

# TOWN OF EAST WINDSOR BOARD OF SELECTMEN

## Special Meeting

Tuesday, February 5, 2019

6:00 p.m.

Park Hill Community Center

1A Park Hill Road, Broad Brook, CT. 06016

## BUDGET PRESENTATIONS - WORKSHOP

### 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: Steve Dearborn, Deputy First Selectman; Jason Bowsza, Selectmen; Andy Hoffman; Selectman; and Charles J. Szymanski, Selectman.

**ABSENT:** Robert Maynard, First Selectman.

**PRESENTERS:** Town Staff: Registrar of Voters: Angelo Sevarino, Democratic Registrar; Karen Gaudreau, Republican Registrar; American Heritage River Commission: Dick Sherman, Chairman; Barbara Sherman; Veteran's Commission: D. James Barton, Chairman, East Windsor Cemetery Association: Dan Burnham, President; Robert Rybik, Treasurer; Department of Public Works: Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager; Treasurer: Amy O'Toole

**GUESTS:** Broad Brook Library: Paul Anderson, President.

**Press:** No press representation.

**TIME AND PLACE OF BUDGET WORKSHOP MEETING:**

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Deputy First Selectman Dearborn called the Meeting to Order at 6:00 p.m. in the Community Room at Park Hill, 1A Park Hill Drive, Broad Brook, CT.

**ATTENDANCE:** See Page 1.

**Paul Anderson, President of the Broad Brook Library,** requested to speak prior to the Budget presentations. Mr. Anderson noted that during the Budget Workshop held on February 4<sup>th</sup> Selectman Bowsza had referenced the Broad Brook Library Budget Request represented a 400% increase. Selectman Bowsza indicated that percentage had been reflected in the budget documents provided for the Board. Mr. Anderson indicated that the 400% increase would be comparing the request for FY 2019 – 2020 to the amount received in the final budget for the 2018 – 2019 FY. **The Budget Request for the Broad Brook Library for FY 2019 – 2020 is a 25% increase.**

**PRESENTATIONS/a. 6:00 P.M. – Registrar of Voters - 411500:**

The total Budget request for the Registrar of Voters for FY 2019 – 2020 was \$66,626, which results in a ~~4.23~~ 6% increase.

Registrar of Voters Angelo Sevarino and Karen Gaudreau joined the Board.

Mr. Sevarino thanked the Board of Selectman for the funding to upgrade the Registrar's Office. They have new furniture; the office is now something we can be proud of as a town.

Mr. Sevarino clarified that the overall Budget Request represents a 6% increase over last year. He noted that Linda Sinisgallo retired as Registrar of Voters; she has been replaced by Karen Gaudreau, who must now become certified. Referencing the ***Education and Dues line***, Mr. Sevarino noted that Mrs. Gaudreau's certification will require attendance at 8 courses at a cost of \$200 per course; the final exam will cost \$200 as well. The certification classes are in Hartford; Mrs. Gaudreau will request mileage reimbursement for 9 round trips to Hartford. Mr. Sevarino noted 4 moderators will also need to be re-certified, as well as both Registrars; the cost of training is \$80 per moderator for a total of \$480. Both Registrars of Voters are expected to attend regional meetings of the Registrar of Voters Association of Connecticut, and both Registrars and Deputy Registrars are mandated to attend two day state-wide conferences held in Cromwell and Danbury annually. Mr. Sevarino also noted that Registrars of Voters are required to complete 8 hours of continued education per year; attendance at these conferences satisfies this requirement. Mr. Sevarino noted attendance at these conferences is not in the Registrar's control.

Mr. Sevarino referenced the line for ***Media cards***, noting that the voting machines must be programed for each election but not for referendums which require a yes or no answer to questions. The cards can currently handle 3 questions; he's being asked to research the ability to list several question related to Charter changes. Mr. Sevarino anticipates 2 primaries for the

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Presidential election, and the municipal elections. Each district must have a master card, and 2 back up cards – the State requires the master card, a backup card, and a spare card. There's an additional cost to program each card. The cost depends on the number of names on the ballot. Mr. Sevarino reported they'll go over budget this year as they didn't anticipate the Special election.

