

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

REGULAR MEETING

Thursday, July 18, 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; Jason Bowsza, Selectman; Andy Hoffman, Selectman.

ABSENT: Steve Dearborn, Deputy First Selectman; Charles J. Szymanski, Selectman.

SPEAKERS/GUESTS: Town Staff: **Department of Public Works:** Joe Sauerhoefer, Operations Manager; **Recreation and Community Services:** Melissa Maltese, Director; **Treasurer:** Amy O'Toole.

Members of Boards, Committees, Commissions, or Town Entities: **Capital Improvement Projects:** Cathy Simonelli; **Recreation and Community Services:** Melissa Maltese, Director; **Warehouse Point Fire District/Department:** James Barton, D. James Barton, Lou Flynn.

Public: Paul Anderson, Marie DeSousa, Jillian Hubbard, Dick Pippin.

Press: No one from the Press was present.

1. TIME AND PLACE OF REGULAR MEETING:

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First Selectman Maynard called the Regular Meeting to Order at 7:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

2. PLEDGE OF ALLEGIANCE:

Everyone present stood to recite the Pledge of Allegiance.

3. AGENDA APPROVAL:

MOTION: To REMOVE the star from Item 11C. Discussion of Casino under UNFINISHED BUSINESS to take Selectmen Hoffman's comments.

Maynard moved/Bowsza seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)

4. ATTENDANCE: See page 1.

5. DISCUSSION OF MUNIS PURCHASE:

Treasurer Amy O'Toole joined the Board to discuss the purchase of MUNIS Financial Software, at a purchase price of \$124,000.

Treasurer O'Toole reported MUNIS is financial software used by 100 towns in Connecticut. This software product would be used by the Town and the Board of Education. Treasurer O'Toole noted the Town's bidding process requires acquisition of three bids for purchases over \$20,000; she is requesting that the Board of Selectmen (BOS) waive the bidding process so the Town can go forward with the purchase of MUNIS.

Selectman Hoffman questioned if Treasurer O'Toole has used MUNIS? Treasurer O'Toole replied affirmatively; she likes the product although some people may tell you it's rigid and has many restrictions but she prefers the controls within the software. Selectman Hoffman questioned if it's easy to use? Treasurer O'Toole indicated primarily her office, and the Board of Education (BOE) will use the software. Treasurer O'Toole suggested her employees will require training. Other offices will be able to view the information but not change it.

Selectman Bowsza questioned the cost? Treasurer O'Toole indicated \$124,000. Selectman Bowsza questioned Joe Sauerhoefer, of the Department of Public Works (DPW) if there's a provision that allows sole sourcing in the current Town bidding process? Mr. Sauerhoefer replied there is not. Selectman Hoffman questioned Mr. Sauerhoefer if the Town has ever done sole sourcing? Mr. Sauerhoefer replied negatively, noting the current process requires going out to bid for purchases of \$20,000

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or more, then acquiring RFQs (request for quotes) and RFPs (request for purchases) from three sources. Mr. Sauerhoefer noted for construction projects there are often many contractors but software and IT services are limited. He indicated that if the Town went out to bid for financial software it would receive bids from accounting firms.

Selectman Bowsza questioned if the BOS have the ability to waive the bidding policy? First Selectman Maynard and Treasurer O'Toole replied affirmatively. Selectman Bowsza questioned if the Town has a policy on waiving a policy? Treasurer O'Toole recalled that Canton waives the bidding process frequently. She noted NEXGEN is really the only software for the Police Department; the Town has committed to the purchase of NEXGEN. Cathy Simonelli, Chairman of the BOE, noted their current software will no longer be supported within the next year. The BOE's preference would be to go with MUNIS.

Selectman Bowsza questioned if there were other software programs available? Treasurer O'Toole cited AcuFund, which is used primarily by smaller towns, and Quick Books.

MOTION: To WAIVE the Town of East Windsor's bidding process to purchase the MUNIS Financial Software.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)**

6. APPROVE CIP ALLOCATION:

Treasurer O'Toole noted \$1.5 million was requested to fund CIP projects; that was cut to \$900,000 plus during the budget process. But with the additional appropriation in May all but \$100,000 for roads, \$100,000 for the Broad Brook fire truck - which they intend to bond for - and \$20,000 for the dog pound were funded.

First Selectman Maynard concurred, noting that the BOS sent \$886,935 in CIP projects to the BOF in February. The total amount was funded, but was increased due to the 2% budget default. The CIP Committee subsequently increased the project amounts to \$900,600, which included a minor revision for funding for Police vehicles. A balance of \$13,825 was left over, which was reallocated to the South Road sewer project as there was a concern that it had been under-funded.

