Identify sites that are critical to the success of the next phase of development of Warehouse Point and have potential to enhance to the Village/TOD due to location, proximity, size or potential use.

Responsibility: Town with LADA  
Estimated Time Required: 4 weeks  
Final Product: Summary Report of meetings

- 4.2. With the First Selectman, coordinate discussion with identified property owners to review their needs and interests in project and future development of their property.

Responsibility: Town with LADA  
Estimated Time Required: 4- 6 weeks  
Final Product: Meetings with property owners

Warehouse Point Village/TOD Revitalization  
Page 7

- 4.3 Prepare up to four (4) Concept Site Plans to address critical site identified above. As determined by First Selectman, meet with property owners to discuss plans

Responsibility: LADA and NJA

Estimated Time Required: 4- 6 weeks first draft, 4 weeks  
follow up

Final Product: Concept Site Plans

- 4.4 Prepare Final Draft Future Land Use Plans and Recommendation for density, architectural character and zoning to support the expansion of transit oriented development including identification of the following:

1. Density and Use Options
2. Integration of Parking
3. Expansion of Parking at Critical Areas or other Options
4. Streetscapes Standards
5. Enhanced Emergency Access
6. Identify needed uses and targeted uses as defined by the Market Assessment and Workshops
7. Identify areas for visualizations

Responsibility: Team

Estimated Time Required: 4-6 weeks

Final Product: Preliminary Plan Recommendations  
and Maps for Review

**5.0 Preparation of Post-Development Stormwater calculations and new Draft Regulations**

- 5.1. Using the Future Use Plan and concept site plans, complete drainage calculations to consider the impact of future development, identify location of improvements and prepare initial Stormwater report and recommendations. Define and develop alternatives- for example- town wide solutions vs site by site, etc.

Responsibility: NJA with LADA

Estimated Time Required: 4-6 weeks

Final Product: Draft Stormwater Report and recommendations

Warehouse Point Village/TOD Revitalization  
Page 8

- 5.2. Update Draft Final Future Density/Use plans alternatives, visualizations, Draft Zoning Regulations, alternatives, etc for review prior to public workshops, consider impact of impervious surfaces on stormwater requirements.

Responsibility: Team

Estimated Time Required: 4- 6 weeks

Final Product: Draft Workshop presentation

**6.0 Second Workshop/Public Participation - Review Draft Information**

- 6.1. Prepare visualization graphics for building reuse and architectural character, streetscapes standard and improvements, potential increased development levels, architectural standards and changes to street level experience due to proposed in-fill. The visualizations will use photos of existing places and project the proposed building mass and potential look into these photos (known as photo simulations). These graphics will be used as part of the public presentation for the second set of workshops.

Responsibility: LADA

Estimated Time Required: 4-6 weeks

Final Product: Draft Visualization Graphics

- 6.2. Workshop 2, receive public feedback on the following:

1. Future Density and Uses
2. Proposed architectural styles
3. Proposed Streetscape enhancements
4. Future parking changes and additions
5. Draft Zone Regulations

Responsibility: Team

Estimated Time Schedule: Workshop likely May 2019

- 6.3. Prepare a summary of the public workshops and compile recommendations which came from the public feedback.

Responsibility: Team

Estimated Time Schedule: 2- 4 weeks

Final Product: Public Workshop Summary

Warehouse Point Village/TOD Revitalization

Page 9

**7.0 Final Report and Recommendations**

- 7.1 Based on the information produces to date and two public workshops, complete the following elements as a final report to be reviewed by the Town.

- **FINAL Report**

- All Existing Conditions Plan
- Parcel Map and chart with updated information
- Future Density/Land Use Plan
- Proposed Draft Zoning Map
- Proposed Draft Zoning Regulations
- Streetscape Improvements guidelines
- Visualization graphics
- Other Regulatory Recommendations, if any
- Concept Site Plans
- Final Stormwater Calculations and Report

Responsibility: Team

Estimated Time Required: 6 weeks

Final Product: Summary Report of meetings

- 7.2 Present Draft Edition of Final Report for Review

Responsibility: LADA

Estimated Time Schedule: Meetings- November 2019

- 7.3 Receive Comments , revise and resubmit final report.

