

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

SPECIAL MEETING

Thursday, January 3, 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: Town Staff: Assessor: Helen Totz, Town Planner: Ruben Flores-Marzan, Department of Public Works: Len Norton, Director/Town Engineer, Joe Sauerhoefer, Operations Manager, Recreation and Community Services: Melissa Maltese, Director.
Members of Boards, Committees, Commissions, or Town Entities::Veteran's Commission: D. James Barton, Chairman; Bob Lyke, Bob Dynak, Rick Webster, Scott Morgan, Mary Morgan, Dan Morgan.

Public: Paul Anderson, Hope Carlson, Marie DeSousa, Albert Grant, Bob Lyke, Kirk Montstream, Scott Morgan, Dick Pippin, Cathy Simonelli, Tom Talamini.

Press: No one from the Press was present.

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TIME AND PLACE OF REGULAR MEETING:

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

PLEDGE OF ALLEGIANCE:

Everyone present stood to recite the Pledge of Allegiance.

AGENDA APPROVAL:

MOTION: To GO OUT OF ORDER and move Item 10E UNFINISHED BUSINESS: Discussion of Transfer for Assessor Travel Expenses up in the Agenda order prior to discussion of UNFINISHED BUSINESS. B. Discussion of Charter Revision.

Maynard moved/Dearborn seconded/DISCUSSION: None.

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

ATTENDANCE: See page 1.

DISCUSSION OF HEMP CULTIVATION:

First Selectman Maynard introduced Town Planner Ruben Flores-Marzan, who is in charge of the Planning Department. Town Planner Flores-Marzan has come to East Windsor from Ware, Massachusetts, where he had direct experience with planning and zoning for cannabis uses. First Selectman Maynard referenced a Courant news article which ran December 30th regarding the Federal Government's passage of the 2018 Farm Bill which legalizes hemp farming; he noted Connecticut farmers eager anticipation of initiating hemp farming in this State. He noted Don Tuller, a local farmer and President of the Connecticut Farm Bureau, is urging the State to move quickly so Connecticut farmers can begin planting this Spring; Mr. Tuller indicated that hemp crops could net local farmers \$100,000 an acre.

First Selectman Maynard noted East Windsor's intent to promote its rural charm; he suggested embracing hemp farming could be a way to do that while keeping the farms profitable. First Selectman Maynard then reviewed some of the uses of the hemp plant, including textiles and fabrics, twine/nets and canvas bags, composite mold parts, paper products, building materials and fiberboard, food products such as salad oil and margarine, and paints and varnishes. First Selectman Maynard suggested marijuana is a hemp product – Selectman Bowsza clarified that it's a derivative of the cannabis sativa plant; the difference is in the THC level.

First Selectman Maynard introduced Town Planner Flores-Marzan.

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Town Planner Flores-Marzan agreed that Selectman Bowsza may know more about the relationship between hemp and cannabis than others. Town Planner Flores-Marzan noted that he grew up on a farm in Puerto Rico. One of the things that was attractive to him applying for his job in East Windsor is we have the opportunity to be productive and prosperous using the land for agriculture but also for commercial and industrial uses. Town Planner Flores-Marzan noted that agricultural uses are allowed in every zoning district in East Windsor. He concurred with First Selectman Maynard's comment that hemp has now been legalized in the United States.

Town Planner Flores-Marzan offered a brief history of hemp. He suggested there was a lot of back and forth from the 1800s. Referencing a local history book Town Planner Flores-Marzan suggested East Windsor has a history of hemp. Later on cannabis and marijuana, trying to put those two together; the difference, as Selectman Bowsza was saying, is the THC level which is the active component. You can't get high on hemp. Town Planner Flores-Marzan suggested that now that science and research has elaborated on that fact the legislators were able to put this forward up to the point of today where we have legalized industrial hemp in the United States. Selectman Bowsza interjected – just hemp; there's no more industrial. Town Planner Flores-Marzan thanked Selectman Bowsza for his clarification, noting there is now the opportunity for the policy-makers to move hemp farming forward in Connecticut.

Town Planner Flores-Marzan suggested there are several ways to begin that process. The State can define a plan for guidelines and regulations for hemp farming. Or the U. S. Department of Agricultural (USDA) can set levels for the use of the product. Town Planner Flores-Marzan felt we have good people working at the State level; he suggested East Windsor work with our State legislators as partners to get this going. He suggested we should begin by writing a letter of support for hemp farming to be sent to the DOA; included in that letter should be a request that East Windsor be considered as a pilot community to initiate a pilot program for hemp growing and production. Town Planner Flores-Marzan reiterated East Windsor already has the zoning in place to initiate a program quickly.