MOTION: To APPROVE the CIP allocations in the amount of \$900,660 as presented.

Maynard moved/Bowsza seconded/DISCUSSION: None.

**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)**

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7. APPROVAL OF MEETING MINUTES/Special Meeting Minutes of June 12, 2019:

MOTION: To APPROVE the Special Meeting Minutes of the Board of Selectmen Meeting dated June 12, 2019 as presented.

Maynard moved/Hoffman seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)

7. APPROVAL OF MEETING MINUTES/Regular Meeting Minutes of June 20, 2019:

MOTION: To APPROVE the Regular Meeting Minutes of the Board of Selectmen Meeting dated June 20, 2019 as presented.

Maynard moved/Hoffman seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)

7. APPROVAL OF MEETING MINUTES/Public Hearing Meeting Minutes of June 27, 2019:

MOTION: To APPROVE the Public Hearing Meeting Minutes of the Board of Selectmen for meeting dated June 27, 2019 as presented.

Maynard moved/Hoffman seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No Abstentions)

8. COMMUNICATIONS: None.

9. PUBLIC PARTICIPATION:

Lou Flynn: Mr. Flynn indicated he wanted to speak on Item 12A (NEW BUSINESS: Discussion of Warehouse Point Fire District Supplemental Appropriation). First Selectman Maynard suggested he speak when the Agenda item comes up.

Marie DeSousa, 10 Rice Road: Ms. DeSousa reported she is filing an Ethics complaint against Deputy First Selectman Dearborn for his actions at a previous Board of Selectmen Meeting. Ms. DeSousa read from a prepared statement.

Cathy Simonelli, 170 Depot Street: Ms. Simonelli echoed Ms. DeSousa's remarks, noting she, also, has been subjected to Deputy First Selectman Dearborn's actions. Ms.

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Simonelli felt if we're going to chastise the residents for speaking out then maybe we need to look behind the table as well.

Dick Pippin, 37 Woolam Road: Mr. Pippin felt a Selectman has no place complaining about his signs during a BOS Meeting; it's inappropriate. Mr. Pippin felt such action gives the Town a black eye.

Paul Anderson, 89 Main Street: Mr. Anderson cited confusion regarding First Selectman Maynard's agreement for this gentleman (Mr. Flynn) to speak on an Agenda item. First Selectman Maynard cited he had allowed Treasurer O'Toole to speak regarding the software purchase; the Board will be discussing the Warehouse Point Fire District shortly, he felt Mr. Flynn could add to that discussion.

Jillian Hubbard, 40 Mill Street: Ms. Hubbard reported she has reviewed the BOS Recommendations to the Charter Revision Commission for 6/20/2019 and 7/12/2019 and has noticed an error regarding Section 6.6(B). Ms. Hubbard suggested the date of 6/12/2019 has been crossed out and 6/20/2019 written in; she felt that was a discrepancy. First Selectman Maynard indicated the error will be corrected on the Website.

**10. BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/A.
Resignations:** None.

**10. BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/B
Reappointments:**

- 1. Alan Baker (D), Inland Wetland and Watercourses Agency, regular member for a term expiring June 30, 2023.**

MOTION: To REAPPOINT Alan Baker (D), to the Inland Wetland and Watercourses as a regular member for a term expiring June 30, 2023.

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

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No abstentions)

- 2. Albert Grant (U), Agricultural Commission, regular member for a term expiring August 1, 2022:**

MOTION: To REAPPOINT Albert Grant (U), to the Agricultural Commission as a regular member for a term expiring August 1, 2022.

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Maynard moved/Bowsza seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No abstentions)

10. BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C.
New Appointments:

First Selectman Maynard noted the Board has received two applications for appointment to the Ethics Commission. Currently there is one vacancy for a regular member and two vacancies for alternate members. Selectman Hoffman questioned which application was received first? First Selectman Maynard reported both were submitted on June 19th. First Selectman Maynard reported he spoke with both applicants; neither applicant expressed opposition to serving in either position but Ms. Cresenzi mentioned she may experience time constraints while serving. For that reason First Selectman Maynard felt Mr. Misluk may be better able to serve as the regular member.

Selectman Bowsza questioned the two term expirations listed on the agenda. First Selectman Maynard suggested the different dates were listed as the January date completes the vacated term of a regular member, while the July date applied to the alternate members. Selectman Bowsza felt the term expiration dates should be consistent.