Responsibility: LADA

Estimated Time Schedule: Nov- Dec 2019

Final Product: Final Report

- 7.4 Final Presentation of Final Report

Responsibility: Team

Estimated Time Schedule: Before Christmas 2019

Final Product: Town to Accept Final Report



SW- 1/7/2019- Attachment A - Page 10

Warehouse Point Village/TOD Revitalization  
Page 10

Exclusions/Additional Issues:

1. Town will cover all costs related to workshops including mailings, food, etc.
2. A budget of \$5000 should be reserved for copying.
3. The project scope includes all items listed above. Additional work will be accommodated where possible within the scope of the existing fee listed below. However, as this project is subject to a grant, substantive additional work can not be added.


Project Fees

Data Gathering	\$ 10,000
Workshops	\$ 14,500
Base Maps and Plans for reports	\$ 12,500
Stormwater Report	\$ 40,000
Concept Site Plans	\$ 12,500
Visioning Graphics	\$ 16,000
Regulations, streetscape graphics to support regulation, etc	\$ 14,500
Meetings, presentations, reports etc	\$ 10,000
<b>Subtotal of Consultant Costs</b>	<b>\$130,000</b>
Workshop costs (Town)	\$ 2,500
Printing (Town)	\$ 5,000
<b>TOTAL PROJECT COSTS</b>	<b>\$137,500</b>

If this proposal is acceptable, please sign and return one copy.

  
Town of East Windsor

9/18/18  
Date

  
Terri-Ann Hahn, LA  
Vice President

September 7, 2018



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
Intergovernmental Policy Division  
450 Capitol Avenue, MS# 54-ORG  
Hartford, CT 06106-1379

2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program

SCOPE OF WORK SUMMARY

**GRANTEE:** Town of East Windsor

**PROJECT NAME:** Planning for Storm-Water Management and Village Center Redevelopment in Warehouse Point (WHPT)

**GRANT AWARD:** \$ 123,800

**GRANTEE MATCH:** \$ 13,700 (\$7,500 will be for printing and workshop costs, with the remaining being staff time for in kind services)

**SOURCE OF FUNDING:** Responsible Growth Incentive Fund:  
32(a)(2) of Public Act 15-1 (June Special Session)  
Acct. No. 12052-OPM20000-43130

SCOPE OF WORK:

As detailed in the project application, funding shall be used to develop a storm-water management plan, and to establish new zoning recommendations and other guidelines to promote the village-style redevelopment in Warehouse Point (WHPT). A portion of this funding is dedicated to providing public workshops and additional outreach to keep citizens informed throughout the process.

Specific tasks include:

- o Data gathering/inventory ( updates only and for stormwater)
- o Develop project specific goals that reflect the POCD and community
- o Initial Public Participation and preference surveys
- o Begin stormwater evaluation
- o Review village for more detailed determination of proposed use and density
- o Preparation of Future Density/Use Plan
- o Coordination with property owners and preparation of targeted concept site plans
- o Complete stormwater calculations to develop guidelines for future development
- o Preparation of new Draft Regulations including stormwater management
- o Public Participation - review of draft information
- o Final Report and Recommendations

Project Budget

Data Gathering	\$10,000
Workshops	\$14,500
Base Maps and Plans for reports	\$12,500
Stormwater Report	\$40,000
Concept Site Plans	\$12,500

BN- 1/17/2019- Attachment A - page 12

Visioning Graphics	\$16,000
Regulations, streetscape graphics to support regulation, etc.	\$14,500
<u>Meetings, presentations, reports etc.</u>	<u>\$10,000</u>
Subtotal of Consultant Costs	\$130,000
Workshop costs (Town)	\$2,500
<u>Printing (Town)</u>	<u>\$5,000</u>
TOTAL PROJECT COSTS	\$137,500

**SUGGESTED TIMELINE FOR COMPLETION:**

12-15 months

**PAYMENT TERMS**

- Grantee will be paid on a reimbursement basis.  
IMPORTANT NOTE: Reimbursements will only be made for goods/services that are delivered/performed during the contract/grant period. Reimbursement will NOT be allowed for expenditures made prior to the start date of the contract or after the end date of the contract.
- Requests for reimbursement must be submitted using OPM's approved payment request forms.
- Requests for reimbursement shall be submitted not more than one time per month, and the final Reimbursement Form must be received by OPM not later than 90 days after the end of the grant period.
- Reimbursement request forms must be completed and signed by the authorized official who has signed the NOTICE OF GRANT AWARD.
- IMPORTANT NOTE: Section 16 of the General Grant Conditions prohibits the use of these funds to supplant the salaries or in-kind services of existing municipal employees.
- Requests to extend the grant end date, if necessary, shall be submitted in writing to OPM no later than 45 days before the grant end date.