He noted that there is information online regarding hemp production. As a Planner, he suggested he sees jobs, and opportunities; he sees East Windsor as being a hub for the industry – the farmers producing the crop, we have the zoning of industrial sites in town where we could produce it and provide the services, and then you have Route 5 where you could establish points of sale. In East Windsor you would have the crops, the manufacturing and testing, and the points of sale, a complete supply chain in one location. You're abutting I-91, Springfield to the north and Hartford to the south, and access to the world via the airport. He invited people to drop in to the Planning Office to discuss the opportunities.

Selectman Hoffman questioned what we in East Windsor can do to get ourselves out ahead of the rest of the towns regarding this venture; should we be writing to our representatives? Town Planner Flores-Marzan suggested we should be having that conversation with the State Department of Agriculture.

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Deputy First Selectman Dearborn suggested this all sounds crazy to him, and he's farmed over 500 acres for years. He questioned that if the State has made it legal for the farmer to raise hemp why does anyone have to ask permission to grow it? He cited it's not a crop that easy to harvest; you have to pick it like tobacco leaves; he questioned where anyone would get the people to harvest it? Deputy First Selectman Dearborn suggested the reference to \$100,000 per acre has everyone drooling. He sees a tax coming down the pike from the State.

Selectman Szymanski questioned where hemp was farmed presently that yields the \$100,000 per acre? Selectman Bowsza suggested it depends on the yield; if you're growing it for rope you're not going to get \$100,000 per acre. What everyone is excited about is the oils; it's the cannabidoil – the CBDs that have the medical application. He suggested the medical pharmaceutical companies are really interested in it, the medical marijuana companies; the opportunity to have a diverse product is very attractive to anyone in an industry which has been struggling. When you grow corn you grow corn but with hemp it depends on what you're growing it for. Selectman Hoffman questioned if the hemp grown for pharmaceutical use has to be grown inside a covered facility vs. field hemp grown outside if it's grown for construction materials? Selectman Bowsza referenced Town Planner Flores-Marzan's comments earlier; the State will have to write and submit a plan for approval to the USDA regarding regulations. Those regulations/plans must also be approved by the Department of Justice to set up the regulatory process around this product.

First Selectman Maynard queried the audience for comments.

Paul Anderson, 89 Main Street: Mr. Anderson cited that tomorrow he'll be receiving a hemp-based medical cream that's reported to have very good results on arthritis, so there is the potential for money with the medical uses.

Kirk Montstream, 278 South Main Street: Mr. Montstream welcomed Town Planner Flores-Marzan to East Windsor. He hoped that everyone on the Board was supportive of the 2018 Farm Bill approved by the Federal Government; he cited the Plan of Conservation and Development to save this town is on board, we should be as well. Anything the Town can do to support that – if it's a letter to start the process – Mr. Montstream totally supports that. There should be no resistance on this Board for support of the Farm Bill. Mr. Montstream felt that if there's resistance at this level it will wreck it for this town.

Cathy Simonelli: Mrs. Simonelli suggested she has no problem with hemp; she understands the medical properties are great. Her concern is physical resemblance to marijuana. We have to involve the Police Department and find out what it will take for them to monitor and understand –if it's a lot more time and effort and money for them to distinguish between legal hemp and illegal marijuana being grown that may cost us in the long run.

Selectman Bowsza didn't feel it would be left to the local Police Department in regard to testing, security, and enforcement. He cited there are 14 approved medical marijuana applications

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throughout the State; the State knows where they are, how much they produce, who works there, what their security measures are, etc. Selectman Bowsza questioned if the State would allow everyone who wants to grow hemp to do it? He suggested there are more questions at this point than there are answers. Mrs. Simonelli suggested that the farmers should be able to have the opportunity if that's what they want to do, and if they can make more money than with whatever they're growing now but she felt there are a lot of unanswered questions. Selectman Bowsza briefly reviewed the interaction of the State and the Federal Government regarding implementation of 2018 Farm Bill.

Town Planner Flores-Marzan advised the public the Agricultural Commission will be meeting on January 10th (Park Hill at 6:30 p.m.) and January 24th (Town Hall, time to be determined), at which time they will be having a similar conversation. He invited everyone to attend both meetings, and to spread the word.

Tom Talamini, 23 Rice Road: Mr. Talamini quested if processing the hemp for medical use is difficult, and would we need facilities to do that? Town Planner Flores-Marzan suggested the seeds are pressed to release the oils; you would need a facility for that. He noted many things need to be hashed out. Selectman Bowsza cited the need to develop guidelines and regulations for the cultivation, distribution process, commercial sales; this is a h-u-g-e undertaking. Mr. Talamini suggested to Town Planner Flores-Marzan that maybe East Windsor should work towards developing a manufacturing facility first. Deputy First Selectman Dearborn felt the farmers would sell to brokers, as they do with tobacco; the brokers have the connections. Selectman Bowsza clarified that medical marijuana cultivation is the model rather than tobacco.