(Appointments were made in reverse order due to consideration of regular vs. alternate member)

2. Michael Misluk (U), Ethics Commission, regular or alternate member for a term expiring either January 24, 2023 or July 18, 2023:

MOTION: To APPOINT Michael Misluk (U), to the Ethics Commission as a regular member for a term expiring January 24, 2023.

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

VOTE: **In Favor:** **Unanimous (Maynard/Bowsza/Hoffman)**
(No one opposed/No abstentions)

1. Christina Cresenzi (U), Ethics Commission, regular or alternate member for a term expiring either January 24, 2023 or July 18, 2023:

MOTION: To APPOINT Christina Crescenzi (U), to the Ethics Commission, as an alternate member for term expiring January 24, 2023.

Maynard moved/Hoffman seconded/DISCUSSION: Selectman Bowsza suggested keeping the term expiration dates consistent with January 24, 2023.

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**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No abstentions)**

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

AGENDA NOTATION: Any starred items will not be discussed but will remain on the agenda pending receipt of additional information.

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

First Selectman Maynard reported that last Thursday (July 11, 2019) the BOS met and approved their final recommendations to the Charter Revision Commission (CRC); those recommendations were submitted to the Town Clerk on July 12, 2019. First Selectman Maynard reported the BOS's report of their final recommendations to the CRC is posted on the Town Website (Home Page, and also Boards and Commissions/Charter Revision Commission). He noted the CRC met on Monday, July 15, 2019 to discuss the final recommendations; there will be a CRC Meeting on Monday, July 22, 2019 to which the BOS have been invited to attend for further discussion of the recommendations.

Selectman Hoffman noted at least two of the Selectmen will be on, or returning from, vacation; he questioned if the BOS's attendance at the July 22nd CRC Meeting should be postponed to a future meeting? First Selectman Maynard noted the CRC is under time constraints to prepare their final document. Selectman Bowsza questioned if the CRC July 22nd Meeting could be held at Town Hall for transparency? **Republican Town Party Chairman Bob Leach** noted they have a meeting scheduled that evening; Ms. Simonelli reported the RTC Meeting has been advertised for Monday evening. Selectman Hoffman indicated the CRC has been meeting consistently to work on the recommendations. **Paul Anderson, 89 Main Street**, (a member of the Scout Hall Building Committee) noted the CRC has meetings scheduled at Scout Hall throughout the end of August. First Selectman Maynard indicated he will contact CRC Chairman Matthews regarding rescheduling the meeting to which the BOS have been invited.

11. UNFINISHED BUSINESS/C. Casino:

Selectman Hoffman reported he has recently spoke with David Cappiello, spokesman for MMCT. Mr. Cappiello indicated he had been busy recently while the final session of the legislature was in session. He reported that MMCT is fully aligned to continue building the casino in East Windsor. The hold-up is that it's been so long acquiring approval their construction estimates are out of date; the financial institutions they're dealing with require updated figures. Also, due to the delay their construction manager has moved on to another project; MMCT must decide on a new contractor. Selectman Hoffman indicated Mr. Cappiello felt MMCT will be working on those issues through the end of August. He felt we should see shovels in the ground by October.

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11. UNFINISHED BUSINESS/* D. Discussion of Hartford Foundation's Greater Together Community Funds:

AGENDA NOTATION: Any starred items will not be discussed but will remain on the agenda pending receipt of additional information.

11. UNFINISHED BUSINESS/B. Tyler Regional Animal Care Shelter (TRACS):

First Selectman Maynard reported he and Selectman Hoffman met with the Police Commission recently regarding the Tyler facility; he felt it was a productive meeting. First Selectman Maynard indicated they will be on the Police Commission's August Meeting Agenda. They also hope to visit the Tyler facility with the East Windsor Animal Control Officer to get her impression of TRACS.

12. NEW BUSINESS/A. Discussion of Warehouse Point Fire District Supplemental Appropriation:

First Selectman Maynard opened discussion to Mr. Flynn, who had previously indicated he would like to comment. **Lou Flynn identified himself as the Chairman of the Board of Commissioners of the Warehouse Point Fire District.** Mr. Flynn indicated the Warehouse Point Fire District is still trying to get into the Town budget. He recalled that the Board of Selectmen had requested \$232,000 for the Warehouse Point Fire District to defray the tax inequity for district taxpayers but the Town budget went through 3 referendums and ultimately failed, sending the budget back to the previous year plus 2%. Since the Warehouse Point Fire District hadn't been included in the previous year's budget they have now received nothing. Mr. Flynn indicated that as Chairman, he is asking for a supplemental appropriation for the Warehouse Point Fire District; he suggested there is precedent for his request.