*Bas- 1/17/2019- Attachment B.*



**The Connecticut Electric Railway Association, Inc.**  
58 North Road, P.O. Box 360  
East Windsor, Connecticut 06088-0360  
Office: 860-627-6540 Fax: 860-627-6510



7.

January 10, 2019

Board of Selectman  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016

Subject: Vegetation Management Plan (VMP) submittal for 2019.

Dear Board Members:

Attached is Rev. 0 of the Vegetation Management Plan (VMP) for the Connecticut Trolley Museum which is submitted in accordance with the requirements of Connecticut General Statutes Section 22a-66a(j). Per the statute this VMP must be submitted to the chief elected official or board of selectman of each municipality through which the railroad operates and maintains track as well to the Connecticut Department of Transportation.

The Connecticut Trolley Museum is committed to its obligation to maintain its rights of way in accordance with both state and federal safety standards. Vegetation management is an integral component of those safety efforts.

Should you have any questions concerning this VMP please feel free to contact myself or our President Rob Brogle via the Museum office.

Sincerely,

Larry Bryan - Vice President  
Connecticut Electric Railway Association, Inc.

SN- 1/17/2019- Attachment C- page 1

Town of East Windsor, Connecticut	
This application for exemption of certain farm buildings, as defined in Section 1-1(q), to the assessed value of \$100,000 within the provisions of Section 12-91 of the Connecticut General Statutes, must be filed annually on or before the first day of November. Failure to file this application within the time limit prescribed, shall be considered a waiver of the right to such exemption for that assessment year.	
<input type="checkbox"/> New Application (attach applicable IRS income tax return)	
<input type="checkbox"/> Renewal Application	
<b>REAL PROPERTY OWNER(S) INFORMATION</b>	
Real Property Owner's Name(s)	
Mailing Address	
Telephone Number	
Fax Number	
<b>FOR ONE BUILDING LOCATED AT: (COMPLETE ONE APPLICATION FOR EACH BUILDING)</b>	
Street Address	
Assessor's Map/Block/Lot	
<b>DESCRIPTION OF BUILDING</b>	
Type of Building	
Size of Building	
Other Description	
Current Assessed Value	
Claimed Exemption	
<b>DESCRIPTION OF FARMING ACTIVITY</b>	
This building must be used exclusively for your farming activity only. Please be specific.	

305-1/7/2019 Attachment C, page 2

**THIS SECTION MUST BE COMPLETED ONLY IF THE ACREAGE ON THE REVERSE SIDE OF THIS APPLICATION IS LEASED OR RENTED.**

I, \_\_\_\_\_ residing at \_\_\_\_\_  
NAME OF LESSOR/RENTER STREET NUMBER STREET NAME TOWN ZIP CODE

Do hereby declare under penalty of false statement, that I am leasing/renting for farm purposes, the land at: \_\_\_\_\_  
STREET NAME TOWN STATE

ASSESSOR'S MAP AND PARCEL

Pursuant to a written lease or agreement that I entered into on \_\_\_\_\_ with \_\_\_\_\_  
DATE

OWNER'S NAME STREET NUMBER STREET NAME TOWN/CITY STATE ZIP CODE  
Such lease/rental commences on \_\_\_\_\_ and terminates on \_\_\_\_\_  
MONTH/DATE/YEAR MONTH/DATE/YEAR

The lease/rental amount is \$ \_\_\_\_\_ per ☐ acre ☐ month ☐ year

Have you filed, or do you intend to file, any application for exemption as provided under the above statute, in this or any other town or city, as trustee, as an individual farmer, or as a member of a group of farmers, partnership or family corporation, other than under the ownership contained in this application?

Do you derive at least \$15,000 in gross sales, or did you incur at least \$15,000 in expenses related to such farming operation during the previous calendar year?

Are the horses and ponies, and/or farm machinery kept within the State of Connecticut?

