

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 RYE STREET
BROAD BROOK, CT 06016
First Selectman's Office – (860) 623-8122**

Jason E. Bowsza - First Selectman
Marie E. DeSousa - Deputy First Selectman
Alan Baker - Selectman

Sarah A. Muska - Selectman
Keith Yagaloff - Selectman

**REGULAR MEETING AGENDA
THURSDAY, MARCH 7, 2024 AT 7:00 P.M.**

1. TIME AND PLACE OF MEETING

Thursday, March 7, 2024 at 7:00 p.m.
Town Hall – John Daly, Jr. Meeting Room
11 Rye Street, Broad Brook, CT 06016
Join Meeting Via Zoom:
<https://zoom.us/j/3326833563>
Meeting ID: 332 683 3563
Passcode: **townhall**

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE

4. APPROVAL OF MEETING MINUTES

- A. February 8, 2024 Board of Selectmen/Board of Education Joint Special Meeting
- B. February 15, 2024 Board of Selectmen Regular Meeting
- C. February 15, 2024 Board of Selectmen Budget Workshop Special Meeting
- D. February 22, 2024 Board of Selectmen Budget Workshop Special Meeting
- E. February 28, 2024 Board of Selectmen Budget Workshop Special Meeting

5. PUBLIC PARTICIPATION

6. COMMUNICATION

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS

A. Resignations:

- 1. Zackary Captao, Ethics Commission
- 2. Brian Turley, Economic Development Commission
- 3. Laura Harney, BMX Skatepark Committee

B. Reappointments: *none*

C. New Appointments:

- 1. Charles Nordell (R), Ethics Commission, regular member for a term expiring March 7, 2028

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8. UNFINISHED BUSINESS

- *A. Discuss Establishing Arts and Culture as a Permanent Commission to Include Debbie Williams

9. NEW BUSINESS

- A. Discuss Radio System Replacement to Include Emergency Services Chiefs
- B. Discuss Establishment of Negotiation Teams (Police Union, Supervisors Union)
- C. Discuss Establishment of School Facilities Working Group
- D. Discuss and Vote on FY 24/25 Town Budget Proposal
- E. Discuss and Approve Recommendation to Waive Donation of Sick Time Policy
- F. Discuss and Approve Historic Documents Preservation Grant
- G. Discuss Proceeding with the Demographic Enrollment Study for East Windsor Public Schools
- H. Tax Refunds

10. SELECTMEN REPORTS

- A. Jason E. Bowsza
- B. Marie DeSousa
- C. Alan Baker
- D. Sarah Muska
- E. Keith Yagaloff

11. PUBLIC PARTICIPATION

12. EXECUTIVE SESSION

Pursuant to C.G.S. 1-200(6)(B) – strategy pertaining to contract negotiations (sanitation, Amy O'Toole)

13. ADJOURNMENT

DISTRIBUTION

Tom Arcari	Laura Harney	Charles Roode
Gerry Bancroft	Amy Lam	Joe Sauerhoefer
Jim Bancroft	Ben Murphy	Courtney Sevarino
Jim Barton	Charlie Nordell	Bill Syme
Zackary Capitao	Len Norton	Patrick Tudryn
Matt Carl	Amy O'Toole	Brian Turley
Kate Carey-Trull	Gabriella Resto	Town Clerk

Jennifer Sanchez

From: Zackary Capitaio <zcapitao@gmail.com>
Sent: Wednesday, January 17, 2024 5:10 PM
To: Jennifer Sanchez
Cc: Melissa LaBelle
Subject: Re: Ethics Commission Appointment

7A1

Good evening Jennifer,

Thank you for reaching out. Though I have enjoyed serving our community for several years, for personal reasons I don't wish to be appointed for another term at this time.

Best regards,
Zackary Capitaio

On Tue, Jan 16, 2024, 08:59 Jennifer Sanchez <jsanchez@eastwindsorct.com> wrote:

Good morning Mr. Capitaio,

Your appointment with the Ethics Commission expires January 24, 2024. I am reaching out to see if you would like to be reappointed for another term?

Thank you.

Warm regards,

Jennifer

Jennifer J. Sanchez

Administrative Assistant

First Selectman's Office

11 Rye Street

Broad Brook, CT 06016

Telephone: (860) 698-1334

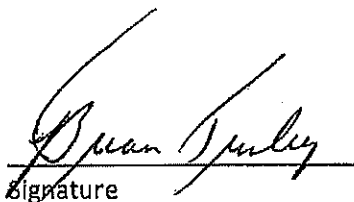
Amy R. Lam, Town Clerk
Town of East Windsor
11 Rye Street
Broad Brook, CT 06016

Dear Mrs. Lam:

I hereby resign my position on the Economic Development Commission.