Deputy First Selectman Dearborn felt the request for the Charter questions is too much; people don't have the patience to read several questions. Mr. Sevarino agreed but he was told Ellington just proposed 8 Charter questions. Mr. Sevarino felt too many questions will lose voters as well as they won't fill out the ballot, but he's been asked to research the possibility. Selectman Szymanski suggested Mr. Sevarino check with Somers as well, as they recently had a similar referendum with 10 questions. Deputy First Selectman Dearborn questioned that this increase was mandatory? Mr. Sevarino concurred.

Selectman Szymanski questioned where the cards come from? Mr. Sevarino noted the cards are owned by the State and are lent to the town; the town has to program them at our cost. Discussion followed regarding various scenarios which could cause damage to the cards.

Discussion followed regarding the certification process for Mrs. Gaudreau, and options for completing the required class work.

Selectman Bowsza cited a new GSA rate for mileage; Mr. Sevarino indicated he's taken that into consideration when proposing this budget.

Selectman Bowsza questioned if Mr. Sevarino had considered a municipal primary in November? Mr. Sevarino suggested they had not. Selectman Bowsza questioned the cost of a municipal primary; Mr. Sevarino estimated \$4,500 to \$5,000 to program cards, printing ballots, etc. Selectman Bowsza indicated he would like Mr. Sevarino to provide a reasonable estimate of that cost; Mr. Sevarino concurred. Treasurer O'Toole noted that the various costs need to go to each specific line – printing, cards, etc.

The Board thanked Mr. Sevarino and Mrs. Gaudreau for the presentation.

#### **PRESENTATIONS/b. 6:15 P.M. – American Heritage River Commission – Activities, Fees and Associations – 910100:**

The total Budget request for the American Heritage River Commission for FY 2019 – 2020 was \$3,500, which results in a 0% increase.

Dick Sherman, Chairman of the American Heritage River Commission, and Barbara Sherman joined the Board.

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Mrs. Sherman took this opportunity to advise the Board of a report entitled “The State of the Scantic”. She referenced the last page which indicates the results of e coli testing during the summer showed really drastic numbers. Everything above the red line is in the danger region; East Windsor is the worst. Mrs. Sherman noted the data is being referred to UMASS; the State also compared our watershed to the Farmington River. Mrs. Sherman thanked everyone on the Board for the money for the e coli testing.

Selectman Hoffman questioned if this phenomenon appeared in other bodies of water, or only in the sample area? Mrs. Sherman recalled several State beaches were closed; all test results fall in the same time period and during a period of heavy rain. Selectman Hoffman questioned that this wasn’t unique to East Windsor? Mrs. Sherman indicated they didn’t have numbers as high but being a beach perhaps the bacteria was diluted. Selectman Szymanski recalled that several lakes were closed as well; he questioned if there was any treatment for this condition? Mrs. Sherman replied negatively, noting it just runs its course. Mr. Sherman suggested some of the bacteria could be caused by geese droppings; he noted there are also 2 or 3 farms that may be causing run off from the fields to enter the river.

Mr. Sherman explained the testing process, which extends into Somers as well. He noted they’ve been testing the Scantic for 7 years. Selectman Szymanski questioned how our numbers compare to some of the lakes that closed? Mrs. Sherman indicated she didn’t have that information available but she noted a website – “Is it clean” than shows the results on all the water bodies tested. Mrs. Sherman also noted 2 other sites being tested and studied. Discussion continued regarding the effect of run off into the bodies of water. Mr. Sherman cited other testing being done; he cited a dairy operation in Ellington which is being studied as well.

Selectman Szymanski thanked the Shermans, and the Commission, for doing a good job.