If yes, list town(s):

Machinery Make	Year	Model	Description of use in farming

**I DO HEREBY** declare in accordance with S 12-91 of the Connecticut General Statutes under penalty of perjury that the statements herein made by me are true according to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
OWNER(S) OR TRUSTEE(S)

Subscribed and Sworn to before me: \_\_\_\_\_

Date: \_\_\_\_\_ My commission expires: \_\_\_\_\_

**TOWN OF EAST WINDSOR**

The following ordinance was adopted at a Special Town Meeting duly warned and held on \_\_\_\_\_.

**“Ordinance Establishing a Tax Exemption for Farm Buildings”**

Pursuant to the authority granted by Connecticut General Statutes, Section 12-91(c) that gives the Town the option to provide an additional exemption for farm buildings, the Town hereby provides that the Assessor shall grant a reduction in the property tax assessment for any building used actually and exclusively in farming, as defined in Section 1-1, or for any building used to provide housing for seasonal employees of such farmer in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00) of assessed value of each eligible building. The exemption shall not apply to any residence except for a building used exclusively as a residence for seasonal employees. On or before the first day of November or the extended filing date granted by the Assessor pursuant to Section 12-42 of the Connecticut General Statutes, the owner shall make written application on forms as adopted by the Assessor identifying each building for which this exemption is claimed. The application shall include a notarized affidavit certifying that the owner, derived at least fifteen thousand dollars (\$15,000.00) in gross sales or incurred at least fifteen thousand dollars (\$15,000.00) in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year (October 1) for which such application is made. In the event the farm is owned by one person or entity and leased to another who actually farms, then the lessee shall also file the financial affidavit and it is the lessee's income or expenses that must meet the minimum amount. Any rental expense shall be a lessee expense except rent paid to an immediate family member or entity owned by an immediate family member. The owner shall file an affidavit attesting to the identity of the lessee. Failure to file the application on or before the first day of November shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the Assessor shall have the same rights and remedies for appeal and relief as are provided in the General Statutes for taxpayers claiming to be aggrieved by the doings of the Assessor.

Said ordinance shall become effective fifteen (15) days from publication thereof.

BWS - 1/17/2019 - Attachment E

## Mileage Reimbursement

### Scope

It is the policy of the Town of East Windsor to reimburse Town employees for travel expenses incurred at the per mile rate established by the General Services Administration (GSA) while traveling using their own vehicle.

This policy applies to all employees except for the First Selectman who receives a monthly travel allowance in lieu of mileage reimbursement.

### Definitions

1. *Official duty station* is defined as the location in East Windsor where he/she regularly reports to work. Example: The Town Hall or Town Annex.
2. *Temporary duty station* is defined as a location that an employee is assigned to that is not his/her *Official duty station*. Example: A work-related class in New Britain or a work-related meeting in Hartford.

### Procedure

Travel using a town vehicle is not reimbursable.

Travel between employee's residence and his/her *Official duty station* is not reimbursable.

Mileage accrued on a personal vehicle for work-related activities is reimbursable and should be calculated as follows:

All mileage accrued on work-related business during the work day.

If an employee commutes from their *Official duty station* to or from a *temporary duty station*, the employee shall put in for mileage reimbursement for the distance of the commute between the *Official duty station* and the *temporary duty station*.

If the distance required for an employee to commute to or from their *temporary duty station* to or from their residence is a greater distance than their usual commute to their *official duty station* from their residence, the employee shall request mileage reimbursement for the difference.

Mileage reimbursement must be applied for using the form provided by the Treasurer and submitted to the employee's supervisor for payment by the fifteenth day of the month following accrual. See *Use of Employee Owned Vehicle Policy* for substantiation requirements.

**EAST WINDSOR BUDGET FY 19-20****BUDGET PROCESS**

The Boards of Selectmen and Education hold a public hearing at the beginning of the budget process in February.

The Board of Selectmen and Board of Education present their budgets to the Board of Finance in March.

A public hearing is held by the Board of Finance once both budgets have been submitted.

The Board of Finance holds budget workshops to finalize a proposed budget for referendum.

Once the budget is approved, the Board of Finance sets the mill rate for tax bills due July 1.