Mr. Flynn suggested the Broad Brook Fire Department and the Warehouse Point Fire Department share firefighting calls but the Warehouse Point Fire District taxpayers pay for their district fire protection and half of the fire protection for the Broad Brook Fire Department. Before the referendums the Warehouse Point Fire District and the First Selectman signed an agreement that the \$232,000 would be used to rebate the taxpayers. Mr. Flynn reported the Warehouse Point Fire District/Department has paid fire fighters to work 11:00 p.m. to 7:00 a.m. at their own expense. Mr. Flynn reiterated the district taxpayers are being taxed twice; it's not right for them to pay for both the Warehouse Point Fire District and Broad Brook Fire Department services. Mr. Flynn suggested if we can spend money for bathrooms at Scout Hall and the splash pad it's a sad joke that fire suppression is taking a back seat. Mr. Flynn indicated the Police Department gets what they want, the Broad Brook Fire Department too. Mr. Flynn noted the 2 departments work well together and they are trying to amalgamate the 2 departments. Mr. Flynn suggested they got stuck in the 2% of nothing budget.

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First Selectman Maynard questioned how the rebate for the taxpayers would work? Mr. Flynn suggested the rebate would be on a pro-rata basis. He noted they have a \$600,000 budget, the failure of the passage of the \$232,000 would reduce that so they would rebate the taxpayers 1/3 of their taxes which were due in July; they would rebate based on the figure on the tax bill. Treasurer O'Toole questioned how that could happen? Mr. Flynn suggested the Town and the Warehouse Point Fire District could sign an agreement to do that. Treasurer O'Toole noted the Town collects the taxes throughout the full year. Treasurer O'Toole indicated the Town has only \$107,000 in the Fund balance currently. Treasurer O'Toole also indicated the Tax Collector wasn't brought into this rebate discussion. First Selectman Maynard clarified the Board wouldn't be making a decision on this request this evening as Selectman Szymanski had requested to be present during the decision; further discussion of the supplemental appropriation will be on the Board of Selectmen's August 1st Agenda.

Jim Barton, Warehouse Point Fire Department Chief, questioned why the Board wouldn't be acting tonight? First Selectman Maynard reiterated that Selectman Szymanski wanted to participate in the decision. Mr. Barton indicated he's tired of making this trip over here; he noted the Board of Selectmen has just waived the bidding process. Selectman Bowsza indicated he called OPM (Office of Policy and Management) to see if it was possible to lower a mill rate after a tax bill had been sent out and the person he spoke wasn't sure and needed to research the question further. Mr. Barton felt they could do a rebate. Discussion continued regarding the rebate proposal. Selectman Hoffman requested Mr. Flynn prepare a 2 page proposal for the rebate process. He cited Treasurer O'Toole is an important part of the process; we need one plan to return this money to the people. Mr. Barton felt they were wasting their time if there wasn't enough money in the Fund balance. Mr. Flynn felt Selectman Hoffman's request was a legitimate request; he'll return with a proposal. First Selectman Maynard noted the Board's next meeting is August 1st.

Jillian Hubbard, 40 Mill Street, questioned how this all works? Why is the Warehouse Point Fire "Department" a separate organization; shouldn't all the fire departments be under the same "roof". Since we're making changes to the Charter can we make that change now? Mr. Flynn gave a summary of the creation of the Warehouse Point Fire District and the Broad Brook Fire Department; First Selectman Maynard assisted with information regarding the Broad Brook Fire Department and its association with the Broad Brook Company, and an explanation of the current taxing situation.

Jim Barton (D. James) , identifying himself as the Treasurer for the Warehouse Point District, felt it was late in the game to get a supplemental appropriation; he also noted the rebate process will be cumbersome. Mr. Barton indicated this underscores the 4 year old problem needs to be fixed. He cited the Warehouse Point District taxpayers have paid 75% of the fire cost and Broad Brook taxpayers 25%. Warehouse Point has spent their money making improvements to the fire stations. Mr. Barton indicated he's

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Encouraged that the Board of Selectmen took notice and tried to put money in the budget for the Warehouse Point District. Mr. Barton felt the cost of fire services should be shared equally; he questioned why this is such a hard problem? Mr. Barton felt the solution needs to happen.