Town Assessor Helen Totz: Ms. Totz reported that in September she attended a symposium for Assessors, and one of the classes she attended was related to medical marijuana production facilities. She stated that the medical marijuana facilities are so tightly controlled that Assessors have to get permission to inspect them. The medical marijuana is not grown in a field; it's grown inside buildings without windows in secret locations; it's a tightly watched and controlled industry.

Selectman Szymanski noted that currently the farmer growing a crop is assessed at a farmland rate, which is less than other assets. If someone is able to make \$100,000 on a crop what would the impact be on our tax base? Ms. Totz indicated she didn't see an increase in the rate of assessment because it's still a crop but their returns to the IRS and State and Federal Government would be increased. Ms. Totz suggested another consideration is that the DOA might create another class for hemp or marijuana crops; currently it would be a tillable Class A rate.

Selectman Bowsza felt this wouldn't be a windfall for municipalities but it could substantially help people in agriculture. He suggested when going door to door campaigning he constantly hears we're an agricultural community and people want to maintain the rural character of town and support agriculture; this is a way to achieve that. With a change in State and Federal policy that can be achieved at no, or little, cost to the town. This won't pad our budget; this is just

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something that will happen because it's good for people who are working the land that we have and they're not going to build other stuff with it.

Albert Grant: Mr. Grant suggested that crops change and the farmer grows whatever makes money, and if everyone grows this the price will go down and things will adjust but this is a way to keep the farmland and have it be profitable and to be able to grow what you need whenever you need it.

Selectman Bowsza requested to follow up Mr. Talamini's earlier point about the processing facilities. Selectman Bowsza believed that what will happen is now that hemp is out of the Controlled Substances Act one of the new aspects of this is the available investments because banks had been very hesitant prior to invest in anything that's against Federal laws, like cannabis. That's different now. Selectman Bowsza didn't know if things like farm credits would be affected.

Dick Pippin: Mr. Pippin suggested the first thing the Town should do is let people know we're open for business and we're willing to help the farmer. Mr. Pippin didn't feel the harvesting would be a problem; with two crops per year the farmers would be able to develop a workforce. Mr. Pippin reiterated the Town should go on record to the State DOA we're open for business and we'd like to get a test plot going here. Get it done.

Selectman Hoffman felt the Town should be pro-active and consider how to position itself to be a pilot town for growing and processing. Selectman Hoffman indicated he would like to charge Town Planner Flores-Marzan with putting together a plan of how to best position ourselves, do we need an ordinance, how do we market the land we have to be in a position for growing testing and processing. He concurred with Selectman Bowsza; this will be a fast moving process. Selectman Hoffman suggested he would like to ask Town Planner Flores-Marzan to spearhead whatever East Windsor needs to do. Selectman Szymanski suggested First Selectman Maynard should send a letter tomorrow to the State indicating that East Windsor wants to be a pilot town. First Selectman Maynard concurred, noting discussing this with State Representative Chris Davis and State Senator Tim Larson. Selectman Szymanski reiterated the importance of being pro-active; he asked if a motion was necessary? First Selectman Maynard thought not.

APPROVAL OF MEETING MINUTES/Regular Meeting Minutes of December 20, 2018:

MOTION: To APPROVE the Regular Meeting Minutes of the Board of Selectmen Meeting dated December 20, 2018 as presented.

Maynard moved/Hoffman seconded/DISCUSSION: None

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

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COMMUNICATIONS: None.

PUBLIC PARTICIPATION:

Tom Talamini, 23 Rice Road: Mr. Talamini reported the American Heritage River Commission held their First Day Hike on New Year's Day. It was a beautiful day; 275 people signed up for the hike and 300 or more showed up. 347 pounds of people food and five large bags of dog and cat food was collected for the 5 Corner Cupboard. He reported it was a fun day.

Marie DeSousa, 10 Rice Road: Mrs. DeSousa indicated she missed the beginning of the meeting, she questioned if the Town was looking into the opportunity to be a grower, and what's the tax, is it based on the value of the crop? Mrs. DeSousa indicated she could review the tape as well. Selectman Maynard summarized Assessor Totz' earlier comments that the Town wouldn't really gain revenue from growing the hemp but marijuana is different and is very regulated. He referenced the December 30th Courant article, noting the Town will support the farmers.

Mrs. DeSousa reiterated her question to the effect on the Town's tax base, noting that currently farmland is taxed differently than other assets. Selectman Hoffman stated that the increase in tax base would be derived from testing and processing facilities in East Windsor. It would also make sense from a business standpoint that if the Town had a large hemp agricultural base then locating a processing facility in East Windsor would be appropriate.