**FY 19-20 BUDGET CALENDAR**

02/04/19	BOS and BOE Public Hearing	7pm	
02/04/19	BOS Budget Workshop	Immediately Following Public Hearing	
02/04/19	BOE Budget Workshop	BBES Immediately Following Public Hearing	
02/05/19	BOS Budget Workshop	6pm	
02/06/19	BOS Budget Workshop	6pm	
02/06/19	BOE Budget Workshop	6:30pm	EWHS
02/07/19	BOS Budget Workshop	6pm	
02/12/19	BOS Budget Workshop	6pm	
02/14/19	BOE Budget Workshop	6:30pm	EWHS
02/19/19	BOS Budget Workshop	6pm	
02/21/19	BOS Budget Workshop	6pm	
03/20/19	BOE & BOS Budget to BOF	7pm	
03/27/19	BOF Public Hearing	7pm	
03/27/19	BOF Budget Workshop	Immediately Following Public Hearing	
03/28/19	BOF Budget Workshop		
04/02/19	BOF Budget Workshop		
04/04/19	BOF Budget Workshop		
04/15/19	BOF Budget Workshop		
04/17/19	BOF approve final budget for Referendum		
05/14/19	1st Budget Referendum		
05/15/19	Public Hearing, if needed, or BOF to set mill rate		
05/28/19	2nd Budget Referendum (if needed)		
5/29/2019	Public Hearing, if needed, or BOF to set mill rate		
6/11/2019	3rd Budget Referendum (if needed)		
6/12/2019	BOF to set mill rate		

---

**TOWN OFFICIALS**

Board of Selectmen

Board of Finance

Board of Education

Bob L. Maynard, First Selectman  
Steve A. Dearborn, Deputy First  
Jason E. Bowsza  
Andrew J. Hoffman  
Charles J. Szymanski

Jerilyn K. Corso, Chairman  
Karen Christensen  
Cynthia Herms  
Sarah Muska  
Kathleen Pippin  
William Syme  
Alan Baker, Alternate  
Danelle Godeck, Alternate

Catherine A Simonelli, Chairman  
Kathleen Bilodeau  
Carey-Tull  
Nichole DeSousa  
Scott Morgan  
Frances Neill  
William Raber  
Randi Reichle  
David Swaim



*BOS 1/17/2019 Attachment G - page 1*

11/13/2018

Robert Maynard  
First Selectman, East Windsor

Bob,

The Capital Improvement Planning Committee has completed the task of reviewing and prioritizing the capital projects presented by East Windsor's department heads.

The table below identifies the projects that were submitted this year and shows those we have preliminarily selected to receive funding based on our request that the CIP budget be set at an amount equal to \$1,507,405. These projects represent primarily either mandated improvements or required maintenance of our infrastructure. This request does not provide the full funding needed by these projects and does not include many of the important and worthwhile projects that were submitted for consideration.

In response to your comments during last year's presentation, our submittal includes additional information that we hope you find informative and helpful. The list shows all projects submitted for FY20 funding, both those we've preliminarily chosen for funding as well as those we regrettably felt we could not include at this time. We've also added a description for each project with some of the factors that led to our decisions. The list is in two sections. The top section are those projects that require perpetual annual funding while those in the bottom section are single or multi-year projects. This list does not reflect projects submitted to begin in FY21 or beyond.

Regarding the BBFD pumper truck, the committee feels that this would be best funded either via bonding or a lease/purchase arrangement. We have allocated a preliminary \$100,000 to begin funding either a potential lease/purchase or an outright purchase should bonding not become available.

The committee also spent time discussing how best to fund our road maintenance. We favored a suggestion that considers funding a significant sum in a few years through bonding when there is more room in the bonding levels. We've asked Mr. Norton to begin looking at this and determining how this project could be structured as well as a rough estimate for the cost to bring more of our roads out of disrepair and put us back on a normal maintenance schedule. This could end our current predicament of always playing catch up. We envision that to allow enough time for the work to be done this would likely spread across multiple years with bonding done in phases.

The committee recognizes that the issues of road maintenance and the fire truck replacement require review and action by one or both of the Boards of Selectman and Finance in order to move forward. We hope that the Boards will look into our suggestions. The committee looks forward to meeting upon the successful adoption of a town budget to allocate approved CIP funds.