Jim Barton, Warehouse Point Fire Department Chief, suggested it's a lot of work to figure out how to do the rebate process and getting the money back to the people; he felt it was an unreasonable request without the Board making a decision on the supplemental appropriation. First Selectman Maynard indicated the Board would make a decision at their August 1st Meeting.

12. NEW BUSINESS/B. Adoption of East Windsor Senior Center Policies and Procedures:

First Selectman Maynard noted the Board has had this documentation in their packet for prior review. He introduced Melissa Maltese, Director of Recreation and Community Services.

Mrs. Maltese reported that over the past year she has been working to put together an updated Policies and Procedures document for use of the Senior Center, and its associated services. (See Attachment A – East Windsor Senior Center Policies and Procedures).

MOTION: To APPROVE the East Windsor Senior Center Policies and Procedures as presented.

Maynard moved/Hoffman seconded/DISCUSSION: None.

**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No abstentions)**

NEW BUSINESS/C. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$1,488.63 as identified under Tax Refund Report dated 7/1/2019.

Bowsza moved/Maynard seconded/DISCUSSION: None

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

SELECTMEN COMMENTS AND REPORTS/A. Jason E. Bowsza:

See Attachment B for Selectman Bowsza's Report.

SELECTMEN COMMENTS AND REPORTS/B. Charles J. Szymanski:

Selectman Szymanski was not present this evening; no report.

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SELECTMEN COMMENTS AND REPORTS/C. Steve Dearborn:

Deputy First Selectman Dearborn was not present this evening; no report

SELECTMEN COMMENTS AND REPORTS/D. Andy Hoffman:

Selectman Hoffman indicated the Economic Development Commission didn't meet in July, nor will the EDC meet in August; he has no report for the public.

SELECTMEN COMMENTS AND REPORTS/E. Robert Maynard:

First Selectman Maynard reported on the following items:

- First Selectman Maynard noted when Selectman Bowsza spoke of the Charter revision recommendations he generalized, and inferred that all the recommendations should be disapproved. First Selectman Maynard recalled Selectman Bowsza did say he was in favor of one recommendation; **Tom Talamini, (23 Rice Road)**, speaking from the audience, suggested that would be the recommendation for the Finance Director/Treasurer. First Selectman Maynard noted there are is also a proposal to identify all the General Statutes within the Charter by number and title; Selectman Bowsza concurred that was a good change. First Selectman Maynard noted the Board of Selectmen have also recommended the Charter Revision Commission drop some proposals. First Selectman Maynard noted the text of the questions is important when the Board votes on them.
- First Selectman Maynard reported there was a fire at the Mill Pond Apartment Complex on Friday or Saturday. He noted he had been called by the Police Department to come over, when he arrived he found there were 3 buildings involved; the buildings were separated by an access through the buildings but the structure shared a roof so several apartments were affected by the fire. A number of residents were evacuated; it's anticipated it may be 6 months before the residents can return to their homes.

First Selectman Maynard reported he was impressed with the way the Red Cross handled the situation. They brought the affected residents to the Mill Pond Community Center and worked with them to find housing and other needs. Melissa Maltese has been working hard to find the residents new places to stay. Mrs. Maltese (Director of Recreation and Community Services) reported she has been contacted by only 4 of the apartment dwellers so far; she anticipates 11 additional occupants may be contacting her department for assistance. She has currently placed the 4 families in hotels until their units are habitable again. Under the Connecticut Relocation Act the Town is obligated to pay for relocation and moving and storage costs for these residents; there is no time limit to seek assistance. Mrs. Maltese suggested that once the residents can return to their apartments they'll be looking for furniture and other items. Due to limited space her

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department can't accept donations. Mrs. Maltese reported the property will be liened to recover the cost of the assistance provided by the Town.

- First Selectman Maynard reported he recently visited the Trolley Museum, which was given a \$50,000 grant from the Connecticut Department of Economic Development to refurbish one of the trolley cars which was built in Springfield, and ran in Torrington until 1929. First Selectman Maynard noted the Deputy Commission was present at the Trolley Museum to present the check.
- First Selectman Maynard reported that Dick Sherman, Chairman of the American Heritage River Commission (AHRC), has recently reported on the water quality conditions of the Scantic; they are presently coming back as yellow and blue. **Tom Talamini, 23 Rice Road, who is also a member of the AHRC,** reported blue means you can swim in the water, yellow is permissible for boating, red signifies to stay out of the water.
- Selectman Bowsza questioned what's being done with regard to cooling stations for the anticipated excessive heat conditions coming up? First Selectman Maynard suggested referring to the Police Department Facebook page. He noted the Police Department suggests people call 911 if they are having problems and they'll find residents a cool place.