Town Assessor Totz cited the personal property in a marijuana processing plant is millions of dollars but it's the plant growing indoors, the lighting, the special watering systems, all of that; that has exceptional value. But growing hemp in the field is the same as growing tobacco; the crop itself wouldn't bring in that much revenue. Selectman Hoffman suggested that if we had a lot of hemp growing here it would make sense to set up a processing facility here which has capital assets; Assessor Totz agreed, noting the crop itself won't bring in more revenue. Selectman Szymanski suggested they could change the structure of the crops. Assessor Totz concurred; they could change the class of the crop.

Kirk Montstream, 278 South Main Street: Mr. Montstream thanked the Board and residents for hearing all the conceptual discussion. He thanked Selectman Szymanski for supporting the agricultural industry of East Windsor. He agreed there are too many questions to be discussed at one meeting, but he indicated he was all for supporting the 2018 Farm Bill; let's see what happens.

Bob Lyke, Rye Street: Mr. Lyke indicated he supported the agricultural people as well, but he didn't see anything on the Meeting agenda about support for a full-time Economic Development professional.

Melissa Maltese, Director of Recreational and Community Services: Mrs. Maltese invited the Board and residents to the dedication of the East Windsor High School Gym to Coach Mel

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Kleckner. The dedication ceremony is tomorrow evening, Friday, at 6:45 p.m., with a reception of family and friends to follow. Mrs. Maltese reported Representative Chris Davis will be attending as well.

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.

UNFINISHED BUSINESS/A. Broad Brook Mill Discussion*:

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

UNFINISHED BUSINESS/E. Discussion of Transfer for Assessor Travel Expenses:

First Selectman Maynard provided the Board with a copy of the Town's Mileage Reimbursement Policy for officials and employees (See Attachment A). A funding request had been made at the previous Meeting for mileage reimbursement for attendance at off-site classes; the Board was unfamiliar with the Town's official policy. First Selectman Maynard reported this policy is also available on the Town's website under the heading "Human Resources".

First Selectman Maynard reviewed the policy briefly, referencing the definitions for "Official duty station" and "Temporary duty station". He explained how they apply to work related travel expenses.

Selectman Szymanski questioned if mileage reimbursement would apply if an employee was assigned to work at the high school for a day? First Selectman Maynard cited mileage reimbursement could be requested if the employees official work station was the Town Hall and they were working at the high school and used their personal vehicle. If the employee used a Town vehicle the mileage reimbursement wouldn't be applicable. Selectman Szymanski questioned the rate of reimbursement? First Selectman Maynard suggested it was .054 per mile, which is the IRS rate. Selectman Szymanski and Hoffman felt the reimbursement rate should be referenced in the policy document; Selectman Bowsza suggested referencing a GSA (General Services Agency) rate as the rate changes periodically. Selectman Szymanski questioned who approves the mileage request? First Selectman Maynard indicated it would be the employee's supervisor.

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First Selectman Maynard suggested acceptance of the Mileage Reimbursement Policy would be an Agenda item for the next meeting.

First Selectman Maynard noted that the current Town Assessor, Helen Totz, was not the Assessor at the time the budget was approved. The budget included \$300 for travel expenses. An employee of the Assessor's Office is taking classes related to her position; the classes are held in another town. First Selectman Maynard suggested the funding request is for \$350 to provide mileage reimbursement through the end of the year.

Selectman Szymanski questioned if the classes are every day? Town Assessor Totz advised the Board it's not a daily class; it's on an occasional basis. Town Assessor Totz indicated the employee only has one more class to attend in June for this fiscal year. The mileage from the employee's home to the class is less than the mileage the employee travels daily to come to work. Selectman Szymanski questioned why the Town vehicle wasn't being used more? First Selectman Maynard noted only one vehicle is available for employees. Selectman Bowsza questioned if the Town has a policy regarding an employee taking a Town vehicle out of town overnight? Town Assessor Totz indicated she felt there should be an overnight policy.

MOTION: To APPROVE \$350 for the Assessor's Travel Expenses.

Szymanski moved/Hoffman seconded/DISCUSSION: Selectman Hoffman questioned if a form is completed by employees for the mileage reimbursements? Town Assessor Totz replied affirmatively, noting the starting point, closing point, and odometer reading is provided by the employee; forms are monitored by the Town Treasurer.

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

UNFINISHED BUSINESS/B. Discussion of Charter Revision:

First Selectman Maynard reported he had reviewed the Charter Revision Commission's survey; Questions #3 and #7 were of specific interest as they related to the functioning of Town government. First Selectman Maynard provided the Board with his summarization of the survey results. He noted that 206 responses were received; within those responses 354 comments were made which were related to Questions #3 and #7 specifically. First Selectman Maynard noted that the responses related to functions such as collaboration, cooperation, compromise, transparency, and communication.