Sincerely,  
Cathy Simonelli  
Chair, Capital Improvement Planning Committee



# Town of East Windsor Capital Improvement Projects

## Project Prioritization

11/6/18 CIP to BOS for budget consideration

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
1	Police	Vehicles	Replace 2.5 older high mileage vehicles	2,100	\$100,900.00	\$100,900.00	\$100,900.00	Sedans no longer made; chose Ford police utility vehicle as replacement. Some/most custom equip won't be re-usable due to re-vamp with 2020 design. Request is estimate due to unavailability of final costs at time of request.
2	Public Works	Chip Sealing Roads	Ongoing maintenance	1,935	\$75,000.00	\$75,000.00	\$75,000.00	\$75k reimbursed by State LOCIP Program; funded annually to take advantage of this program
3	Public Works	Pavement Management	Annual maintenance and/or reconstruction	1,910	\$500,000.00	\$1,000,000.00	\$1,000,000.00	Independent 2017 pavement study shows 17% of roads need base rehabilitation; 15% structural improvement, 24% preventative maintenance with 44% not needing work at this time. Study shows over half of EW's roads (71 miles) need some level of work at an estimated cost of \$14M.
4	Police	NextGen Solutions	Replacement of aged software system	1,875	\$36,980.00	\$36,980.00	\$173,920.50	Town previously made contractual commitment to this software replacement; this is payment 3 of 4. Software used by most towns in CT improves PD efficiency. Patrols have better access to necessary information. Allows PD to become integral part of larger communication network sharing necessary information.
5	Public Works	Vehicle	Ongoing replacement of Public Works and Parks + Grounds vehicles and equipment	1,540	\$200,000.00	\$200,000.00	\$200,000.00	1996 6W and 1998 10W dump trucks among the 12 vehicles overdue for scheduled replacement. FY20 request is for replacement of a dump truck.



ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
6	Public Works	Town wide Drainage Projects	Ongoing maintenance + replacement of Town wide drainage	1,395	\$50,000.00	\$50,000.00	\$50,000.00	2 culvert crossings with failing metal pipes on East Rd and Pleasant St are the priority in FY20; numerous drainage issues across town.
7	Public Works	GIS System	State Mandated updates to the GIS System	1,375	\$25,000.00	\$25,000.00	\$25,000.00	next 2 tasks are State Mandated, past due and estimated to cost \$70k: 1) locate and map storm drainage systems, 2) map location of every street sign.
8	Assessor's Office	Revaluation	State Mandated Revaluation required every 5 years	1,115	\$20,000.00	\$20,000.00	\$138,472.00	previous savings (\$78k in CNR) have reduced request to only amount required to reach expected cost of next evaluation.
9	Town Property	Vehicle Replacement Program	vehicle replacements	633	\$20,000.00	\$25,590.00	\$25,590.00	continuous funding in small level amount allows replacement of vehicles when necessary and allows EW to take advantage of grants requiring matching funding when they become available.
SUBTOTAL / annual projects					\$1,027,880.00	\$1,533,470.00	\$1,788,882.50	
10	Board of Education	Kitchen steam boiler	replace kitchen steam boiler; kettle and oven ok at this time	1,910	\$20,485.00	\$20,485.00	\$20,485.00	currently unable to use; essential to HS lunch prep; will need to cook in another building which in addition to transport issues also disrupts food prep for the other school.
11	BBFD	E7-139 Fire Truck Replacement	Replace 2001 HME Pumper truck - cost distributed over 5 years	1,860	\$100,000.00	\$200,000.00	\$1,000,000.00	double frame is starting to separate; only 2 locations can diagnose; 2nd truck out (previously 1st out); also used for mutual aid; \$20-25k maint last year; BBFD hopes to keep this truck in service for 5 years while funds are saved for a replacement but this carries some risk. Other funding options considered by CIP: lease/purchase or bonding. CIP allocated \$100k towards possible purchase or lease/purchase. In 2-3 years, bonding may be feasible for this vehicle.



ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
12	Town Property	PD + Radio Tower Generator replacements	replace critical aged generators	1,770	\$50,000.00	\$97,000.00	\$97,000.00	PD Generator is burning coolant and has voltage spikes causing damage to electronic equipment. Tower generator unreliable, difficulty getting parts; required to maintain radio communications. CIP plans to replace small unit at 35k this year and do the larger unit at 62k next year.
13	Police	Vehicle computers	replace old, failing laptops in police vehicles	1,520	\$23,070.00	\$23,070.00	\$49,985.00	current laptops 10+ years old; FY20 request covers 6 of 13 cruisers; remainder of 7 to be submitted next year; new laptops are tablet design with removable keyboard; allows officer to remove and use outside of cruiser increasing efficiency and access to information
14	Treasurer	Financial Software	replace current software	1,144	\$124,470.00	\$124,470.00	\$124,470.00	Current software is designed for non-profits, not municipalities. Two options: town only and town+BOE; Treasurer and Superintendent to determine feasibility to include BOE before final funding allocation; initial funding includes both and will be adjusted in final allocation if not feasible.
15	Town Property	Exterior Lighting	upgrade exterior lighting throughout town	1,084	\$10,000.00	\$40,000.00	\$150,000.00	FY20 focus is EW Park lighting; 16 of 27 (60%) lights at EW Park don't work and field shed wiring needs repair. Upfront costs returned in operating savings.
16	Public Works	DPW Facility Equipment	Purchase new Equipment for use in the service garage	1,056	\$10,000.00	\$20,000.00	\$100,000.00	FY20 project is forklift; existing loader is large, has no maneuverability in garage and doesn't fit through the storage building door; not helpful in moving large 55 gallon drums and material deliveries; often tied up in other uses. Need something more flexible and maneuverable for efficiency.
17	Town Property	Dog Pound Repairs	Replace kennels inside and out	1,004	\$20,000.00	\$61,930.00	\$61,930.00	Entire facility needs major work both in and out. Inspector has identified many major issues. CIP recommends funding in 3 phases. This is phase 1 of 3; Len will discuss with the inspector to see what they feel the highest priority repairs are.



ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
18	Board of Education	BB Café tile replacement	replace original tile over 65 years old with vinyl tile	693	\$27,500.00	\$27,500.00	\$27,500.00	ORIGINAL TILE. Over 65 years old. Estimate covers asbestos removal and disposal with vinyl tile replacement.
19	Board of Education	MS Parking	Expand north parking lot; adds 39 spaces	657	-	\$71,300.00	\$71,300.00	currently parking on lawn areas daily; adds 39 spaces; price estimate from 2017.
20	Board of Education	HS S-wing carpet replacement	Replace 25+ year old carpet	633	-	\$53,000.00	\$53,000.00	Carpet is 25+ years old and showing its age.
21	Public Works	South Rd Sewer	Repair South Rd Sewer to allow transfer to WPCA	630	\$94,000.00	\$94,000.00	\$94,000.00	Once the town rehabs the South Rd sewer, which is in significant disrepair, WPCA will take it over and maintain going forward; this is associated with the town owned land but resident owned housing on South Rd.
22	Town Property	Roof replacements (DPW, BBFD, Sr. Ctr)	Replace aging roofs	540	-	\$600,000.00	\$600,000.00	DPW: roof has multiple patches; chimney in disrepair; replacement is standing seam metal roof expected to last well beyond the 40 yr life estimate. BBFD/SrCtr: fastener heads putting pressure on underside of EPDM membrane and a post is rubbing against membrane creating a tear. Both need reinforcement before winter; many patches over entire roof.
23	Public Works	Sidewalks	Repair/Replace Sidewalks	525	-	\$44,000.00	\$100,000.00	Sidewalk repairs and additions needed throughout town; FY20 submission of \$44k to fix deteriorating sidewalks on Depot St which pose a safety hazard.
24	Parks and Rec	Playground Replacement	bring all playgrounds to code	482	-	\$45,000.00	\$150,000.00	difficult to purchase replacement parts for current equip due to age of equipment; equipment not up to code and doesn't meet current safety standards.
25	Scout Hall	HVAC Replacement-small unit	Replace 18 yr old unit; life expectancy of 20 yrs.	230	-	\$30,000.00	\$30,000.00	similar to large unit of same age which failed in fall, 2018.



ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
26	Parks and Rec	Field expansion and renovation	plans for multiple fields, courts and equipment	115	-	\$100,000.00	\$500,000.00	to accommodate increases in field requests from youth sports as well as private rentals; no current ability to rest, rotate or rehab due to constant use; land clearing, reassigning/regrading of existing park property required.
27	Parks and Rec	Reservoir Basketball Court Expansion	expand and restructure East Windsor Park BB	110	-	\$75,515.00	\$151,030.00	Project expands court area to create a second court and adds parking area; currently most used court in town; expansion opens possibility of running leagues.
COMBINED TOTAL					\$1,507,405.00	\$2,757,740.00	\$5,169,582.50	

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

The Capital Improvement Planning (CIP) Committee consists of up to 9 members who are appointed annually by the Board of Selectmen. In the fall of each year town departments having projects that meet the Town's Capital Improvement criteria can submit their requests for the next fiscal year and the following four fiscal years.