Please notify the Board of Selectmen that the effective date of my resignation is 2/14/24.

Sincerely,


Signature

2/14/24
Date

7A3

March 4, 2024

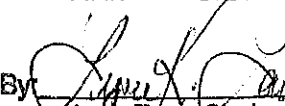
To Town of East Windsor,

I'm writing to inform you of my decision to resign from my volunteer position on the East Windsor Bmx Skatepark Committee. I have worked on this Committee since the beginning which will be sixteen years in July 2024.

My reason for departure is due to my viewpoints on the direction of the Committee versus the Chair Person (Brenda Crockett) and how her viewpoints are. Sadly it came to a head over this past weekend with some unpleasant text messages received.

Thank you for your support and understanding regarding my decision. This letter is effective immediately.

Best Regards,
Laura Harney
Laura Harney

RECEIVED
Town of East Windsor
Town Clerks Office
MAR 04 2024
By 
Asst. Town Clerk

Comp. ☒
Hindley ☒
Avery ☒
Wicks ☒
Dove ☒
B-4-24

TOWN OF EAST WINDSOR
POLICY FOR DONATING SICK LEAVE

Any Town of East Windsor permanent employee who has accumulated at least fifteen days of sick leave may donate up to three (3) days or (21 hours) of his or her accumulated sick leave to another Town of East Windsor permanent employee, who is eligible to receive sick days through a long-term illness has used up all of his or her accumulated sick time, vacation time, personal days, earned days and compensatory time. The receiving employee must fill out the appropriate form with their Department Head/Supervisor. The Department Head/Supervisor shall make recommendation to the First Selectman, who may, in his/her sole discretion, authorize the donation and transfer of said sick time, on a case by case basis, provided the following conditions are met:

To be eligible, a receiving employee and a donating employee must have worked for the Town of East Windsor for at least one year.

The eligible receiving employee and the donating employee do not have a history of sick leave abuse.

The illness is not covered by Workers' Compensation, or Workers' Compensation benefits have been exhausted.

The donating employee shall have a minimum sick leave accumulation of fifteen days.

No more than three (3) sick days or 21 hours donation shall be permitted between any two employees per long-term illness.

Sick leave, donated by one employee to another, when used, shall be paid at the hourly rate of the receiving employee.

Donated sick days will be used in the order that they are received from employees. The first donated sick day will be the first day used, etc. The "Donation of Sick Time" authorization form (located in the First Selectman's Office) must be forwarded to Treasurer's Office within two week of a request for a donation of sick days for a specific employee by the donating employee.

Any unused donated sick time by the receiving employee will be returned to the donating employees beginning with the last donated sick day and moving up the list.

If needed, sixty (60) donated sick days or (420) hours may be used by an employee per long-term illness per fiscal year.

An acceptable medical certification signed by a licensed physician supporting the continued absence of the receiving employee is on file in the First Selectman's Office.

In cases involving employees who through a long-term illness have used up all accumulated sick time, vacation time, personal days, earned days, compensatory time and donated sick time, an extension of sick leave beyond the maximums provided for above may be granted in the sole discretion of the Board of Selectmen, on request of the Department Head/Supervisor, written approval of the First Selectman and final authorization by the Board of Selectmen. Said extension of sick leave may be granted in advance of being accrued. Any advancement of sick leave time must be paid back upon the employee's return to duty.

The returning employee shall not repay any sick leave donated by fellow employees. *Vacation or sick leave will not accrue for the employee during that period of time the employee is receiving/using donated sick leave days. Nor will the use of donated sick leave day's count towards longevity or earned days for the receiving employee.*

Town of East Windsor
DONATING SICK LEAVE

I _____, authorize
Print Name

The Town of East Windsor to deduct _____ hours of sick leave from my accrued
sick leave time and donate said hours of sick leave to the following Town of East Windsor
employee:

Print Name

I have read the Town's "Policy for Donating Sick Leave" and I am eligible to participate.

Signature

Date

Town of East Windsor

Request for Receiving Donated Sick Leave

1. *As stated in the Town of East Windsor's "Policy for Donating Sick Leave", due to a long-term illness I am authorizing the donation of sick days be made in my name. As required in the Policy, I have used up all of my accumulated sick time, vacation time, personal days, earned days and compensatory time.

An acceptable medical certificate signed by a licensed physician supporting the continued absence for my long-term illness will be forwarded to the First Selectman's Office.

Print Name

Signature

Date

2. It is my recommendation that _____
Name of Employee

be eligible to participate, as a receiving employee, in the Town of East Windsor's "Policy for Donating Sick Leave".