First Selectman Maynard suggested he is advocating for communication and working together; he encourages everyone to work towards that goal as well.

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See Attachment B for summarization and analysis.

Selectman Hoffman noted that during discussion of the line item voting on budget items the question came up regarding the legality of splitting the vote. Selectman Hoffman stated he contacted OPM (the Office of Policy and Management) and the Attorney General's Office; both agencies said they see no reason not to provide the option for line item voting but they suggested he confer with the Town Attorney. Town Attorney Robert DeCrescenzo didn't know of anything prohibiting a town from providing the ability for line item voting. Selectman Hoffman noted that CCM (Connecticut Council of Municipalities) has advised him that currently the Town of Prospect is a town giving voters the opportunity to vote on line items.

Selectman Hoffman reported he also contacted the Quinnipiac Polling Institute, and spoke with Doug Schwartz, the Director. Mr. Schwartz was advised that 1600 solicitations/surveys were sent out, and the return rate was just over 200 responses. This result equates to a poll accuracy rate of plus or minus 8%. Selectman Hoffman further reported that he asked Mr. Schwartz how significant the result of Question #1, line item approval of budget items. He stated that when the results show a preference of near 3.8 to 1 in favor of line item approval it's statistically important. Mr. Schwartz suggested that if the Charter Revision Commission would send him a copy of the survey questions and the results Mr. Schwartz would look at them at no cost; the Chairman of the Charter Revision Commission has been advised. Selectman Hoffman indicated he had asked Mr. Schwartz if he would assist, at no cost, with a second solicitation by the Charter Revision Commission; Mr. Schwartz is thinking about that.

Selectman Bowsza questioned if Selectman Hoffman had discussed the under-sampling by sending surveys to households rather than to individuals? Selectman Hoffman noted Mr. Schwartz was advised of the methods used to present the survey but he did not discuss that particular issue. Selectman Hoffman noted Mr. Schwartz was not surprised by the rate of 200 responses. Discussion continued between Selectman Bowsza and Selectman Hoffman regarding the survey and the response rates; Selectman Bowsza offered suggestions to improve another survey. Selectman Hoffman stated that if the Charter Revision Commission intends to issue another survey the Quinnipiac Institute for Polling would be a valuable resource.

UNFINISHED BUSINESS/C. Casino:

First Selectman Maynard referenced the following news articles as updates on the status of East Windsor's casino:

- December 13, Journal Inquirer, "Bypassing Feds on casino: State bill would stipulate changes made to compact don't need approval".
- December 24, Journal Inquirer, "MGM's Connecticut face takes New York casino job".

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

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First Selectman Maynard reported that on Monday Melissa Maltese, Director of Recreation and Community Services, Len Norton, Town Engineer, and Joe Sauerhoefer, Operations Manager, visited the Grace Episcopal Church to see if it could be used for a Senior Center, as well as additional uses. Town Engineer Norton joined the Board to report on their findings.

Town Engineer Norton reported he and Operations Manager Sauehoefer walked through the Church to consider renovation work and the associated costs. Town Engineer Norton broke the work down into the following categories:

Work necessary prior to the Town moving in:

Renovation to bathrooms to provide handicapped accessibility	\$ 30,000
Abatement of asbestos floor tiles	\$ 60,000
Renovation of lighting, associated electrical and cabling work	\$ 30,000
Painting interior	\$ 10,000

Upgrade heating/air condition systems

Town Engineer Norton reported the entire building is heated by a baseboard hot water system; only the worship area is air conditioned. The gas fired boiler is fairly new; oil tank has been removed.

Addition of window air conditioners	\$ 3,000
Gutter replacement and exterior maintenance	\$ 10,000
Demolition of the worship hall	\$ 20,000

Hire a Facilities Maintainer to oversee renovations:

Town Engineer Norton cited the need to hire a maintainer while the renovation is ongoing, as he can't lose his Operations Manager while this work is occurring; the Facilities Maintainer would also be available to assist as the Town takes on more facilities. The position of Facilities Maintainer used to be in the budget; Town Engineer Norton suggested the position would be an asset to the Town.

\$ 59,000
\$222,000

Selectman Hoffman questioned if Town Engineer Norton would lower the ceiling of the worship area to lower the cost of heating and air conditioning? Town Engineer Norton indicated he hadn't planned on that; the area is nice looking.

Work to be addressed in the next 5 years:

Install permanent HVAC system	\$ 50,000
Roof replacement	\$250,000

Parking lot repair, associated landscaping, lighting & signage

Town Engineer Norton suggested maybe this work should be done up front

\$ 75,000
\$410,000

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Town Engineer Norton reported the cost of renovation of Grace Church for use as a Senior Center would be \$632,000, not inclusive of the purchase price. Town Engineer Norton suggested a new Senior Center probably couldn't be built for this cost, nor could he see the Town building a new Senior Center. Reviewing the property card for the Grace Church Town Engineer Norton cited the property contains 3 ½ acres with a 5,831 square foot building built in 1964 and used for a church.