The multi-step CIP process begins with the submission of department requests and ends with the assignment of town approved budget funds to specific projects.

- Town Departments submit requests and provide information to the CIP Committee that both justifies the need for and the estimated cost of each project over a series of meetings.
- The CIP Committee reviews and prioritizes projects based on 7 factors creating an impartial priority for each project.
- Once prioritized, the Committee evaluates the projects, determines those with the highest need and proposes a funding amount for each project for the upcoming fiscal year.
- The proposal is submitted to the Board of Selectmen (BOS) for inclusion in their budget review. The BOS may adjust the CIP Committee's recommendations prior to sending the budget to the Board of Finance (BOF) for further review.
- The BOF may further adjust the requested budget prior to the budget referendum.
- After the Town has approved a budget, the CIP Committee will again convene to allocate the approved budget funds to specific projects.

This year, the CIP Committee received requests to fund 40 projects from nine different town departments over the next five years. Some of these projects require funding over multiple years while others may be completed in a single year. The total cost of the projects submitted for the five-year period of FY20-24 is \$15,683,270. FY20 projects total \$8,559,160 with \$3,260,740 needed in the first year. The table below summarizes the FY20 projects and their associated costs.

Department/ Entity	Project	FY20 Budget Recommendation	Project Request FY 19/20	5 Year Project Cost
Assessor's Office	State Mandated Revaluation required every 5 years	\$20,000	\$20,000	\$250,000
BBFD	Replace 2001 HME Pumper truck - cost distributed over 5 yrs.	\$100,000	\$200,000	\$1,000,000
Board of Education	Replace HS kitchen steam boiler	\$20,485	\$20,485	\$20,485
Board of Education	Replace original BB Café tile over 65 years old with vinyl tile	\$27,500	\$27,500	\$27,500
Board of Education	Expand MS north parking lot; adds 39 spaces		\$71,300	\$71,300
Board of Education	Replace 25+ year old HS S-wing carpet		\$53,000	\$53,000
Parks and Rec	Bring town playgrounds to code		\$45,000	\$150,000
Parks and Rec	Expansion and renovation plans for multiple fields, courts and equipment		\$100,000	\$500,000
Parks and Rec	Expand and restructure East Windsor Park Basketball Court		\$75,515	\$151,030
Police Department	Replace older high mileage vehicles. 2.5 vehicles funded annually to maintain fleet	\$100,900	\$100,900	\$504,500
Police Department	Replacement of aged, inadequate software system	\$36,980	\$36,980	\$73,960
Police Department	Replace old, failing laptops in police vehicles	\$23,070	\$23,070	\$49,985
Public Works	Chip Sealing of roads	\$75,000	\$75,000	\$375,000
Public Works	Annual pavement maintenance and/or reconstruction	\$500,000	\$1,000,000	\$2,500,000
Public Works	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	\$200,000	\$200,000	\$1,000,000
Public Works	Ongoing maintenance and replacement of Town wide drainage	\$50,000	\$50,000	\$250,000
Public Works	Overdue state mandated updates to the GIS System	\$25,000	\$25,000	\$125,000
Public Works	Purchase equipment for use in the DPW service garage	\$10,000	\$20,000	\$100,000
Public Works	Repair South Rd Sewer to allow transfer to WPCA	\$94,000	\$94,000	\$94,000
Public Works	Repair/replace town sidewalks		\$44,000	\$100,000
Scout Hall	Replace 18 yr. old HVAC unit w/life expectancy 20 yrs.		\$30,000	\$30,000
Town Property	Vehicle replacements	\$20,000	\$25,590	\$100,000
Town Property	Replace critical aged PD + Radio Tower generators	\$50,000	\$97,000	\$97,000
Town Property	Upgrade exterior lighting throughout town	\$10,000	\$40,000	\$150,000
Town Property	Replace dog pound kennels inside and out	\$20,000	\$61,930	\$61,930
Town Property	Replace aging roofs (DPW and BBFD/Sr. Ctr)		\$600,000	\$600,000
Treasurer	Replace current financial software	\$124,470	\$124,470	\$124,470
	Totals	\$1,507,405	\$3,260,740	\$8,559,160

Cathy Simonelli, Chairman