#### **PRESENTATIONS/c. 6:30 P. M. – Veterans Commission – 811600:**

The total Budget request for the Veterans Commission for FY 2019 – 2020 was \$1,200, which results in a 0% increase.

D. James Barton, Chairman of the Veterans Commission, joined the Board.

Mr. Barton reported the Budget Request is the same as last year; they’re asking for \$1,200 for a ***recording secretary*** which is in the middle of the scale and is appropriate for the Veterans Commission.

Treasurer O’Toole questioned if the Veterans Commission also does the flags for Memorial Day? A cost of \$1,200 is allocated under ***Activities, Fees, and Associations*** for flags. Mr. Barton reported that cost covers 900 to 1000 flags placed in the cemeteries.

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The Board thanked Mr. Barton for his presentation.

**PRESENTATIONS/d. 6:45 P.M. – Cemetery Association –Activities, Fees and Associations - 910100 :**

The total Budget request for the Cemetery Association for FY 2019 – 2020 was \$40,000, which results in a 100% increase.

Dan Burnham, and Robert Rybick, representing the East Windsor Cemetery Association, joined the Board.

Mr. Rybick and Mr. Burnham reported primary expenses for the Cemetery Association are lawn care/mowing, plowing and shoveling, and mulching and hand work around perpetual grave sites. A small amount of tree work was done in the Windsorville Cemetery during the 2018 season; they've not had funds to pave any roads within the cemeteries. A large expenditure was the installation of a new fence at the Town Street Cemetery at Route 5 near Southern Auto Auction.

Mr. Rybick and Mr. Burnham noted the Cemetery Association received \$15,000 in donations during 2018. They indicated this is a higher than usual amount; they don't anticipate a repeat for 2019 – 2020.

The Cemetery Association received \$20,000 from the Town last year; they are requesting \$40,000 this year based on the expenses anticipated.

Selectman Bowsza questioned that the accounting runs through 12/10; Mr. Rybick indicated the Cemetery Association operates on a calendar, rather than fiscal, year.

Discussion followed regarding the process for lot purchases. Mr. Rybick noted that this year 3 individuals requested the Cemetery Association take back lots purchased for grave sites; the Cemetery Association did so at the cost of the lots at the time of the original sale.

Mr. Rybick explained that income received for the purchase of lots is transferred to the Perpetual Care Fund; cemetery bylaws prohibit use of the principal. Only income from this fund can be used for maintenance of the various cemeteries. Treasurer O'Toole questioned the balance of the Fund? Mr. Rybick indicated approximately \$800,000. Mr. Burnham noted that back at the turn of the century 5 gentlemen contributed \$5,000 each to invest in this Perpetual Care Fund; bylaws prohibit use of the fund's principal.

Selectman Hoffman questioned the significance of the Morton trust; can any of that income be used? Mr. Burnham indicated funds from the Morton Trust can only be used to beautify or maintain the Morton burial lot and monument. Mr. Rybick noted there are actually 2 Morton Trusts managed through Bank of America. One trust is to be used to maintain the Morton lot specifically, while the second trust can be used for the Windsorville Cemetery in general. Mr.

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Rybick noted the trust has been reduced significantly by a Probate judge. Use of income must be requested through Bank of America.

Discussion turned to lot sales. Mr. Burnham noted they recently raised the cost of the lots to \$790 plus a \$10 recording fee; lot sales have gone down. Selectman Hoffman questioned if they've researched the purchase sale of lots for other cemeteries in the area; he noted lots in St. Catherine's Cemetery (a private cemetery) are \$1200 to \$1300. Mr. Rybick felt a recent survey found a difference in the price of lots in Catholic Cemeteries vs. the town cemeteries. Discussion continued regarding consideration for building a mausoleum for multiple burials, and recent trends to increased interest in cremations.

Selectman Hoffman thanked Mr. Burnham for doing a good job.