Selectman Bowsza questioned what of the costs listed would be one time costs; would it be fair to say 90%? Town Engineer Norton replied affirmatively. Selectman Bowsza questioned what other costs are associated with the building? Town Engineer Norton cited the building has its own well, and is on a septic system so there's no sewer or water bill. Selectman Bowsza noted we have an existing Senior Center, there's a cost associated with running that building. He questioned the delta to run that facility vs this facility; would it be more or less than what's being paid now? Town Engineer Norton indicated he didn't have the opportunity to run those figures. Selectman Bowsza questioned if it's a wash and there is no additional budget required what would become of the existing building; what impact would this have on the existing tenants? Operations Manager Sauerhoefer indicated that there are no maintenance costs to the remaining tenant, the (Broad Brook) Fire Department; the Town pays all utilities for that building. Selectman Bowsza questioned that there's money in the CIP Fund for a study for a new Senior Center? Town Engineer Norton indicated there wasn't much money, and some of that will be used for the renovations. Selectman Bowsza questioned if this work would be bondable? Cathy Simonelli, Chairman of the CIP Committee, suggested there are other projects coming up in CIP for bonding, such as a Pumper Truck.

Dick Pippin: Mr. Pippin felt the costs for the Main Street building, the current Senior Center/Broad Brook Fire Department, will remain the same. He suggested the Town make connection to the sewer one of its first priorities; the location is wet and the building is served by a small tank.

First Selectman Maynard reiterated the total renovation cost of \$600,000 to move into the building, plus the cost to purchase the property. He noted the real estate agent has said another church has made an offer on the property; the Town would have to act quickly. Town Engineer Norton clarified that the cost of the Facilities Maintainer is included in the renovation total.

Selectman Szymanski cited the Town is knocking on the door of \$1 million to purchase and use this property. He felt the roof will require replacement sooner than the 5 years estimated. Selectman Szymanski suggested he didn't dislike the property but he cited Broad Brook doesn't have a center, like Warehouse Point's green. He noted the Harrington property at the corner of Broad Brook Road and Main Street is available, it's a 30 acre parcel which would provide room for a Senior Center built as you want it and room for additional activities as well. Selectman Szymanski suggested his preference would be to locate a new Senior Center at the Harrington property. Selectman Bowsza noted he appreciated Selectman Szymanski's vision but he felt this proposal was low cost in the scope of things. It's an opportunity waiting in time; he felt there are no offers for the Harrington property, this is here and is doable. First Selectman Maynard cited

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the Town could sell the property if we decide not to go forward with the Senior Center; Selectman Bowsza felt we have the money in the fund balance.

Lengthy discussion continued. Selectman Hoffman felt renovation of the Grace Church would cost significantly more than the estimated \$1 million. He stated that a more in-depth study should be conducted before we move forward on the purchase of the Church property. Selectman Hoffman stated we already have land purchased for a municipal complex; he agreed that the Harrington property could be built to the Town's specifications. First Selectman Maynard concurred; we do have the Kogut property. He noted the Town is scrambling for meeting space; this building has existing meeting rooms. Deputy First Selectman Dearborn felt the Harrington property should be purchased by a developer for a CVS or Walgreens or gas station which would provide taxes; he won't vote to purchase the Harrington property. First Selectman Maynard felt this may need to go to the PZC (Planning and Zoning Commission); is it useable for a Senior Center? Tom Talamini suggested it's a place of meeting. Melissa Maltese, Director of Recreation and Community Services, cited this would occur as an 8-24 Referral. Selectman Bowsza cited the purchase would require referral to the Board of Finance and a Town Meeting. Selectman Bowsza cited he really wanted to do this. Selectman Szymanski cited the Board's concern for a \$350 expenditure for travel expenses but the Board is willing to spend significantly more without an outside analysis. Melissa Maltese suggested the Church actually has two offers, one is potentially another church. First Selectman Maynard suggested holding a Special Meeting to gather additional information. Discussion continued.

MOTION: To AUTHORIZE the First Selectman and the Realtor of record to negotiate a sales price for the Grace Episcopal Church on behalf of the Town and submit that negotiated price back to the Board of Selectmen for consideration.

Bowsza moved/Maynard seconded/DISCUSSION: Nothing further

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

Marie DeSousa, 10 Rice Road: Mrs. DeSousa cited the current discussions for merging the two fire departments; she felt that using the current fire department building for the Senior Center - this proposal would provide more options for use of that building. Mrs. DeSousa noted the availability of grants. She felt the 3 additional acres associated with the Grace Church property would provide space for other activities.