Department Head/Supervisor

Date

3. I authorize the donation and transfer of sick leave for

Name of Employee

First Selectman

Date

**If due to health reasons an employee is unable to submit in writing, the request may be made verbally.*

APPLICATION**TARGETED GRANT FY 2025**

Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2024)



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:

*Use full municipality name, ie
'Town of _____' or 'City of _____'*

Town of East Windsor**Name of Municipal CEO:****Jason E. Bowsza****Title:****First Selectman****Phone with Area Code:**

860-623-8122

Email:jbowsza@eastwindsorct.com**Name of Town Clerk:****Amy R. Lam****Title:****Town Clerk****Phone with Area Code:**

860-292-8255

Email:alam@eastwindsorct.com**Check if Designated Applicant:** ☒**TC Mailing Address:**

11 Rye Street, Broad Brook, CT 06016

MCEO Address if Different:**Grant Application Deadline:**☒ Cycle 1: April 30, 2024☐ Cycle 2: September 30, 2024**Grant Contract Period:**

The contract period begins after July 1, 2024 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2025.

Maximum Grant Allowed:

\$5,500

Small Municipality

Population less than 20,000

\$7,500

Medium Municipality

Population between 20,000 and 69,999

\$10,500

Large Municipality

Population of 70,000 or greater

Amount Requested:**\$ 5,500.00****Grant Category(ies):**☐ Inventory and Planning☒ Organization and Indexing☐ Program Development☐ Storage and Facilities☐ Preservation/Conservation*See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 5,500.00	\$	\$ 5,500.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500.00	\$	\$ 5,500.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Amy R. Lam, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2025 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

1. Organization and Indexing

1. We will be backfilling the land records for our project. The estimated number of documents to be scanned and indexed is 2,558. They are documents in the land records Volumes 103, 102, 101, and possibly 100. Our land records currently go back to March 1974. We are currently in the process of scanning, and this will be a continuation of our grant projects over the last two years. This is an estimate number of documents with a quick reference of documents in each volume. The date/volume could differ after the indexing is complete .
2. The company doing the backfilling is Catalis Courts and Land LLC located at 345 Buena Vista Road, Fairfield, CT 06825. The project should be done within 6 months. Our staff in the Clerk's office will scan the books into the system using the BackFill software.
3. Since the pandemic, we have seen how vital it is for people to have access to our online records. We have been able to serve our community. A lot of that work includes scanning and emailing documents that were not on our online land record system. This can be time-consuming when there's multiple documents. Even being open to the public, we have seen fewer people in the office to conduct searches. This is because we are online. This will allow people to have more access to older records online, as well as limit the physical handling/copying of the books. With the grant and our local funds, we would be able to put 2,558 more documents online.
4. See attached.

**345 Buena Vista Rd.
Fairfield, CT 06825**

East Windsor Town Clerk

**MODIFICATION OF CURRENT SPECIFICATIONS
CHANGE REQUEST**

Request Number: CO #678 EAST WINDSOR

Date: February 29, 2024

Change Request Description: Remotely Access NewVision's Backfill, Scan and Verify Software for Indexing Historical Documents Contained in Books to be Scanned by the Town Clerk

Description:

Through a previous Change Request (EAST WINDSOR No. 1-2014), the East Windsor Town Clerk implemented NewVision's BackFill Software as part of the ORS, which allows the user to scan a book of documents, delineate the documents within that book, and index each individual document, adding the newly indexed documents to the database of land records data and images stored on the ORS and available to title searchers.

The Town Clerk plans to scan back file volumes of the land records using the BackFill software and has requested that NewVision provide the service of delineating and indexing the documents within these books and indexing those documents.

For this work the Town Clerk will provide NewVision with exclusive access (after hours and on weekends) to one of the existing workstations during the period of this project. NewVision take full control of that workstation via remote access software, which will be installed as part of this project.

Historically in Connecticut, recording multiple documents on the same page was commonplace. For example, a document may start on one page, or midway down a page, and finish on another page, with another document starting below it on the same page. In some cases, two or three documents were recorded on the same page.

The ORS requires that each document stored in the database have its own corresponding set of document images, so that, when a searcher searches the land records index to identify a desired document, once the document is selected for image viewing, the images pertaining to that document are displayed. In order to add historical documents to the ORS, in cases where multiple

**345 Buena Vista Rd.
Fairfield, CT 06825**

documents (or portions of them) appear on the same page, separate copies of the document image must be made in order to form a complete document for the corresponding document index data. Images are not split. In addition to the indexing work described above, NewVision, via remote access, will use the Backfill Software and Scan Application to produce duplicate images for the situations where one image contains multiple documents or portions of multiple documents.