**PRESENTATIONS/e. 7:00 P.M. – Public Works Department – 610100; Town Property – 610200; Road Improvements – 610300; Information Technology – 910400; Sanitation - 910500:**

Len Norton, Director of the Department of Public Works/Town Engineer, and Joe Sauerhoefer, Operations Manager, joined the Board.

Mr. Norton and Mr. Sauerhoefer are presenting budgets for multiple departments or service lines. They began their presentations with:

**Department of Public Works – 610100:**

The total Budget request for the Department of Public Works for FY 2019 – 2020 is \$929,372, which results in a 3.53% increase.

Selectman Hoffman questioned what was driving the increase in the *Over-Time line*? Mr. Norton noted they haven't increased the over-time line in several years. Employees will get a 2 ½ % raise; this amount is a guesstimate. Mr. Norton indicated they limit over-time; as an example they don't do leaf pick up on Saturdays. Selectman Hoffman noted the amount budgeted last year was \$46,000+; Mr. Norton clarified they need to make it to July on that funding. While snow plowing is the big event for over-time expenditures employees are also called out during thunderstorms for assistance with tree removal, water flowing over roads, installing barriers during accidents or emergency events. Selectman Hoffman questioned the *Stand-By line*? Mr. Norton indicated he's tried to remove that clause in their contract but currently, an employee is paid to not take vacation between November and March so they can be on stand-by to work overtime. An employee can take time off, but can't go on vacation, etc. Treasurer O'Toole questioned if Mr. Norton has had to call someone in that wasn't available? Mr. Norton replied not on his watch; he noted it's a requirement of this specific job. Mr. Sauerhoefer noted the Town has 7 trucks, and 7 guys to drive them.

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Mr. Norton noted the ***Longevity line*** is continued in the budget for those employees who still have that clause in their contracts. That benefit was taken out of the contracts a couple of years ago. Treasurer O'Toole noted they requested \$5,610; she increased it to \$6,320; the new salary budget request is \$897,372.

Selectman Hoffman questioned what ***Professional Services*** is used for? Mr. Norton indicated the Town will pay for cleaning employee uniforms. He's negotiated that line down by \$3,450 as some of the employees would rather wash their own uniforms.

Mr. Norton indicated the allocation for ***Stormwater (under Professional Services)*** is money spent working on a Stormwater Plan for the Town, and stormwater sampling. Mr. Norton explained the sampling process, which includes lab analysis. He's used the same consultant for many years; the consultant kept his cost the same as previous years. The Stormwater Management (MS4) Plan is a State mandate; he may be asking for additional funding later in the fiscal year. Mr. Norton noted he prepared the Town's plan himself; many towns pay \$100,000 for similar plans.

Mr. Norton noted he deleted money for tree removal from the ***Professional Services line***. ***Purchased Services*** includes bottled water and a cooler for the Town Garage; the well has a high salt or manganese count. Mr. Sauerhoefer indicated the well water can't even be used for the truck radiators.

Selectman Bowsza questioned if the labor contract has been settled for the full-time employees? Mr. Norton indicated it was settled a year ago; it's a 3 year contract providing a 2 ½% annual raise for full-time employees and himself. Mr. Sauerhoefer doesn't receive a raise under this contract as he's a member of the Supervisor's Union. Mr. Norton noted he's asking for a grade bump for his office employee as she manages in-house IT referrals, coordinates the trash and recycling programs, and provides support to the public. Mr. Norton noted she's currently a member of the Clerical Union but her job responsibilities are actually those of an Administrative Assistant.