Bob Lyke, Rye Street: Mr. Lyke suggested two words – “due diligence”. Mr. Lyke felt the whole thing is short sighted. We don't have a 3 to 5 year plan; we don't have an Economic Development professional who has contacts, if you're putting \$59,000 in the budget for another employee why shouldn't it be an Economic Development person? Mr. Lyke felt this proposal needs a lot more study before it goes to Town Meeting.

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NEW BUSINESS/A. East Windsor's 250th Anniversary Committee Final Report:

Postponed.

NEW BUSINESS/B. Presentation of Certificate of Appreciation to Steve Dearborn by Veterans Commission:

D. James Barton, Chairman of the Veteran's Commission, and the following members, Bob Lyke, Bob Dynak, Rick Webster, Scott Morgan, Mary Morgan, and Dan Morgan, joined the Board.

Chairman Barton asked Deputy First Selectman Dearborn to join the Commission. Mr. Barton presented Deputy First Selectman Dearborn a plaque in recognition of his significant help over the years, and especially for his assistance for the 250th Anniversary Parade. Mr. Barton read the Proclamation.

Deputy First Selectman Dearborn expressed surprise at the recognition, and thanked the Veteran's Commission for their acknowledgement.

NEW BUSINESS/C. Set Budget Workshop Dates:

The Board reviewed the February calendar and scheduled Budget Workshops and Public Hearings on the following dates:

- **February 4/Monday, 7:00 p.m.:**
BOE/BOS Public Hearing; BOS Budget Workshop immediately following the close of the Public Hearing
- **February 5/Tuesday, 6:00 p.m.:** BOS Budget Workshop
- **February 6/Wednesday, 6:00 p.m.:** BOS Budget Workshop
- **February 7/Thursday, 6:00 p.m.:**
BOS Budget Workshop prior to BOS Regular Meeting
- **February 12/Tuesday, 6:00 p.m.:** BOS Budget Workshop
- **February 19/Tuesday, 6:00 p.m.:** BOS Budget Workshop
- **February 21/Thursday, 6:00 p.m.:**
BOS Budget Workshop prior to BOS Regular Meeting

Locations of Workshops to be announced.

NEW BUSINESS/D. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$2,001.11(as identified under Tax Refund Report dated 12/31/2018

Bowsza moved/Maynard seconded/DISCUSSION: None

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VOTE: In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski

SELECTMEN COMMENTS AND REPORTS/A. Steve Dearborn:

Deputy First Selectman Dearborn had nothing to report. He hoped everyone had a good Christmas and New Year's.

SELECTMEN COMMENTS AND REPORTS/B. Andy Hoffman:

Selectman Hoffman had no reports; the Economic Development Commission didn't meet during December.

SELECTMEN COMMENTS AND REPORTS/C. Jason Bowsza:

Selectman Bowsza noted acquisition of the development rights for the River Bend property closed last week; the Town has acquired 115 acres of farmland for preservation, and represents 29% of the total acreage that has been preserved by the State in 2018. It's a very good win for East Windsor for preserving our rural character. The town's portion on a per acre basis was \$1800, compared to a State rate of 5,625 acres.

Selectman Bowsza referenced the ongoing discussions regarding the tax disparity for the folks in Warehouse Point; he's convinced the way to solve that situation is through the budget process – put equal funding amounts into the budget for the Warehouse Point Fire District and the Broad Brook Fire Department and let the voter decide.

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

Selectman Szymanski reported he and Selectman Hoffman continue to meet with the Broad Brook Fire Department and the Warehouse Point Fire District to discuss making the town a single fire district or whatever we have to do; they'll report back to the Board and the residents after the next meeting.

PUBLIC PARTICIPATION:

Scott Morgan, 106 Main Street: Mr. Morgan suggested Town Engineer Norton did a good job on what we need; he's pretty accurate with his numbers. He did a good job with the schools. We should take that into consideration.

Hope Carlson: Ms. Carlson spoke of an issue which is the subject of ongoing litigation with the Town.

Bob Lyke: Mr. Lyke suggested that in the past few months he's seen a more harmonious exchange at these meetings. He's read the minutes and feels you have a lot to look forward to regarding the two fire departments. Mr. Lyke noted the previous meeting hadn't been recorded

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but he noted there was good dialogue regarding the Charter; Mr. Lyke felt the hybrid plan with a professional manager and an administrator would be best. Mr. Lyke also felt the Town needs a professional Economic Development Director.

First Selectman Maynard requested that Mr. Lyke send him an e-mail regarding those comments.

SELECTMEN COMMENTS AND REPORTS/E. Robert Maynard:

First Selectman Maynard had nothing additional to report.

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 –**

MOTION: To GO INTO EXECUTIVE SESSION at 9:40 p.m. Attending the Executive Session were: First Selectman Maynard, Deputy First Selectman Dearborn, Selectman Bowsza, Selectman Hoffman, Selectman Szymanski, and Peter Alberici.

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 came out of Executive Session at 9:50 pm.

Motion: To offer ACI Auto Group LLC a Fixed Assessment Agreement for a fifty percent reduction of the increase in assessment for a period of two years as described in Town Ordinance 16-01 " Ordinance Establishing a Tax Incentive Program for Substantial New Investment in the Town of East Windsor".

Bowsza moved/Hoffman seconded/

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

ADJOURNMENT:

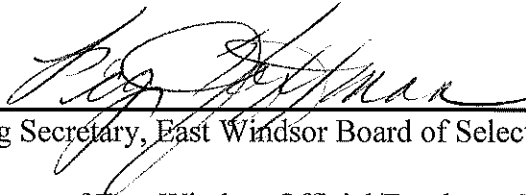
MOTION: To ADJOURN this Meeting at 9:53 p.m.

Bowsza moved/Szymanski seconded/DISCUSSION: None

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

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Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

Attachments: A: Town of East Windsor Official/Employee Mileage Reimbursement Policy
B: First Selectman Maynard's analysis of Charter Revision Questions #3 and
#7

Mileage Reimbursement

Scope

It is the policy of the Town of East Windsor to reimburse Town officials and employees for travel expenses incurred at the per mile rate established by the Internal Revenue Service 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.

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 between arrival at an employee's *Official duty station* and departure from an *Official duty station* is reimbursable.

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.

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.

BOS 1/3/2019 Attachment B

Hi All,

I have spent some time reviewing the answers to Questions 3 and 7 on the Charter Revision Survey. The two questions are:

Q3. *In your view, what areas involving town government need more focus and support?*

Q7. *If you could change one thing about how our town government currently works, what would it be?*

There was a combined total of 354 answers to the Questions 3 and 7. Most of the respondents answering these questions did not craft their answers specifically to the charter revision; they simply answered the questions. The answers might have been tangentially helpful to the charter revision, but the answers give significant insight into what the respondents are thinking about the Town of East Windsor and its government. The answers range from reduce speeding on specific roads to improving communication. 206 surveys were returned.

All the answers to Questions 3 and 7 of the Charter Revision Survey are in the appendix of the Survey results which can be found on the Town Website (www.eastwindsor-ct.gov) under Charter Revision. The answers to Questions 3 and 7 in word format may be obtained by contacting Melissa LaBelle in the First Selectman's office at mlabelle@eastwindsorct.com.

To help understand what the respondents were saying, similar terms were grouped. Thus, when terms like collaboration, compromise, cooperation and civility were used, I translated them into Working Together. Other terms I interpreted into categories like, Communication, Taxes, Budget, Accountability and Transparency.

My analysis of the answers illustrated the following frequency (counts) of responses:

- 62 Communication
- 44 Working Together
- 24 Transparency
- 24 Education
- 23 Town Manager
- 19 Economic Development
- 13 Taxes
- 11 Public Safety
- 11 Accountability
- 11 Budget
- 10 Representation
- 6 Training

The following had fewer responses:

- 5 Empowerment, Treat everyone the same
- 4 Blight, Default-Budget, Permitting-better, Police, Referendum, Regionalize
- 3 Checks and Balances, Farm Land, Farming, Infrastructure, Planning-Future
- 2 Fire, Public Works, Senior Citizens, Speeding, Trucks

Other singular responses included: 7-member BOS, Art, Attend Events, Audits, Building Department, Building Maintenance, Casino, Domestic Assault, Emergency, Engagement, Environment, Ethics, Fact-

Finding, Funding-more, Historical, I T, Open space, Parks, recall election, Recreation, Rotate First Selectman, Senior Center-new, Senior-Tax relief, Social Services, Term Limits, Town Meeting, Traffic Flow, Visibility, and Young Neighborhoods.

What was prominent were the three most frequently listed answers: Communication, Working Together and Transparency. These three items are conceptually related and serve to promote positive and creative human interaction. Additionally, these three things are inexpensive. Working Together and Transparency have no cost and Communication (Public Notices, mailers like the survey, the Website, the cameras and video streaming at meetings, etc.) cost very little. I believe East Windsor as a Town should focus on these three ideas (Communication, Working Together and Transparency). Let's do it, starting now. It should be noted; the dictionary defines communication as "a process by which information is exchanged" and information is defined as "facts". Conversely, misinformation is defined as "false or inaccurate information, especially that which is deliberately intended to deceive". The exchange of misinformation is not communication. Let us focus on communication.

Be Well,

A handwritten signature in cursive script that reads "Bob Maynard". The signature is written in black ink and is positioned above the printed name.

Bob Maynard