The process of separating the historical books into individual documents and entering index data will be as follows for each document in a book:

- Starting with the first page (and first document) of each book, the operator will use the Backfill Software to delineate pages that are part of the document, enter the Clerk's File Number, volume and page numbers, document type, grantor and grantee names, and one legal description (the "Index Data"). Note that document links will not be entered as part of this project.
- For instances in which multiple documents appear on the same page, in delineating and indexing the next document on the same page, the operator will use the Scan Application to remove the pages applicable only to the previous document, so that the next document will include only the page in common with the previous document plus those additional pages applicable to it. Once the next document is delineated, the operator will use the Backfill Software to enter the Index Data applicable to it.

Following data entry, back file land documents will be routed to a "back file verify" queue in the ORS's Index/Verify application, allowing a second NewVision operator to make an additional review of and corrections to data entered through the BackFill Software

At the Town Clerk's option, following either data entry or verification, searchers using the existing SearchNG application will be able to search for data and associated land documents entered through the BackFill Software along with those documents that are currently maintained on the ORS and new documents that are recorded on the ORS in the future.

The pricing provided and work to be done is contingent upon documents being type-written and reasonably legible. Additional charges apply for poor quality document images and/or documents that are hand-written.

Estimated Impact on System: Minimal or no impact on ORS performance.

Estimated Delivery: Within One Hundred Eighty (180) days of execution of this Change Request.



Catalis Courts and Land, LLC

345 Buena Vista Rd.
Fairfield, CT 06825

Cost: Cost for this change order is \$2.15 per document; total of \$5,500 based on estimate of 2,558 documents.

Approvals:
Catalis Courts and Land, LLC

By: Approved by Thomas R. Watkins
Northeast Account Representative

To Jen: 3/4/24

Sold				Prop Loc/Vehicle Info.	UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2022-03-0052894	DESAULNIERS SCOTT P	18 Iroquois Rd		2000/795994/JH2SC4401YM004670	52894	7/24/2023	53.04	0.00	0.00	53.04	
2022-03-0053365	Enfield CT 06082-9622	ENTERPRISE FM TRUST		Sec. 12-129 Refund of Excess Payments.	2017/AU42319/1FDTF4HY9HEE48695	7/28/2023	79.53	0.00	0.00	79.53	-26.49
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53365			375.21	0.00	0.00	375.21	
2022-03-0053372	ENTERPRISE FM TRUST			2018/C1402716/1GNSKCKC6JRL65325	53372	7/28/2023	899.79	0.00	0.00	899.79	-524.58
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53378			426.39	0.00	0.00	426.39	
2022-03-0053378	ENTERPRISE FM TRUST			2019/C192184/2C4RDGBG7KR521496	53378	7/28/2023	1,022.49	0.00	0.00	1,022.49	-596.10
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53379			116.21	0.00	0.00	116.21	
2022-03-0053379	ENTERPRISE FM TRUST			2019/C194007/2C4RDGBG8KR586020	53379	7/28/2023	464.83	0.00	0.00	464.83	-348.62
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53380			38.59	0.00	0.00	38.59	
2022-03-0053380	ENTERPRISE FM TRUST			Sec. 12-129 Refund of Excess Payments.	2019/C199716/4S4BSAFC7K3343539	7/28/2023	464.83	0.00	0.00	464.83	-426.24
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53381			450.87	0.00	0.00	450.87	
2022-03-0053385	ENTERPRISE FM TRUST			2019/C207377/2C4RDGBG4KR624486	53385	7/28/2023	601.16	0.00	0.00	601.16	-150.29
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53386			116.21	0.00	0.00	116.21	
2022-03-0053388	ENTERPRISE FM TRUST			2019/C207380/2C4RDGBG4KR624489	53388	7/28/2023	464.83	0.00	0.00	464.83	-348.62
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53393			310.03	0.00	0.00	310.03	
2022-03-0053393	ENTERPRISE FM TRUST			2019/C211642/2C4RDGBG4KR639302	53393	7/28/2023	464.83	0.00	0.00	464.83	-154.80
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132		53407			116.21	0.00	0.00	116.21	
2022-03-0053407	ENTERPRISE FM TRUST			2019/C220491/2C4RDGBG2KR766433	53407	7/28/2023	464.83	0.00	0.00	464.83	-348.62
M004	9315 OLIVE BLVD	ST. LOUIS MO 63132					2,118.97	0.00	0.00	2,118.97	
TOTAL		10					5,391.95	0.00	0.00	5,391.95	-3,272.98

Total Refunds \$3,272.98

Patricia Katsoulis, owner, owner
Tax Collector

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