Mr. Norton cited the ***Supplies and Equipment line*** includes a contracted mandatory \$250 reimbursement for steel toed shoes or boots with submission of a receipt. Mr. Norton also separates ***Grounds equipment***, which would be small tools to clean up around Parks and Recreation and ***Highway Equipment***, which would be small hand tools like brooms, sweeper blades for the plows. Deputy First Selectman Dearborn questioned how they run the Town Garage on \$10,000; Treasurer O'Toole noted the 3 year trend report indicates the line item has been \$23,000 and \$22,000 in the past. Mr. Sauerhoefer suggested part of the change is moving items such as oil filters, etc., which is related to the repair of the trucks, to the ***Town Property line***. Mr. Norton indicated ***Highway Signs*** is the replacement of street signs and stop signs; the illuminated stop and crossing signs were acquired by the Police Department through a grant. Selectman Szymanski cited the need to replace the sign at Reservoir Park, and the sign for the

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Windsorville Cemetery. He also noted previous discussion about signage directing visitors to the Veteran's Cemetery. Deputy First Selectman Dearborn suggested installation of electronic signage at the Town Hall and the Town Hall Annex to announce events.

Selectman Bowsza questioned the number of part-time employees provided under the ***Part-time salary line***. Mr. Norton indicated that employee cleans bathrooms at the Park, and sometimes mows and weed whacks; these are not union positions so if that person opened or closed the Park on the weekend they would use flex-time. Selectman Szymanski – only \$9,000 was spent last year. Mr. Sauerhoefer – indicted they still have money in that line to pay for seasonal help in May with clean-up of the Park prior to opening.

**Town Property – 610200:**

The total Budget request for the Town Property for FY 2019 – 2020 is \$1,092,402, which results in a 4.97% increase.

Selectman Bowsza – referenced the ***Gasoline line***, noting the GSA reimbursement rate has changed. Treasurer O'Toole asked how the gas is purchased. Mr. Norton reported this line includes gas, diesel, unleaded, and hydraulic and motor oil for all Town vehicles; this line also includes gas for the Police Department. Selectman Szymanski questioned how much the Police Department uses? Mr. Sauerhoefer estimated maybe half of the gas usage can be attributed to the Police Department. Selectman Szymanski questioned why these numbers aren't reflected in the Police Department budget? Treasurer O'Toole indicated a prior Treasurer combined the budget line. Selectman Bowsza felt the combination of usage occurred several years ago when there was an issue of questionable usage, so they decided to centralize the use. Selectman Szymanski felt the centralization of costs doesn't show the true cost of any department. Discussion followed regarding the tracking capabilities for department expenditures within the shared budget line.

Selectman Bowsza questioned the addition of the ***Building Repair/Maintenance line***. Treasurer O'Toole reported previously renovation projects were done under CIP projects. This line provides for routine building maintenance, such as renovations to the Planning Office or routine floor replacement, even if the cost of the project is over \$10,000. Discussion continued regarding acquisition of cost estimates; the Town routinely purchases used equipment for office renovations.

Mr. Norton noted he had budgeted \$361,897 for the ***Water-Fire Hydrant line*** as he was told by the Connecticut Water Company that the cost wouldn't go up. Friday afternoon he received an estimate for \$378,484, which is a \$16,000 increase for FY 2020. Treasurer O'Toole reported if a new line is put in then the Town pays per foot for that line annually. As an example, water for the Hamlet Homes Subdivision was brought in from Ellington but the Town will be responsible for the maintenance of that line. Mr. Norton noted there are 237 public and private hydrants in



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East Windsor, there is 280,910 linear feet of water lines tied to those hydrants; Mr. Sauerhoefer felt the number was closer to 277 hydrants. Selectman Hoffman clarified that he lives on a private road; they pay their own water charges. Mr. Norton suggested then the number of hydrants would be all located on public roads. Selectman Bowsza questioned if there had been any discussion with the Fire District to take on some of that cost; Mr. Norton and Mr. Sauerhoefer indicated they had not been involved in discussions with the Fire District.

Mr. Norton indicted the *WPCA sewer fee* also increased. The *Building Repairs line* was already \$7,000 over budget so they've requested an additional \$10,000 in that line. The Town spent \$11,000 in unanticipated expenses to replace the heating and air conditions system at Scout Hall. Discussion followed regarding the language of the 99 year lease between the Town and Scout Hall, and the impact of the unexpected expenses on repairs at other Town buildings.