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 GO INTO EXECUTIVE SESSION at 8:20 p.m. Attending the Executive Session were: First Selectman Maynard, Selectman Bowsza, and Selectman Hoffman. No other parties attended the Executive Session.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

LET THE RECORD SHOW the Recording Secretary left the Meeting.

The Board of Selectmen came out of Executive Session at 8:55 p.m.

MOTION: To APPROVE the collective bargaining agreement between the Town of East Windsor and the United Public Service Employees Union Local 424 Unit 91 East Windsor Municipal Employees for July 1, 2018 through June 30, 2021.

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Bowsza moved/Hoffman seconded/

**VOTE: In Favor: Unanimous (Maynard/Bowsza/Hoffman)
(No one opposed/No abstentions)**

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:57 p.m.

Bowsza moved/Maynard seconded/DISCUSSION: None

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

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS: Attachment A - East Windsor Senior Center Policies and Procedures.
Attachment B - Selectman Bowsza's Report

EAST WINDSOR SENIOR CENTER POLICIES & PROCEDURES

HOURS OF OPERATION

The East Windsor Senior Center is open during the following hours:

Monday to Friday 8:00 a.m. to 3:00 p.m.

Occasional programs may be scheduled during evening and/or weekend hours and will be advertised in the monthly newsletter and calendar.

HOLIDAYS

The Town of East Windsor observes the following recognized holidays. On these days, the East Windsor Senior Center will be closed:

New Year's Day
Good Friday
Labor Day
Thanksgiving Day

Martin Luther King Jr. Day
Memorial Day
Columbus Day
Day after Thanksgiving

President's Day
Independence Day
Veterans Day
Christmas

INCLEMENT WEATHER

At the East Windsor Senior Center, it is our policy to follow the East Windsor Public Schools schedule. This means if the school is closed or delayed, programs, activities, meals and/or transportation services may be delayed, postponed, or cancelled, even if the Senior Center is open. To see if the East Windsor Senior Center has been impacted by weather-related closures, check for announcements on WFSB Channel 3 or NBC Channel 30.

PRIVACY POLICY

The East Windsor Senior Center is compliant with Federal and State laws and Town of East Windsor policies regarding confidentiality. To that end, the Center and its staff have defined procedures to protect members' privacy. Member records are confidential and maintained accordingly. Member information is not released without prior written consent or verbal authorization.

ELIGIBILITY

1. The East Windsor Senior Center is designed for the independently functioning older adult, aged 60 and over and includes accessibility for those with physical limitations. The Director of Recreation and Community Services reserves the right to assess participants as to their ability to safely and appropriately use the Senior Center, to insure the well being of all attendees.

EAST WINDSOR SENIOR CENTER POLICIES & PROCEDURES

2. Participants must be independent and oriented. Participants who are not independent or oriented may be required, at the discretion of the Director of Recreation and Community Services or the Senior Services Lead, to have a home-health aide, companion, escort or family member accompany them while they participate in activities or utilization of services, including transportation. Staff members are not allowed to provide hands-on assistance.
3. Participants who require an aide/companion must always be accompanied by them while visiting or using the Senior Center services. In the event the aide/companion does not provide adequate assistance or leaves the participant unassisted; staff members will immediately contact the emergency contact person on file. On-going failure to provide necessary caregiver assistance may result in the cancellation of participant's privileges.
4. Individuals with assistance needs that cannot be managed by their aide/companion may be excluded from participation. These include but are not limited to:

Wandering	Unmanageable incontinence	Prescription drug monitoring
Contagious Disease	Drug/alcohol abuse	Abusive/harmful behavior
Regularly occurring seizures	Cognitive impairment	Poor Personal hygiene
Behavioral health problems	Inability to feed oneself	Inability to toilet independently

5. Prior to the exclusion for any of the above reasons, the Director of Recreation and Community Services shall meet with the individual and/or family to identify the assistance need and offer potential solutions. A plan of action will be established by the staff. Failure to comply with the recommended action plan will result in the member's exclusion from participation and cancellation of participation privileges.

MEMBERSHIP

1. Membership is open to men and women aged 60 and over. Members' spouses/committed partners under age 60 may participate in activities as guests. An additional fee may be added to meal and or activity fee.
2. Membership registration is available on an on-going basis through our office during normal business hours.
3. Membership must be renewed annually during the month of the original member registration. Members will be notified with a courtesy call during the month, as a reminder.

EAST WINDSOR SENIOR CENTER POLICIES & PROCEDURES

ATTENDANCE

1. Activities, classes and services are available for adults, aged 60 and older who have registered for membership and paid if a fee is required for a specific activity fee must be paid in advance.
2. Guests of members are welcome to visit the center if it does not interfere with member use of the facility. Children are only permitted for special events that the center may sponsor. Prior notice will be given on those special events.
3. All participants (members and guests) are required to sign-in to document attendance.

HEALTH AND SAFETY

1. Participants utilizing the Senior Center facilities must wear proper attire, including safe footwear, while on premises.
2. Alcoholic beverages are not permitted in the building or on the grounds.
3. Smoking is not permitted in the building.
4. Pets are not permitted inside the facility.
5. East Windsor Senior Center is licensed as a food service establishment. For the safety of all and to comply with the Federal and local health codes, only staff members and volunteers are permitted in the kitchen.
6. Members must have current emergency contact information on file in the office. In the event of an emergency, it is the policy of the East Windsor Senior Center to have a staff member contact 911. The members' emergency contact on file will be notified. Members who are fully conscious may refuse medical assistance only after the emergency medical responders have arrived and evaluated their medical condition. If further medical treatment is recommended by the emergency medical responders and the member refuses to comply, they will be asked to sign a waiver. Members who refuse medical attention must vacate the premises but cannot be transported by the senior center bus, car, or any member of the staff.
7. **Fire drills are conducted on a quarterly basis. All occupants (members, guests and staff) are required to participate. In the event of an emergency, all occupants may be required to vacate the building until it is deemed safe to return by appropriate personnel.**

EAST WINDSOR SENIOR CENTER POLICIES & PROCEDURES

PERSONAL CONDUCT

1. Persons creating a serious disruption may be asked to leave the Senior Center for the remainder of the day by a staff member. A verbal warning will be issued and documented at this time. If the person does not leave voluntarily, a staff member shall take appropriate measures to have the person removed, including contacting the police.
2. A second violation of policies will warrant a written warning to be issued by the Director of Recreation and Community Services. This written warning will be signed by the person receiving the warning and staff. A copy will be kept on file at the Senior Center.
3. The Director of Recreation and Community Services may permanently exclude any person who does not follow the policies established for the well-being of all participants and staff of the East Windsor Senior Center. Actions that may lead to exclusion are as follows:
 - Repeatedly and intentionally disobeying the rules and regulations, as outlined in these policies
 - Intentionally causing or attempting to cause physical injury to another person
 - Using obscene/profane language or gestures, engaging in bullying, verbal abuse or harassment of others
 - Carrying a dangerous object, firearm, knife or other weapon
 - Possession of/use of or evidence of impairment caused by illegal drugs and/or alcoholic beverages, while visiting the Senior Center or taking part in Senior Center activities
 - Vandalism, intentional destruction or theft of Town of East Windsor, staff and/or members' property
 - Sexual harassment of a verbal, written or physical nature

RIGHT TO APPEAL FOLLOWING EXCLUSION FROM THE SENIOR CENTER

A person who has received notification of their exclusion from East Windsor Senior Center programs and/or services has the right to request a hearing to review the exclusion with the First Selectman of the Town of East Windsor. The request must be forwarded within ten working days of the exclusion. The First Selectman will have no more than fifteen days after receiving the appeal to schedule a date for the hearing.

EAST WINDSOR SENIOR CENTER POLICIES & PROCEDURES

A written notice of the hearing date, time, and place shall be sent to the petitioner at least five working days prior to the hearing.

The Director of Recreation and Community Services shall notify the First Selectman of the circumstances and rule violations which resulted in the exclusion. Details will be reported in a written narrative of the events, the names of any witnesses and copies of any statements or affidavits made by the witnesses.

The excluded person will have the right to testify and produce witnesses and other evidence in his/her defense at the hearing.

The excluded person may be represented by any third party of his/her choice, including an attorney. The Town may choose to have an attorney, at their discretion.

Any witnesses may be asked to appear in person to testify at the hearing.

The First Selectman will notify the excluded person of the decision by certified mail, return receipt requested, within five working days of the hearing. The notification will detail the reasons by which the decision was made. The decision of the First Selectman will be final.

COMPLAINT PROCESS

1. Members' input is welcomed by all staff members.
2. Members' who have concerns about programming, policies or who have a dispute at the Senior Center are encouraged to first discuss their issue in private with the Senior Center Lead or the Director.
3. If a member's concern has not been satisfactorily addressed by the Director of Recreation and Community Services, the complainant has the right to contact the First Selectman's Office.

TRANSPORTATION PROGRAM

This service is provided through the Town of East Windsor under the umbrella of Senior Services and has been in operation since 1978. The Transportation Program is a prescheduled service, designed to aid and supplement qualified East Windsor residents in their transportation requests for activities of daily living. This service was designed to foster independence and assist our clientele in their quest to remain self-sufficient.

Transportation services are provided to East Windsor residents 60 years of age and older, or residents who are 18 years of age and older currently on Social Security Disability Insurance (SSDI). Under Greater Hartford Transit District regulation, persons under 18 years of age are not permitted to ride on the vehicles. We reserve the right to request documentation of eligibility for transportation services. New clients are required to come

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into the Senior Center to register for the Transportation Program prior to their first use of this service. An in-depth description of the program and guidelines will be discussed with the client at the time of registration. The same expectations of behavior are required while utilizing the Transportation Program.

The Senior Services Transportation Program is **NOT** an emergency service. If you have an emergency, **please call 911**.

To operate within our budget guidelines, we ask that no out of town appointments are scheduled after 1:30 p.m. and no local appointments after 2:00 p.m. As a municipal agency, we observe all State and Federal holidays.

If you have any needs or questions not addressed here, please contact the Transportation Coordinator at (860) 292-8261 between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

NUTRITION PROGRAM

The East Windsor Senior Center administers the Community Renewal Team (CRT) Elderly Nutrition Program offering Meals on Wheels and Senior Community Cafés. The purpose of this program is to provide seniors with well-balanced and delicious meals, as well as foster a sense of community and encourage socialization.

Community Café: The Senior Community Café offers healthy, congregate meals for the local elderly. A monthly menu will be available at the Monthly Senior Social.

Reservations: Please call (860) 292-8279 one day in advance between the hours of 8:30 a.m. and 10:00 a.m. to make reservations.

Eligibility: All seniors sixty years of age or older, or the spouse of an eligible senior, are encouraged to participate.

Donations: Meals are provided at no charge. Donations of \$2.50 per meal are welcome, but not required. Any questions can be answered by calling the East Windsor Nutrition Program at (860) 292-8279, or read more about Senior Community Cafés on the CRT website.

Meals on Wheels: Meals on Wheels delivers daily meals to homebound elderly residents.

Delivery Schedule: Two meals per day are delivered five days a week (with weekend meals delivered on Friday), fifty-two weeks a year.

Meals: Each delivery consists of one hot lunch and one cold bag supper. Meals are prepared according to each participant's dietary needs. Specially prepared

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meals such as pre-cut, ground, and other therapeutic diets are available. View a Sample Menu from Meals on Wheels [here](#).

Eligibility: Please review the full eligibility requirements and application process on the CRT website. Some participant requirements include:

- Must be 60 years of age or older
- Must be unable to eat at a community meal site
- Must be assessed by staff as 'homebound'

Donations: Meals are provided at no charge. Donations of \$2.50 per meal are welcome, but not required.

Volunteer: Anyone who is interested in volunteering for our Meals on Wheels Program, please call us at (860) 292-8279.

Please call the East Windsor Nutrition Program at (860) 292-8279 with any questions, or read more about Meals on Wheels on the CRT website.

BOS - 7/18/2019 - Attachment B

Selectmen's Report - July 18, 2019

Yesterday, the Pension and Investment Board met, and had a busy meeting. After a volatile first half of 2019, our plan continues to outpace the benchmark over the life of the plan. We have seen year-to-date returns of 12.62%.

Beyond the regular plan update, the board discussed possible changes to the asset allocation targets, particularly adding targets within asset is something that would lend some stability to the plan and provide additional guidance to the Plan managers. We will be discussing this in greater detail in the coming months.

We also agreed to add more active management options to plan participants.

The Board of Selectmen had a special meeting on 7/11 to discuss our review of the recommended changes to the charter. In most cases, the Board agreed with the proposals presented. I dissented from all but two of them, for a number of reasons: we have no idea what the financial impact of any of the proposals will be; we did not consider any of the comments that have been offered by the public pertaining to the ideas; all of the changes can be linked to personal grievances of commission members, rather than having foundations in good government; and in my opinion the recommendations will further divide our community, which I do not believe to be in our best interests.

There will be an upcoming joint meeting between the selectmen and Charter Revision Commission to finalize what questions will be on the ballot. It is extremely important to word any questions in such a way so that the intentions are clear. I'm concerned that that clarity will not happen.

Respectfully submitted,

Jason E. Bowsza
Selectman