Discussion followed regarding collaboration with other towns regarding the dog pound. Treasurer O'Toole indicated \$61,000 has been requested under CIP, for replacement of the kennels inside and out, of which \$20,000 is in proposed CIP.

Selectman Szymanski questioned the cost savings going to LED street lights? Mr. Norton recalled the first year represented a fair reduction. He's negotiating the electricity rate through CCM (Connecticut Council of Municipalities).

#### **Road Improvements – 610300:**

The total Budget request for the Road Improvements for FY 2019 – 2020 is \$650,000, which results in a 52.94% increase.

Mr. Norton reported his priority project for Road Improvements is Tromley Road, but drainage improvements, including replacement and addition of a minor amount of catch basins, is necessary first. Part of the drainage work is the review of First, Second, and Third Streets. Discussion continued regarding the impact to homes on First, Second, and Third Street associated with installation of the sewer line on Tromley Road. Selectman Hoffman questioned if DPW will have to stop paving other roads? Discussion continued regarding the difference between the paving and chip sealing process. Deputy First Selectman Dearborn questioned that the \$500,000 being requested was minimal to complete road improvements. Mr. Norton cited they've also asked for an additional \$500,000 under the CIP; approval of the two budget requests would provide the department with \$1 million for road improvements. Mr. Norton indicated he

would have also planned to do road improvements to Wells Road and Wapping Road, but Wapping Road would also require drainage improvements prior to road work. Discussion followed regarding the future gravel extraction operation and its impact on Wapping Road.

#### **Sanitation – 910500:**

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The total Budget request for Sanitation for FY 2019 – 2020 is \$915,150, which results in a 1.61% decrease.

It was noted that the budget for Sanitation has been reduced by \$15,000 as the Household Hazardous Waste Collection Day has been eliminated for FY 2020.

**Information Technology – 910400:**

The total Budget request for Information Technology for FY 2019 – 2020 is \$213,154, which results in an 8.42% increase.

Selectman Bowsza questioned the increase in the *Professional Services line*. Mr. Sauerhoefer reported they're trying to do an interface with the Tax Department and the Treasurer's Department; that work would be a one-time cost. They have a consultant who does things remotely. Selectman Bowsza questioned if any new software purchases were anticipated? Mr. Sauerhoefer reported the Police Department acquired Next Generation with GIS. All departments are connected to Cox Internet; everyone has Outlook for e-mail and Word, etc. The amounts budgeted are all license renewals, and include program upgrades for all employees.

Selectman Szymanski questioned why renew View Permit if it's as inefficient as people are saying? Mr. Sauerhoefer noted it's presently the only system the Town has; it's menu driven and was the best available at the time of purchase. Mr. Norton indicated he isn't fond of it either but he isn't aware if someone is looking at new software. Treasurer O'Toole reported Mr. Stanley is looking at something new that Enfield is also looking at, but she's not aware of the cost. Selectman Szymanski questioned why put \$13,000 into View Permit if we're looking into something new? Mr. Norton suggested this budget begins July 1<sup>st</sup>; if View Permit isn't being renewed the Town needs to have something else in place.

Selectman Bowsza left the Workshop meeting at 8:35 p.m.

Discussion continued regarding acquisition of existing software. Each department has their specific needs; the Police need Next Gen, Planning and Building needs some type of permitting software; everyone uses GIS but there's a \$7,000 cost to tie that into Next Gen for the Police Department. Discussion continued regarding an independent IT consultant vs. the financial benefit of utilizing an in-house IT facilitator.

Selectman Szymanski advised Mr. Norton and Mr. Sauerhoefer they did a great job explaining their presentations.

**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 8:45 p.m.**

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

**VOTE:        In Favor:        Unanimous**

Respectfully submitted

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Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen