

**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  
Charles Nordell - Selectman

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**REGULAR MEETING AGENDA  
Thursday, March 19, 2020 at 7:00 P.M.**

**1. TIME AND PLACE OF MEETING**

Join Zoom Meeting; <https://zoom.us/j/3326833563>

Meeting ID: 332 683 3563

One tap mobile

16465588656,,3326833563# US (New York)

13126266799,,3326833563# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

Meeting ID: 332 683 3563

**2. PLEDGE OF ALLEGIANCE**

**3. ATTENDANCE**

**4. AGENDA APPROVAL**

**5. APPROVAL OF MEETING MINUTES**

- A. February 6, 2020 Regular Meeting Minutes
- B. February 10, 2020 Budget Workshop Minutes
- C. February 17, 2020 Budget Workshop Minutes
- D. February 20, 2020 Regular Meeting Minutes
- E. February 20, 2020 Budget Workshop Minutes
- F. March 2, 2020 Budget Workshop Minutes

**6. PUBLIC PARTICIPATION**

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

**7. COMMUNICATION**

- A. Eversource Letter Regarding Vegetation Management
- B. Eversource Flyer Regarding Tree Planting Options
- C. Connecticut Water Letter Regarding Designation of CAC Representative
- D. Connecticut Water Letter Concerning Enhanced Connecticut Water Help 2 Our Customers Program
- E. Connecticut Water Letter Regarding Hunt Well Field Project

**8. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS**

**A. Resignations:**

- 1. Kirk Monstream (U), Water Pollution Control Authority

**B. Reappointments: *none***

**C. New Appointments:**

- 1. Heather Spencer (R), Charter Revision Commission for a term expiring June 19, 2021.
- 2. Tim Moore (R), Sustainable CT Commission for a term expiring September 19, 2021.
- 3. Barbara Sherman (D), Sustainable CT Commission for a term expiring September 19, 2021.

**9. UNFINISHED BUSINESS**

- \* A. Broad Brook Mill Update
- B. Discuss DESPP Grant

**10. NEW BUSINESS**

- A. Discuss Fire Marshall Responsibilities
- B. Discuss and Approve 86-1 Tax Ordinance
- C. Discuss and Approve Dress Code Policy
- D. Discuss Coronavirus Policy
- E. Discuss and Approve CNR Transfer from Public Works Engineering Study to Town Property Renovations
- F. Approval of Tax Refunds

**11. SELECTMAN COMMENTS AND REPORTS**

- A. Jason Bowsza
- B. Marie DeSousa
- C. Charlie Nordell
- D. Sarah Muska
- E. Alan Baker

**12. PUBLIC PARTICIPATION**

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

**13. EXECUTIVE SESSION**

Pursuant to C.G.S. Sec. 1-200 (6)(E), discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (6) of Section 1-210. *Action possible.*

**14. ADJOURNMENT**

Distribution

Kirk Monstream  
Tim Moore  
Randi Reichle  
Barbara Sherman  
Cathy Simonelli  
Heather Spencer  
Town Clerk's Office  
Journal Inquirer

RECEIVED BY

MAR 2 2020

7A

2/26/2020

Dear First Selectman Jason Bowsza,

First Selectman's Office

As part of our ongoing commitment to deliver reliable energy and superior service to customers, Eversource has contracted with qualified tree contractors to perform routine vegetation maintenance within our electric system rights of way in the Town of East Windsor. The work, which is scheduled to occur this year, is part of Eversource's continuing efforts to ensure reliable electric service to you and to thousands of homes and businesses throughout the region, especially during extreme weather events.

### Why Tree Work is Important

- To protect the electric system, we remove tall-growing species from the right of way and cut branches extending into the right-of-way. These trees and branches pose a serious safety hazard, now or in the future, if they contact energized equipment.
- Vegetation contact with electric facilities may lead to power outages that could impact thousands of electric customers. The clearing of trees and branches in and along the right of way will improve system performance, especially during severe weather events.

### Work in Your Neighborhood:

The vegetation management work may include:

- Clearing of incompatible trees and/or removal of branches that are encroaching into the right of way.
- Removing tall-growing tree species that are incompatible to the transmission system, using manual climbing crew or mechanical tree-harvesting equipment, and tree-chipping machinery.
- Removal of vegetation within the cleared areas of the right of way, through cutting, mowing, and/or application of approved herbicides.

### What You Can Expect

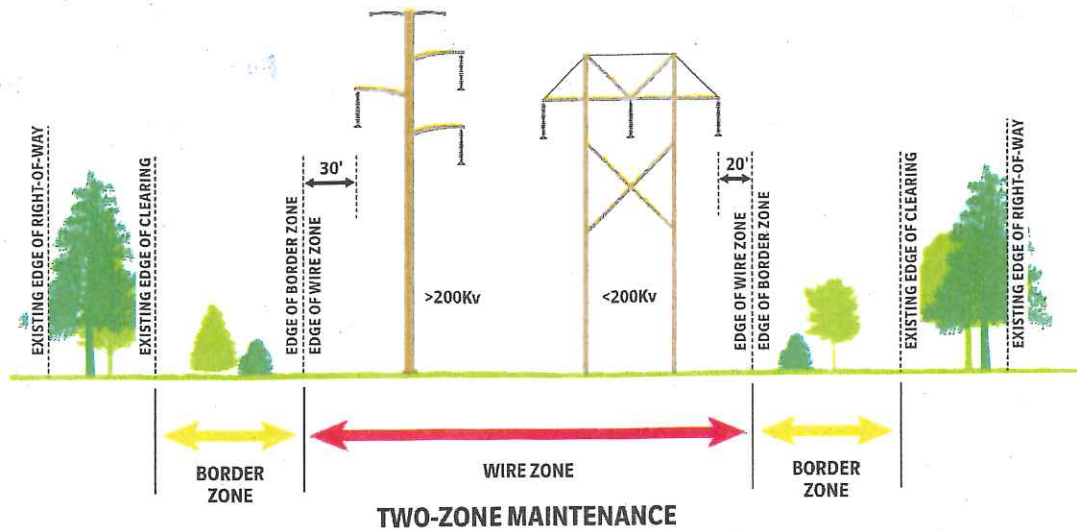
We want you to know that this work will not interrupt electric service to your community, and all people working in the area carry identification. Work hours will typically be 7 am to 7 pm, Monday through Saturday. Due to weather or other unexpected circumstances, from time to time crews may need to work longer hours or on a Sunday.

In certain areas, this vegetation management scope may be more than what has been experienced in the past.

Based on the width of the right-of-way, the type and number of transmission lines, the location of the lines within the right-of-way and the topography, Eversource employs a "one zone" or "two zone" vegetation maintenance method. This method establishes the following:

- **The wire zone** is the area directly under the transmission lines, extending out 20 to 30 feet outside the wires depending on voltage. Eversource manages the wire zone to promote a low-growing plant community dominated by grasses, flowers, ferns and small shrubs under 3 feet in height at maturity. Within this zone trees and brush are selectively removed to allow for the establishment and preservation of these native, low-growing plant communities in non-lawn areas. Only established compatible species with a mature height of 15 feet or less at maturity may be allowed to remain in the wire zone, depending on location. All other vegetation with a mature height of greater than 15 feet will be removed. Depending on the width of the right of way and the electric facilities within the right of way Eversource may determine an entire right of way to be a "one zone."
- **The border zone** is the area from outside the wire zone to the edge of the cleared area or the easement edge. In this zone, incompatible tall-growing trees are removed and native trees and shrubs that have a mature height of 25 feet or less may remain where possible.

*The diagram illustrates a typical right-of-way condition. This work is occurring within the existing edge of clearing.  
Your neighborhood may have a different configuration of transmission structures.*



Eversource is using approved contractors to conduct this work. The work may be completed in several stages, or at various times during the year. Work may also be performed by different contractors depending on the scope of work required in the particular rights of way. Trimming and tree removal is performed throughout the year. Herbicide application may be used to treat cut tree stumps or stems throughout the year, and selective leaf treatment can be performed when leaves are present.

#### **Always Working to Serve You Better**

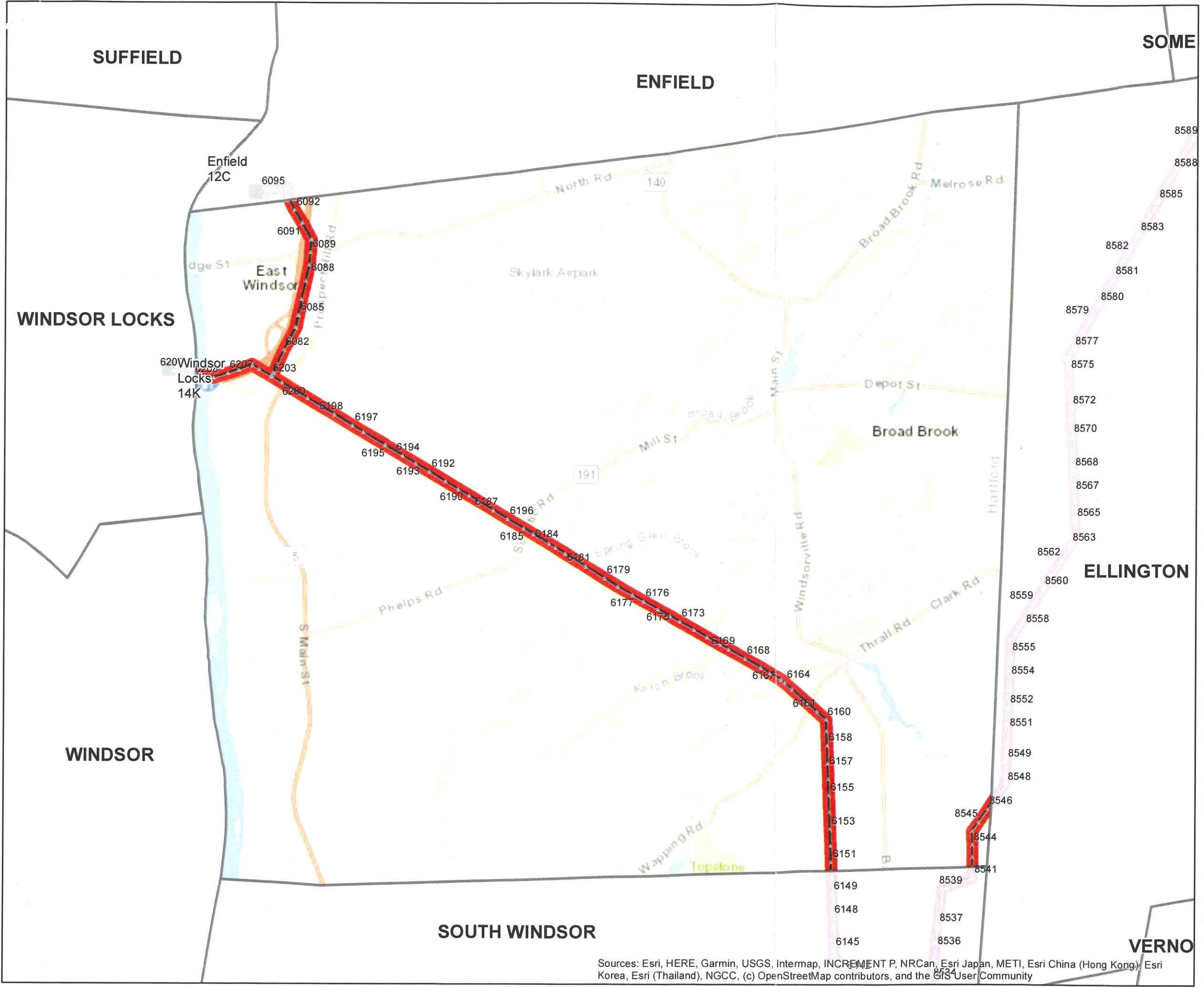
Keeping the lines of communication open is an important part of our work in your community. Please contact us with any questions you might have. If you have any questions concerning this work, please contact Marcia Wellman at 860.728.4547 or [marcia.wellman@eversource.com](mailto:marcia.wellman@eversource.com).

Thank you for your patience and cooperation while Eversource performs this important system reliability work.

Sincerely,

**Sean Redding**

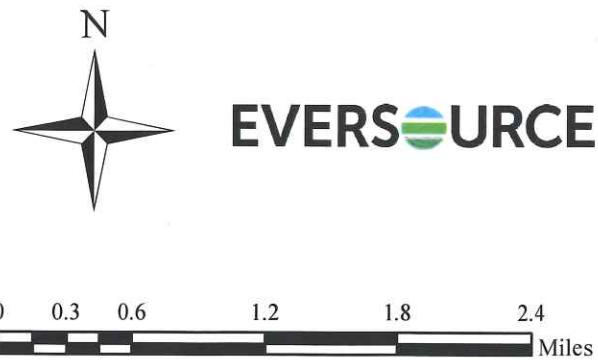
Sean Redding  
Manager Eversource Transmission Vegetation Management



# EAST WINDSOR

- Town Boundary
- Transmission Structures
- Transmission Spans
- Substations
- Transmission ROW

**ROW Trimming in the town of  
EAST WINDSOR**  
7.82 miles



PROPRIETARY INFORMATION: The material contained on the Overhead Distribution Circuit Map shall be considered proprietary to Eversource (ES), and Users (which shall be defined as any person or entity who has received the Map through sale, purchase, exchange gift, or otherwise) shall keep it in confidence and shall not furnish or disclose it to any third party without the prior written permission of Eversource.

Date: 1/23/2020

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

# Planting a Tree?

For safety and for electric service reliability, choose one of these beautiful low-growing trees when planting near overhead utility lines.

## Eversource's Recommended 30 Trees Under 30 Feet Tall



**Hedge Maple**  
*Acer campestre*  
H 25'-30' W 20'-30'  
Golden fall color



**Paperbark Maple**  
*Acer griseum*  
H 20'-30' W 10'-15'  
Beautiful birch-like bark



**Japanese Maple**  
*Acer palmatum*  
H 15'-25' W 6'-15'  
Red leaves



**Korean Maple**  
*Acer pseudotschinkianum*  
H 15'-25' W 6'-12'  
Excellent fall color



**Three Flower Maple**  
*Acer triflorum*  
H 20'-30' W 15'-20'  
Multi-colored fall foliage



**Serviceberry**  
*Amelanchier arborea*  
H 15'-25' W 15'-25'  
Showy flowers early



**American Hornbeam**  
*Carpinus caroliniana*  
H 20'-30' W 20'-30'  
Multi-colored fall foliage



**Eastern Redbud**  
*Cercis canadensis*  
H 20'-30' W 20'-30'  
Early spring purple flowers



**Hinoki Falsecypress "Nana"**  
*Chamaecyparis obtusa*  
H 15'-20' W 10'-20'  
Unique needles and shape



**White Fringetree**  
*Chionanthus virginicus*  
H 12'-20' W 10'-20'  
Fantastic low-hanging flowers



**Japanese Clethra**  
*Clethra barbinervis*  
H 10'-20' W 10'-15'  
Butterflies love the flowers



**Pagoda Dogwood**  
*Cornus alternifolia*  
H 15'-25' W 20'-25'  
Attracts birds and butterflies



**Kousa Dogwood**  
*Cornus kousa*  
H 20'-30' W 10'-20'  
Beautiful flowers in June



**Cornellancherry Dogwood**  
*Cornus mas*  
H 15'-25' W 15'-20'  
Very early yellow flowers



**Common Smoketree**  
*Cotinus coccinea*  
H 10'-15' W 10'-15'  
Purple leaves, cool flowers



**Witch hazel**  
*Hamamelis intermedia*  
H 10'-15' W 10'-15'  
Flowers in winter



**Panicle Hydrangea**  
*Hydrangea paniculata*  
H 8'-15' W 6'-12'  
Gorgeous flowers



**Amur Maackia**  
*Maackia amurensis*  
H 15'-25' W 20'-25'  
Late summer flowers



**Saucer Magnolia**  
*Magnolia soulangeana*  
H 15'-25' W 15'-25'  
White to pink flowers



**Star Magnolia**  
*Magnolia stellata*  
H 15'-25' W 10'-15'  
Fragrant white flowers



**Royal Raindrops Crabapple**  
*Malus transcasia*  
H 12'-16' W 12'-16'  
Purple leaves, pink flowers



**Persian Ironwood**  
*Parrotia persica*  
H 15'-20' W 15'-30'  
Hardy, early spring flowers



**Swiss Stone Pine "Glaucia"**  
*Pinus cembra*  
H 12'-20' W 8'-15'  
Slow growing, beautiful shape



**Bonolan Pine "Irish Bell"**  
*Pinus leucodermis*  
H 8'-12' W 8'-12'  
Dark green needles



**'Little Twist' Cherry**  
*Prunus incisa*  
H to 6' W to 6'  
Pinkish flowers with zigzag branching



**Japanese Stewartia**  
*Stewartia pseudocornata*  
H 15'-25' W 10'-20'  
Beautiful flowers and exfoliating bark



**Tree Lilac**  
*Syringa reticulata*  
H 20'-30' W 15'-20'  
Hummingbirds and Butterflies love it



**Arborvitae**  
*Thuja occidentalis*  
H 10'-30' W 3'-6'  
Great screening plant



**Linden Viburnum "Michael Dodge"**  
*Viburnum dilatatum*  
H 5'-6' W 4'-6'  
Amazing yellow berries



**Blackhaw Viburnum**  
*Viburnum prunifolium*  
H 12'-15' W 6'-12'  
Attracts birds and butterflies

EVERSOURCE

For more tree planting options, visit [arborday.org](http://arborday.org)

Connecticut Water Company  
93 West Main Street  
Clinton, CT 06413-1600



7C

February 28, 2020

Jason Bowsza First Selectman  
Town of East Windsor  
11 Rye Street  
East Windsor CT 06016

RECEIVED BY  
MAR 4 2020  
First Selectmans Office

Re: Connecticut Water Customer Advisory Council Representative Needed

Dear Selectman Bowsza:

Connecticut Water is establishing a Customer Advisory Council (CAC) to enhance communications with our customers and communities and would like representation from each of the 59 towns that we serve. The CAC members will be looked to consult and advise on matters of local interest.

**We are asking the town of East Windsor to appoint a resident of your community to serve on our CAC.** The town representative must be a Connecticut Water customer but cannot be an employee or officer of the company.

We currently communicate with customers using bill inserts, our website, online and social media, and traditional media, but we want to do more and see the advisory council as a way to enhance that communication. We proposed to create a CAC as part of our combination with SJW Group and the Public Utilities Regulatory Authority supported that proposal and made it one of the required commitments in its approval of the merger.

We believe the CAC will provide an opportunity for the company to update customer representatives from the towns about projects, policies and procedures that may impact water quality or service, and for us to receive feedback from the council members. This will help us improve communication, learn about the needs and priorities of customers and better coordinate in the towns we serve.

The dates, times and locations of the CAC have not been determined but members will be contacted directly once we have received the local appointments. Our plan is to hold the first meeting by the start of summer.

We would appreciate it if you could provide the name and contact information for your community's representative to the CAC to Dan Meaney at your earliest convenience. We would like to finalize the membership and report to PURA no later than March 30, 2020 so ask that you e-mail Dan at [daniel.meaney@ctwater.com](mailto:daniel.meaney@ctwater.com) or phone at 860.664.6016. Dan is also happy to answer any questions you may have about the CAC.

As always, please feel free to contact me if you have any questions about Connecticut Water or our service in your community.

Sincerely,

Paul Lowry



93 West Main Street  
Clinton, CT 06413-1600  
[www.ctwater.com](http://www.ctwater.com)

February 21, 2020

Jason Bowsza First Selectman  
Town of East Windsor  
11 Rye Street  
East Windsor CT 06016

7D  
RECEIVED BY  
FEB 27 2020  
First Selectmans Office

**RE: Enhanced Connecticut Water H<sub>2</sub>O - Help 2 Our Customers Program**

Dear Valued Community Member,

At Connecticut Water we understand the realities that our customers face when experiencing financial hardship. Our current H<sub>2</sub>O – Help 2 Our Customers Program provides financial assistance and/or payment plans to help our customers maintain uninterrupted water service during these times.

Information and contact forms regarding the program can be found on our website at [www.ctwater.com/H2O](http://www.ctwater.com/H2O), but we know that sometimes, it's difficult for those in need to ask for help, or they may not know about the help that is available. *We are sending this to you because we are looking for your help in identifying Connecticut Water Company customers who may be in need, qualify for the program and benefit from some assistance. Please help us by sharing this information with your town's social service agencies, customers directly, or other groups that may help us identify customers who may qualify for help paying their water bills.*

Enclosed you'll find an Eligibility Authorization Form which may be completed for anyone whom you feel would benefit from this program. For more information, an electronic version of the form, or to submit a completed form, please email [customerservice@ctwater.com](mailto:customerservice@ctwater.com). You can also reach me by phone at 800-286-5700.

Thank you,

Connecticut Water Company  
Arthur J. O'Neill  
Vice President Customer Service



## H<sub>2</sub>O – Help 2 Our Customers PROGRAM GUIDELINES

At Connecticut Water we know how important it is for our customers to have a safe reliable supply of drinking water. At the same time, we understand the realities that customers can face when experiencing financial hardship. We are pleased to offer our H<sub>2</sub>O – Help 2 Our Customers program to provide financial assistance and/or payment plans to support customers who may be experiencing challenges and help maintain uninterrupted water service during these times.

### General Overview

The financial assistance program is limited to eligible single family residential customer accounts including individuals who are Connecticut Water customer and reside in a condominium unit.

Eligibility is based on income at or below 200% of the Federal Poverty Level Guidelines.

Customers will be qualified utilizing the enclosed Eligibility Verification Authorization.

Connecticut Water will need to receive the completed Eligibility Verification Authorization signed by the local agency before assistance can be provided to customers who otherwise qualify for the program.

We do not anticipate limiting the number of times an eligible person may participate in the program, but will require an eligibility review annually or require the individual to reapply.

Information will be included on shutoff notices and through our office and field customer service representatives about the state's 211 Infoline and where to find local agency contacts.

Customers participating in the program will be offered free water conservation kits, conservation education materials, and leak dye tablets to find silent toilet leaks to make sure they are not using more water than they need to. A service representative can be sent to the customer's premises to check for leaks if the customer needs additional assistance.

### Customers Meeting Income Eligibility Verification Criteria

Upon agency determination of eligibility, and CWC approval, the Company will:

- *not terminate water service as long as the customer maintains the agreed upon payment arrangement,*
- *waive any shut off or turn on fees along with any interest charges if service has been terminated, and*
- *issue credit to the customer's account equal to 50% of the balance due*
- *set up a payment arrangement for the remaining balance*

*The customer will only be responsible for keeping the scheduled payment arrangement on the past due balance. The credit will be applied as a one-for-one match as the payments are made. The customer will be expected to keep current on new bills as they are incurred during the time of the payment arrangement.*

Customers are required to reapply annually so that income levels and eligibility can be re-verified. The Parties will set a uniform date upon which re-verification or reapplication will be determined.

***Example of Payment Assistance for Customer on Deferred Payment Arrangement (DPA) Plan:***

<b><i>Balance Past Due</i></b> <b><i>\$300 Balance. Payment Arrangement once monthly for three months</i></b>	<b><i>Customer Payment Based on Agreed Payment Arrangement</i></b>	<b><i>Company Matching Credit to Customer Payment</i></b>	<b><i>Remaining Balance Due</i></b>
<b><i>Customer Payment #1</i></b>	<b><i>\$50</i></b>	<b><i>\$ 50</i></b>	<b><i>\$200</i></b>
<b><i>Customer Payment #2</i></b>	<b><i>\$50</i></b>	<b><i>\$ 50</i></b>	<b><i>\$100</i></b>
<b><i>Customer Payment #3</i></b>	<b><i>\$50</i></b>	<b><i>\$ 50</i></b>	<b><i>\$0</i></b>
<b><i>TOTAL PAID By Customer</i></b>	<b><i>\$150</i></b>		
<b><i>TOTAL PAID By Company</i></b>		<b><i>\$150</i></b>	

***One Time Customer Hardship Assistance Program***

We have developed an additional program for customers who have consistently met their obligation but are experiencing a one-time financial hardship or a life changing event that put their account in arrears. Assistance is available under a one-time hardship program even if the customer does not meet income eligibility criteria for other program. This can be for all or part of the balance due on their water bill.

Customers who contact the company will be directed to the local social service agency for access to the ***H<sub>2</sub>O Customers Program***, and to determine if they are eligible for other programs or assistance. If they are not willing to pursue that, or the collections personnel feel it is best to offer them the one-time assistance, the company may offer a credit or adjustment to address their hardship.

Likewise, if a local social service agency is working with an individual who does not meet the H<sub>2</sub>O program eligibility guidelines, but needs one-time assistance, the agency may offer them access to CWC's one-time customer hardship assistance program.

In either situation, a credit in the amount of the assistance would be issued directly to the customer's account.



## H<sub>2</sub>O CUSTOMERS PROGRAM - ELIGIBILITY AUTHORIZATION

CWC AC # \_\_\_\_\_ Customer Name \_\_\_\_\_

Customers wishing to take advantage of the Connecticut Water H<sub>2</sub>O program need to be qualified utilizing an eligibility checklist from their local community or other approved agency. These agencies are identified as providing assistance for customers having an outstanding and past due balance and are in need of some type of assistance to maintain water service. Qualified customers will be required to establish an approved deferred payment arrangement (DPA) for the arrears amount.

Connecticut Water does not require a copy of the eligibility checklist but requests the agency confirm the customer's identity and income. This ensures agency guidelines are followed and funds reach those customers who are in most need of assistance.

Sign off on the following items are acceptable forms of verification in order to qualify for CWC assistance program. Please initial that these items have been verified.

\_\_\_\_\_ Identity:  
\_\_\_\_\_ Income:  
\_\_\_\_\_ Tenants: Copy of fully completed Billing Authorization Form

Agency submitting request: \_\_\_\_\_

Authorized representative from the agency initialing the form \_\_\_\_\_ (please print)

**NOTE:** Owners of multi-family, commercial or industrial property are not eligible for program.

Has customer previously applied for assistance? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Was assistance provided? ☐ Yes ☐ No Amount \_\_\_\_\_

Copy of Shut off Notice? ☐ Yes ☐ No Shut Date: \_\_\_\_\_ Amount Due \_\_\_\_\_

Deferred Payment Arrangement (DPA)? ☐ Yes ☐ No Customer can pay \$ \_\_\_\_\_ Frequency \_\_\_\_\_

-----  
For Connecticut Water Company Use Only:

CWC approval of DPA Date \_\_\_\_\_ By \_\_\_\_\_

Approved By \_\_\_\_\_

CWC notified? By telephone to 800-286-5700 ☐ Jessica x 6068 ☐ Rita x 6091

By email to ☐ [jessica.esposito@ctwater.com](mailto:jessica.esposito@ctwater.com) ☐ [rita.dimery@ctwater.com](mailto:rita.dimery@ctwater.com)



## **H<sub>2</sub>O - Help 2 Our Customers**

**We understand the realites our customers face when experiencing financial hardship. Our H<sub>2</sub>O - Help 2 Our Customers program can help those needing financial assistance with their water bills in order to maintain uninterrupted water service**

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### **Learn more via these options:**



Reach Connecticut Water  
by email: [customerservice@ctwater.com](mailto:customerservice@ctwater.com),  
by phone: 1-800-286-5700, or  
online: [www.ctwater.com/H2O](http://www.ctwater.com/H2O)



Contact your town's social service agency  
who can begin enrollment in our program



Enroll through Operation Fuel; info online at  
[operationfuel.org/get-help](http://operationfuel.org/get-help)

RECEIVED BY

MAR 3 2020

Connecticut Water Company  
93 West Main Street  
Clinton, CT 06413

First Selectmans Office



Customer Service: 800.286.5700

March 2, 2020

7E

Town of East Windsor  
11 Rye Street  
Broad Brook, CT 060169553- 0000

Dear Neighbor;

Connecticut Water has a project scheduled for our Hunt Well Field, located at 41 Mahoney Rd., East Windsor, that we want you to know about, as it abuts your property.

On March 10<sup>th</sup>, 2020 at 6:30 p.m., we will present the project to the Town of East Windsor Planning and Zoning Commission. We invite you to the East Windsor Town Hall at 11 Rye St., Broad Brook, to hear about the project and to voice any questions you may have.

Connecticut Water's tentative schedule for the construction of a new water treatment station will begin in the late summer 2020. The majority of the planned construction will occur a half a mile into the parcel and construction is scheduled to continue through 2021. If you have any questions, please feel free to contact me at 860-664-6193.

Respectfully,

A handwritten signature in blue ink, appearing to read "Adam M. Wing".

Adam M. Wing, P.E.  
Project Engineer

/encl.



**TOWN OF EAST WINDSOR**  
**Planning & Zoning Commission**  
11 Rye Street, Broad Brook, CT 06016  
860.623.6030    [www.eastwindsor-ct.gov](http://www.eastwindsor-ct.gov)

**LEGAL NOTICE**

**EAST WINDSOR PLANNING & ZONING COMMISSION**

The East Windsor Planning & Zoning Commission will hold a regular meeting on Tuesday, March 10, 2020 at 6:30 p.m. at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT, with the following public hearing to be heard:

**PZ-2020-01** Application from Connecticut Water Company, Hunt Water Treatment Plant for Special Permit and Site Plan review for warehousing and distribution of hazardous materials and associated site improvements at 41 Mahoney Road, MBL 086-30-073, Zone District: A-1.

Copies of the above application are available at the Planning & Development office. All interested persons may appear and be heard.

Dated February 26, 2020, East Windsor, CT

Joseph Ouellette, Chairman  
East Windsor Planning & Zoning Commission

**Journal Inquirer editions: February 27 and March 5, 2020**

cc: Connecticut Water Company  
Weston & Sampson  
Jason Bowsza, First Selectman  
Joanne Slater, Town Clerk  
Helen Totz, Assessor  
Rand Stanley, Building Official  
file

A text from Kirk Montstream on Feb 26 2020

8A

Hi Paul. I will be resigning my position on the board. Please except this email as my letter of resignation, effective immediately. Thank you for your leadership on the board. Please let everyone know. I hope you have some Thank you and the entire wpca staff for all your hard work.

Sincerely,  
Kirk

Delivered by Paul Anderson, Chairman, EW-WPCA

Kirk Montstream  
18 Holcomb Terrace  
East Windsor CT 06088  
(860) 558-7834

**RECEIVED**  
Town of East Windsor  
Town Clerks Office

MAR 02 2020

By: Jaune M Slater  
Town Clerk



RECEIVED BY  
FEB 27 2020  
First Selectmans Office

## Town of East Windsor Board & Commission Application Form

8C1

Name: Heather Spencer  
Address: (Home) 6C Reggie Way  
Telephone: (Home) cell 860-924-8051 (Business) \_\_\_\_\_  
E-mail Address: headdiescoot@gmail.com Occupation: \_\_\_\_\_

**If you are not currently a registered voter in East Windsor, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.**

Party affiliation: (Democrat) \_\_\_\_\_ (Republican) ☒ (Unaffiliated) \_\_\_\_\_

Board or Commission of Interest Charter Commission

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

looking to be more involved in the community.  
I've been a resident of the town for over 10 years.  
Have worked at the same business for over 24 years  
in various positions of Administration. Bachelor degree  
in Operations Management.

Please include three (3) References with your application.

Name	Address	Phone
<u>Megan Pivrek</u>	<u>11 Skinner Road</u>	<u>860-490-5890</u>
<u>Al Raymond</u>	<u>10 Eastwood Drive</u>	<u>860-614-6645</u>
<u>Sarah Andrews</u>	<u>Main Street</u>	<u>860-268-6600</u>

All Town Officials must comply with the provisions outlined in the East Windsor Charter (copies available in Town Clerks office) and Code of Ethics. By signing below, I certify that I understand and accept the town rules of conduct for Board and Commission members as outlined in the Town Charter and Code of Ethics.

Date: 2/27/2020 Signature: Heather Spencer

Thank you for taking the time to fill out this application. Volunteers play a vital role in the East Windsor government and we appreciate your interest. Upon completing your application please forward to the First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016.



8C2

**Town of East Windsor  
Board & Commission Application Form**

Name: TIM MOORE  
Address: (Home) 1475 CHAMBERLAIN RD  
Telephone: (Home) \_\_\_\_\_ (Business) 860-810-3465  
E-mail Address: \_\_\_\_\_ Occupation: CONSTRUCTION

**If you are not currently a registered voter in East Windsor, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.**

Party affiliation: (Democrat) \_\_\_\_\_ (Republican) X (Unaffiliated) \_\_\_\_\_

Board or Commission of Interest SUSTAINABLE CT

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

HELP THE TOWN  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include three (3) References with your application.

Name	Address	Phone
<u>JASON B.</u>		
<u>DICK PIPPIN</u>		

All Town Officials must comply with the provisions outlined in the East Windsor Charter (copies available in Town Clerks office) and Code of Ethics. By signing below, I certify that I understand and accept the town rules of conduct for Board and Commission members as outlined in the Town Charter and Code of Ethics.

Date: 3/12/2020 Signature: [Signature]

Thank you for taking the time to fill out this application. Volunteers play a vital role in the East Windsor government and we appreciate your interest. Upon completing your application please forward to the First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016.



8C3

**Town of East Windsor  
Board & Commission Application Form**

Name: BARBARA SHERMAN

Address: (Home) 12 ALLEN DRIVE BROAD BROOK CT 06016

Telephone: (Home) 860 623-2081 (Business) -  
rush barbara@

E-mail Address: Sbcglobal.net Occupation: RETIRED

If you are not currently a registered voter in East Windsor, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: (Democrat) ☒ (Republican) ☐ (Unaffiliated) ☐

Board or Commission of Interest SUSTAINABLE CT

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

E. WINDSOR HAS BEEN MY HOME FOR 37 YEARS AND I HAVE TRIED TO BE INVOLVED IN ACTIVITIES TO MAKE IT A PROUD PLACE TO CALL HOME. I HAVE WRITTEN GRANTS, DONE THE PAPERWORK TO ESTABLISH SOIC3 STATUS & VOLUNTEERED IN SEVERAL POSITIONS.

Please include three (3) References with your application.

Name	Address	Phone
SHARON TRIPP	76 WINKLER RD E. W.	860 416-1986
ANDREW HOFFMAN	6 ACORN DR B.B.	860 623-8305
TOM TALAMINI	23 RICE RD BB	860 982-1121

All Town Officials must comply with the provisions outlined in the East Windsor Charter (copies available in Town Clerks office) and Code of Ethics. By signing below, I certify that I understand and accept the town rules of conduct for Board and Commission members as outlined in the Town Charter and Code of Ethics.

Date: 3/13/20 Signature: Barbara Sherman

Thank you for taking the time to fill out this application. Volunteers play a vital role in the East Windsor government and we appreciate your interest. Upon completing your application please forward to the First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016.

10A

## FIRE MARSHAL RESPONSIBILITIES

**Boundaries:** The two local Fire Marshal Offices will be divided using the same boundaries set to establish the Warehouse Point Fire District and the Broadbrook Fire Department District. (See attached map of the Town of East Windsor).

**Mutual Assistance:** At any point in time when there is a need to assist one of the other Fire Marshals in their Districts, mutual assistance will be provided. For example, if the Fire Marshal/Deputy Fire Marshal is unavailable for work in his district related to workload or any other factor within a district, the help will be provided when requested. This will ensure that Fire Marshal duties will be maintained throughout the entire town of East Windsor.

**Responsibilities:** See attached Policy/Job Description.

The Warehouse Point Fire District, Fire Marshal/Deputy Fire Marshal/Fire Inspectors will be responsible for all private and public Buildings within the Warehouse Point Fire District for the Enforcement of Connecticut General Statutes Chapter 541, as well as the numerous codes which are promulgated under the provision of these statutes.

The Fire Marshal/Deputy Fire Marshal/Fire Inspectors which are under the auspice of the Board of Selectmen will be responsible for all private and public buildings within the area covered by the Broad Brook Fire Department for the enforcement of the Connecticut General Statutes Chapter 541, as well as the numerous codes which are promulgated under the provision of these statutes.

**Accountability:** All Fire Marshals/Deputy Fire Marshals/Fire Inspectors shall document in writing all official business that is conducted within their official capacity. This documentation shall be available to the public within seven days from the date the business occurred or the investigation was completed.

A monthly report will be created prior to the end of each month which lists all inspections, buildings inspected, the reason for the inspection, and any other information appropriate. Upon completion, a copy of this report shall be forwarded to the Board of Selectmen.

**RECEIVED**

NOV 29 2012

current language  
ordinance 86-1

Delinquent Motor Vehicle Property  
86-1  
TOWN OF EAST WINDSOR

10B

The following ordinance was adopted at the Annual Town Meeting, duly warned and held on February 19, 1986.

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

**AN ORDINANCE REQUIRING THAT DELINQUENT MOTOR VEHICLE PROPERTY TAXES BE PAID ONLY IN CASH OR BY CERTIFIED CHECK OR MONEY ORDER**

Be it ordained and enacted by the Town Meeting of the Town of East Windsor, State of Connecticut as follows: Pursuant to Public Act No. 84-257 and Section 12-146 of the Connecticut General Statutes as amended, any delinquent property taxes applicable with respect to a motor vehicle shall be paid only in cash or by certified check or money order.

Ord. #86-1

Revisions included,  
Marked up

Delinquent Motor Vehicle Property

2020- xx

Amends 86-1

TOWN OF EAST WINDSOR

The following ordinance was adopted at the Annual Town Meeting, duly warned and held on February 19, 19862020.

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

AN ORDINANCE ~~REQUIRING REGARDING THE PAYMENT OF THAT~~ DELINQUENT MOTOR VEHICLE  
PROPERTY TAXES ~~BE PAID ONLY IN CASH OR BY CERTIFIED CHECK OR MONEY ORDER~~

Be it ordained and enacted by the Town Meeting of the Town of East Windsor, State of Connecticut as follows: Pursuant to Public Act No. 84-257, 12-141a and Section 12-146 of the Connecticut General Statutes as amended, the payment of taxes, penalties, interest and fees, including any delinquent property taxes, applicable with respect to a motor vehicle shall be paid ~~only~~ in cash or by certified check or money order, ~~or by credit card as permitted under C.G.S. 12-141a.~~ The Town may charge the taxpayer a service fee for any such payment made by credit card. The fee shall not exceed any charge by the credit card issuer or service provider, including any discount rate.

Ord. #862020-1

Revisions included, no markup

Delinquent Motor Vehicle Property

2020- xx

Amends 86-1

TOWN OF EAST WINDSOR

The following ordinance was adopted at the Annual Town Meeting, duly warned and held on February 19, 2020.

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

AN ORDINANCE REGARDING THE PAYMENT OF DELINQUENT MOTOR VEHICLE PROPERTY TAXES

Be it ordained and enacted by the Town Meeting of the Town of East Windsor, State of Connecticut as follows: Pursuant to Public Act No. 84-257, 12-141a and Section 12-146 of the Connecticut General Statutes as amended, the payment of taxes, penalties, interest and fees, including any delinquent property taxes, with respect to a motor vehicle shall be paid in cash or by certified check or money order, or by credit card. The Town may charge the taxpayer a service fee for any such payment made by credit card. The fee shall not exceed any charge by the credit card issuer or service provider, including any discount rate.

Ord. #2020-1

# TOWN OF EAST WINDSOR

10C

## DRESS CODE POLICY

As an employee's appearance can impact the public's perception of the Town, this policy has been developed to codify the Town's current practices and expectations by outlining acceptable "business attire" and "business casual" and to provide explanation to Town employees regarding these practices.

"Business casual" dress has been and remains the foundation of the Town's professional dress policy. On normal business days, employees are allowed to wear "business casual" attire.

Examples of/options for "Business Casual" include the following:

- Slacks (twill, khaki-not jeans)
- Blazer/sports coat
- Knit golf shirts
- Skirts
- Blouses
- Sports shirts with collars (short or long sleeved)
- Sweaters/cardigans
- Town logo shirts
- Capri or Crop Pants

As has been required by specific positions "Business Attire" is worn to present a professional appearance for meetings or special events at which employees are representing the Town.

Examples of "Business Attire" are:

- Traditional 2 piece suit with shirt and tie
- Slacks and sports coat, dress shirt with collar and tie
- Dresses
- Dress pants
- Skirts
- Blouse/shells
- Dress shoes
- Blazers/dress shirt
- Dressy sweaters (women)

Examples of "Inappropriate Attire" are:

- Provocative or raveling attire
- Clothing with inappropriate advertising (e.g., cigarettes, beer or anything which portrays a negative image)
- Shirts with slogans or large emblems
- T-shirts of any kind
- Shorts
- Halter tops
- Short skirts (more than 4" above the knee)
- Overalls
- Flip-flops
- Sun dresses with low backs
- Sweat suites (shirts and/or pants)
- Jeans and/or tennis shoes/hiking boots, unless in a field environment or approved by the Department Head/Supervisor as appropriate for the work assignment.

Unusual circumstances, such as weather conditions, special work assignments, medical reasons, worksite conditions and/or non-normal working hours and situations, may be sufficient reasons to grant exceptions to the dress guidelines.

It is understood by the Town of East Windsor that those employees whose positions require specific dress code (i.e. Public Works, Recreation, Police, etc.) will not follow the Town's dress code policy—but will be expected to follow the dress code of their specific position. Unless excluded by position-specific requirements, men should at all times wear collared shirts.

If, in the opinion of management, an employee is considered to be improperly attired or groomed, management has the right to insist that the attire or grooming be changed. The Town reserves the right to send employees home to change if they are inappropriately dressed. Any time lost by employees as a result of any such determination will not be paid.

---

Jason E. Bowsza, First Selectman

10D

## **Town of East Windsor Coronavirus Response Policy**

All of us, of course, are concerned about what COVID-19, the illness caused by the coronavirus, will mean for each of us, our families, schools, workplaces, and our communities. We must hope for the best, but prepare for the worst. We must plan to deal with employees who show symptoms of what may be the disease, or who have been exposed to the virus.

The Town of East Windsor will take proactive steps to protect the workplace in the event of a Coronavirus outbreak. It is the goal of the Town of East Windsor during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

### ***SAFETY FIRST***

The Centers for Disease Control and Prevention (CDC) posts situational updates and guidance regularly, including specific guidance for businesses/employers available here. The CDC ([www.cdc.gov](http://www.cdc.gov)) and the World Health Organization ([www.who.int](http://www.who.int)) are primary sources of information for the latest developments, what is known from a medical standpoint, and the latest guidance on appropriate preventative practices.

It cannot be over-emphasized that basic precautionary health measures (including workplace cleaning, hygiene, sneezing/coughing etiquette, and encouraging those who are sick to stay home) must be implemented by all employees. The watchword is SAFETY FIRST. Town of East Windsor will enforce these safety requirements recommended by the CDC, including keeping employees at home to contain contagions.

### ***Preventing the Spread of Infection in the Workplace***

The Town of East Windsor will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. All department heads must ensure that this is being accomplished and report to the First Selectman any perceived concerns in this regard.

Working with the Town's Emergency Management team, a committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We have also installed alcohol-based hand sanitizers throughout the workplace and in common areas.

### ***Sending Employees Home and Working from Home***

Unless otherwise notified, the Town of East Windsor's normal attendance and leave policies will remain in place, along with leave provided in accordance with applicable collective bargaining agreements, contracts, and laws. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close. As circumstances progress, as necessary, the Town may consider allowing nonessential employees the option to work from home temporarily or on an alternative work schedule, consistent with applicable collective bargaining agreements, contracts, and laws.

### ***Limiting Travel***

All nonessential travel must be avoided until further notice. Town-related travel outside the State of Connecticut is not permitted until further notice by the First Selectman or Chief of Police.

If you must travel out of state for any reason (business or personal) you must inform your supervisor ahead of time, and you may be quarantined upon your return (see below). Until further notice the attached form will be required to be filled out for any travel. In addition, we ask that employees who have traveled out of state during the fourteen (14) calendar days prior to the issuance of this memo to please fill out the attached form.

Employees should avoid crowded public transportation when possible.

### ***Staying Home When Ill or After Traveling***

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Employees who report to work ill will be sent home in accordance with this policy.

The Town of East Windsor will **REQUIRE** employees who are sick, or who are known to have been exposed to the virus, or who may have been exposed to the virus to stay at home, as such employees may pose a direct threat to the health and safety of others.

The Town of East Windsor may **REQUIRE** employees who travel out of state for any reason (business or personal) to be quarantined from every Town of East Windsor location for fourteen (14) calendar days upon return. Quarantining of employees may occur if an employee travels to any location in which the Coronavirus is clustered, or if the employee has traveled on an interstate bus, plane, train or cruise-ship. Quarantining of employees shall be determined on a case by case basis and individualized assessment of the danger of a direct threat to the health and safety of others, depending on any locations visited by the employees, the length of time of the visit, the means of travel and the circumstances of the visit, and as further health, medical and scientific guidance becomes available.

### ***Working from Home***

Employees who are quarantined from work, and who are not sick and are able to work from home, may be obligated to work remotely during this time by their supervisor; otherwise, the leave will be considered non-working time (with the employee then eligible to use any available PTO leave, FMLA leave or other unpaid leave as provided in accordance with any applicable collective bargaining agreements, contracts, Town policies and the law).

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration and approval.

### ***Paying Employees who are at Home***

Employees who are quarantined from work, and who are sick and are therefore not able to work from home (if such work is even available), will be entitled to use their accrued, unused sick leave and vacation leave or other available PTO leave. Once the paid leave is exhausted, the leave will be unpaid.

Employees who are quarantined from work, and who are not sick but are not able to work from home, will be entitled to use their accrued, unused sick leave and vacation leave or other available PTO leave. Once the paid leave is exhausted, the leave will be unpaid.

Hourly, non-exempt employees who are permitted or required to work from home during a quarantine period, must keep accurate time records of all of the hours worked. Non-exempt employees will not be paid for any hours that they do not work (unless they are utilizing authorized paid time off).

Exempt employees who are permitted or required to work from home during a quarantine period will be paid their full salary for any week during which they do any work. However, non-working days fall under the company's PTO policy.

### ***Requests for Medical Information and/or Documentation***

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### ***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record, and maintain the confidentiality of such information (and records) to the maximum extent permitted by law. In furtherance of this policy, any disclosure of medical information may be shared in limited

circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, the Town of East Windsor may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday*, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, video and online conferencing, and e-mail to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

### ***Outside activities***

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Please feel free to contact the First Selectman or Chief of Police with any questions or follow-up issues or concerns. We will do our best to keep you informed of current developments.

**Town of East Windsor**

**Travel Disclosure Form**

**This form must be submitted to the Office of the First Selectman prior to travel and/or in advance of entry/reentry to any facility.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Dates of Travel (Departure and Return): \_\_\_\_\_

Please answer the following questions by circling yes or no.

1. Have you ever had close contact with anyone who was sick with COVID-19?  
yes or no
2. Have you traveled, or will you be traveling, to any of area with clusters of COVID-19?  
yes or no
3. Have you been a visitor to a nursing home, or hospital or other high-risk congregate setting?  
yes or no
4. Have you recently engaged in interstate travel on a plane, train, bus or cruise ship?  
yes or no

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

March 16, 2020

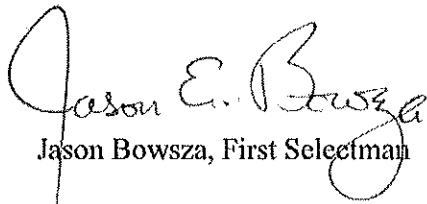
Joanne M. Slater, Town Clerk  
Town of East Windsor, CT  
11 Rye Street  
Broad Brook, CT 06016

Re: 2020 - Declaration of Public Emergency and Civil Preparedness Emergency

Mrs. Slater:

In response to the global pandemic of COVID 19 disease associated with a novel coronavirus currently affecting multiple countries and states, resulting in the spread of infections in Connecticut and surrounding states, as well as resulting shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness, Governor Ned Lamont has declared a public health and civil preparedness emergency for the State of Connecticut. Accordingly, I hereby declare a public health emergency and civil preparedness emergency throughout the Town of East Windsor, pursuant to Section 4-6A of the East Windsor Charter and Connecticut General Statutes Section 28-9. This public health emergency and civil preparedness emergency shall remain in effect through September 9th, 2020, unless rescinded by me.

Sincerely,



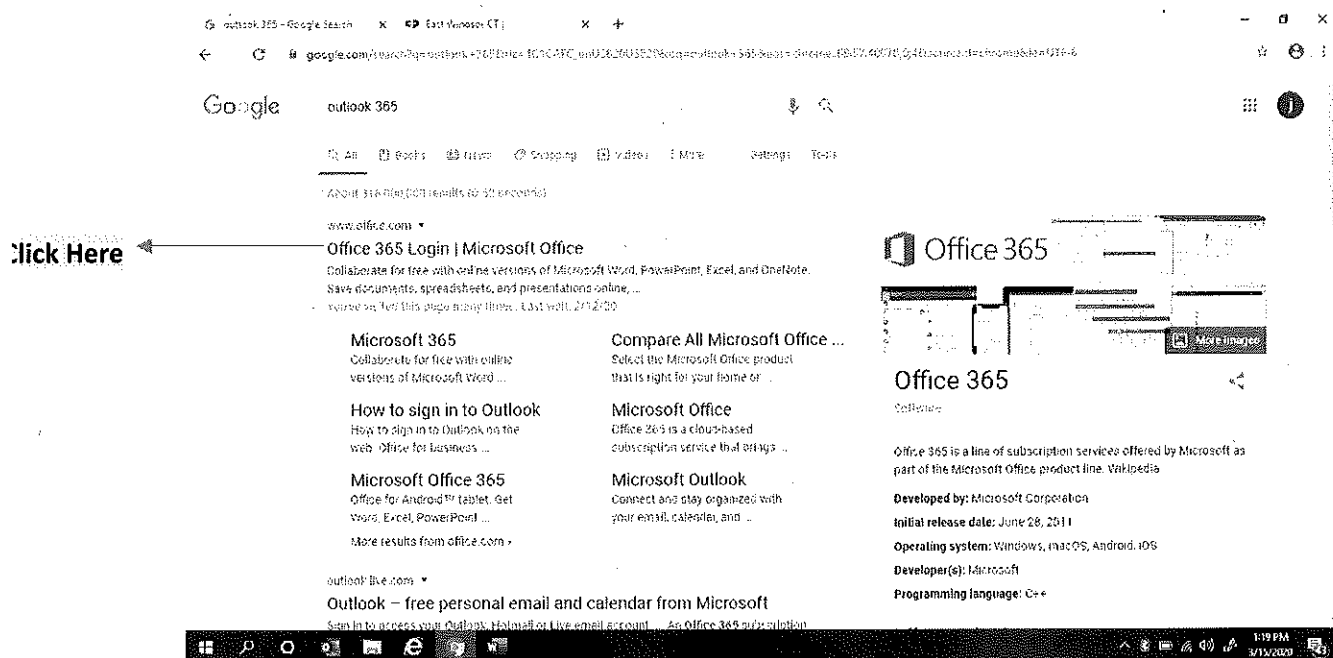
Jason Bowsza, First Selectman

CC: East Windsor Board of Selectmen  
East Windsor Board of Finance  
Emergency Management Director Edward DeMarco, Jr.  
Fire Chief Thomas Arcari  
Fire Chief James Barton  
Police Chief Edward DeMarco, Jr.  
Public Works Director Leonard Norton  
EMS Chief Thomas Clynch

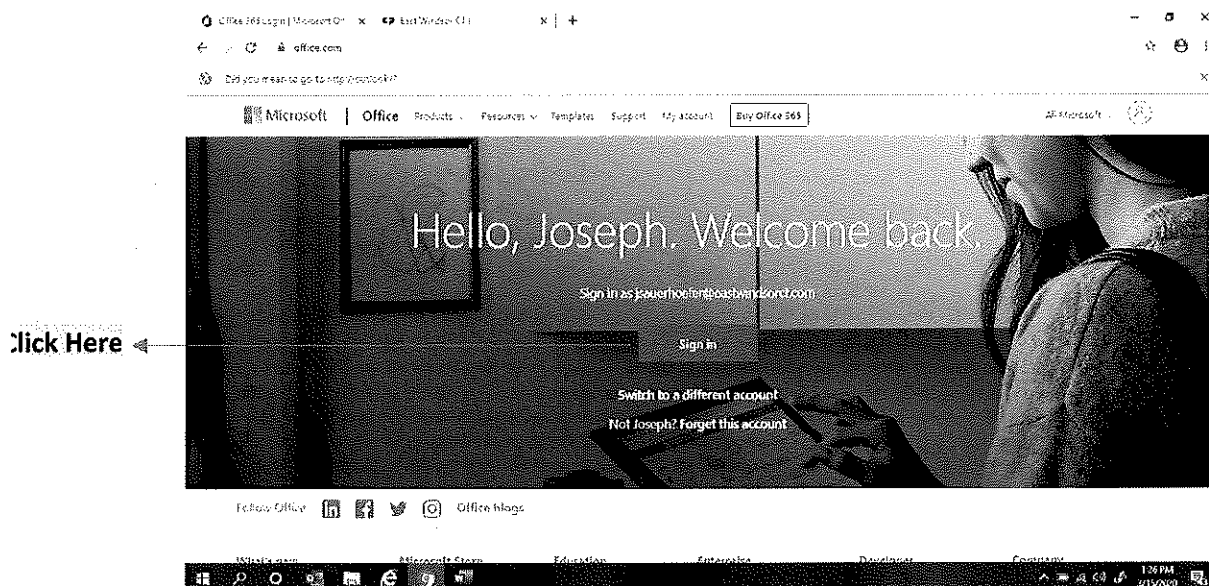
## Working From Home for East Windsor Town Employees

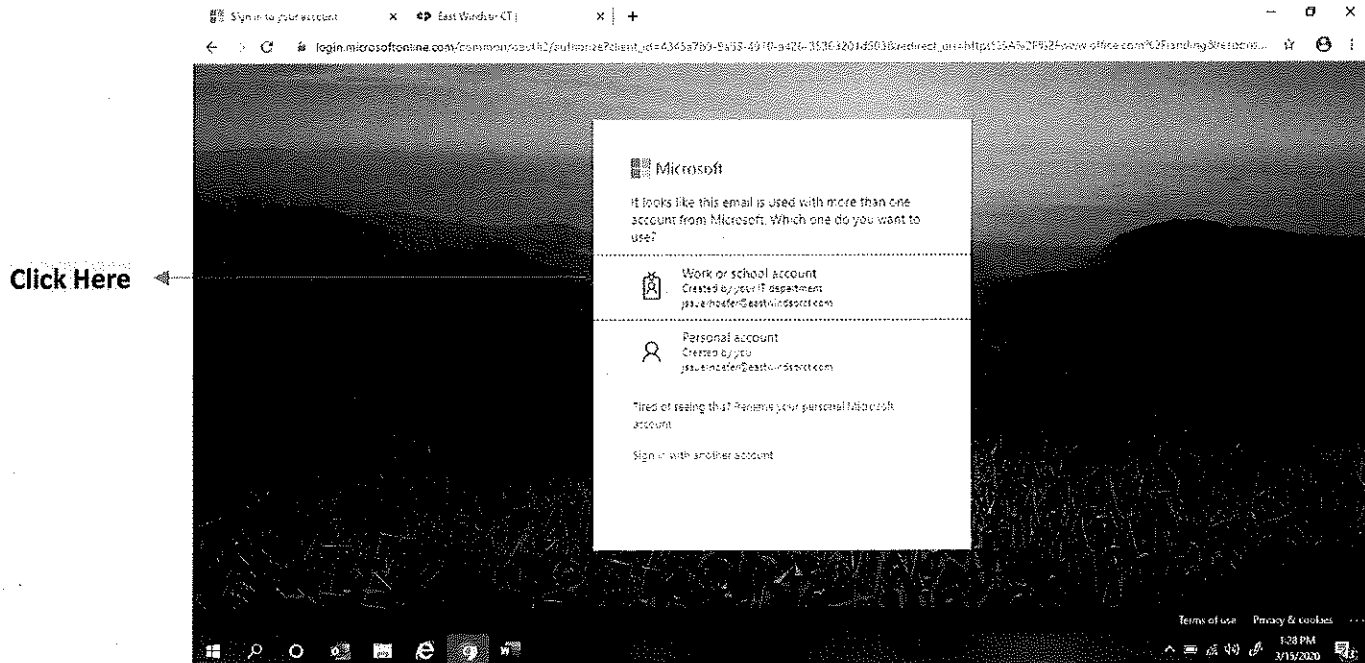
### Email:

- Launch Google Chrome and type "Outlook 365" in URL. The following screen should appear.



- The following screen will appear:

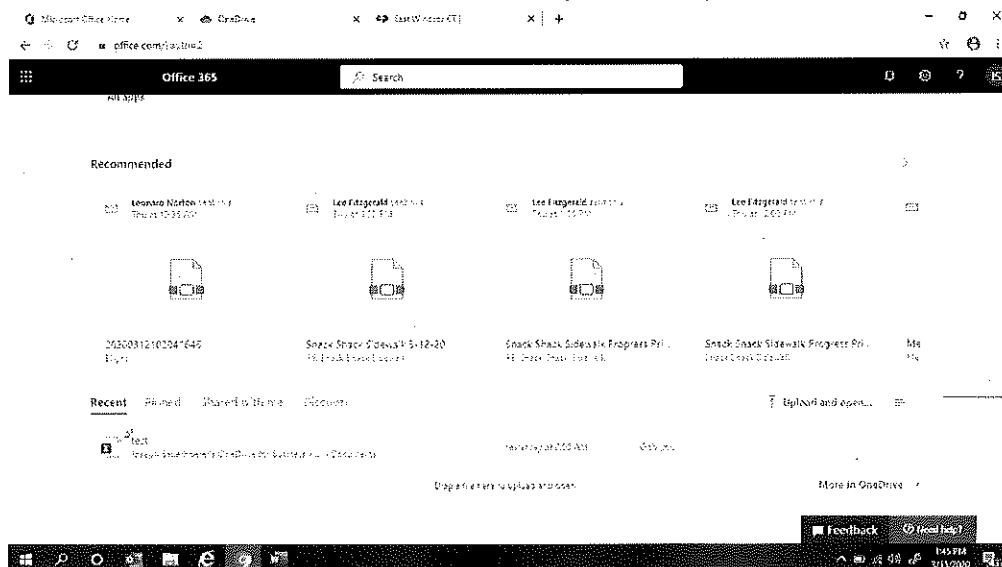




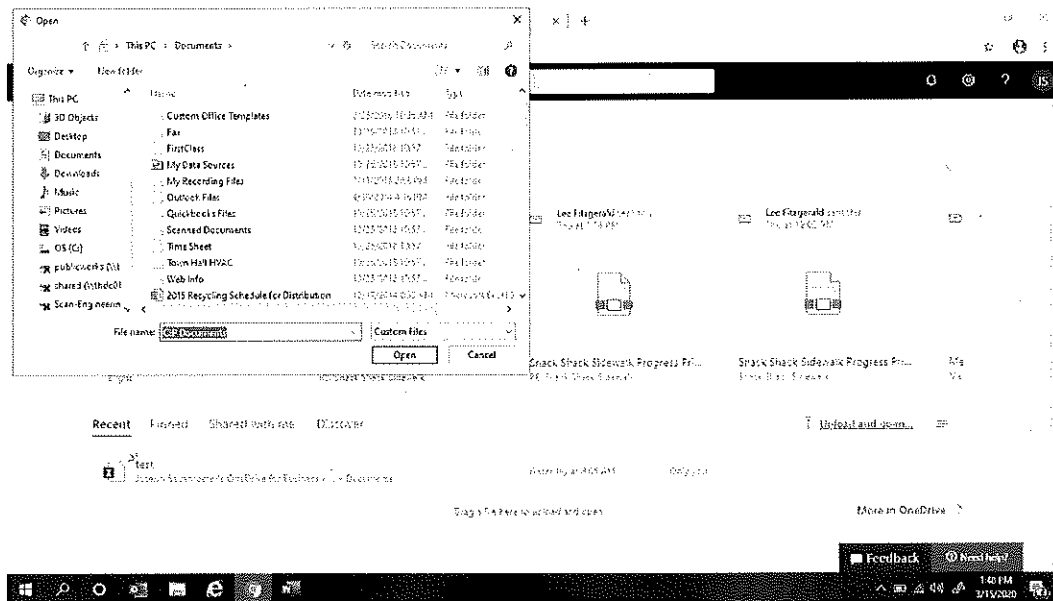
- Select or enter your email address
- Enter your **Outlook** Password
- If you do not know your Outlook Password, please contact Joe Sauerhoefer
- Choose Outlook to access your work email

### Accessing Files From Home:

- Any files you need to access from home that are on your desktop or on the shared drive will need to be uploaded to One Drive (located on Outlook 365) prior to leaving the office
- From the Outlook 365 main screen, click on "Upload and open..." link in the lower right corner



- From the following screen, navigate to files you will need on One Drive



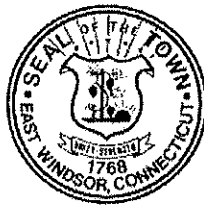
- If you need to share a document with a co-worker, right click on the document name in One Drive and enter the co-worker's email address. Your co-worker will receive an email notification with a link to the document
- Once you return to work you will need to move files from your one drive back to shared drive using the Download function (right click on document name in One Drive and choose Download option)

### **Voice Mail:**

- To check your voicemail, dial you work number
- Press '\*' and enter your passcode when prompted
- Follow usual voice mail instructions
- If you or your employees need email notifications when a voice message is left on your phones, please compile a list of your staff and send an email to Joe Sauerhoefer (emails should come from supervisors only)

10E

**TOWN OF EAST WINDSOR**  
TREASURER'S OFFICE  
11 Rye Street  
Broad Brook, CT 06016  
Phone (860) 292-5909



Amy O'Toole, Treasurer/Finance Director  
Kim Prostka-Scavotto, Asst. Treasurer  
Gayle Carolus, Asst. Treasurer  
[www.eastwindsorct.com](http://www.eastwindsorct.com)  
Fax (860) 623-4798

---

**DATE:** March 12, 2020  
**TO:** Board of Selectmen  
**FROM:** Amy O'Toole, Treasurer/Finance Director  
**SUBJECT:** Department of Public Works Renovation

The Department of Public Works has a CNR Account for the Engineering Study/Architect Fees for the Renovation of the Public Works Facility from 2017. They were able to renovate the office area for \$24,000 and would like to transfer \$24,000 from the Town Properties Engineering Study CNR #3005-610200-87109 to the Town Properties Renovation CNR #3005-610200-81060 to cover these expenses.

Thank you for your consideration for this important issue.

10 Mchua: 3/2/2020

Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2018-03-0051219	BONENFANT BRITTANY L 31 MAPLE ST LUDLOW MA 01056-2759	2016/RB74863/4S3BNAC67G3019668 51219 Sec. 12-129 Refund of Excess Payments.	7/5/2019	381.61 416.14	0.00 0.00	0.00 0.00	381.61 416.14	-34.53
2018-03-0059927	SCOTT DEXTER E 10 RIVERVIEW DR UNIT J EAST WINDSOR CT 06088-4607	2005/AG47277/1N4AL11D15C227065 59927 Sec. 12-129 Refund of Excess Payments.	12/9/2019	26.34 79.12	0.00 7.12	0.00 12.94	26.34 99.18	-52.78
2018-04-0080303	FORD CREDIT PERSONAL PROPERTY TAX PO BOX 67000 DETROIT MI 48267-2316	2016/AS68602/2FMPK4J91GBC33029 80303 Sec. 12-129 Refund of Excess Payments.	1/13/2020	182.83 366.20	0.00 0.00	0.00 0.00	182.83 366.20	-183.37
TOTAL	3			590.78 861.46	0.00 7.12	0.00 12.94	590.78 881.52	-270.68

Total Refunds < \$270.68 >

Patricia Katschinski came  
Tax Collector

10F

To: Melissa From: Heidi 3-17-20

Posted Refund Transaction (s) TOWN OF EAST WINDSOR Int Date: 03/17/2020 Page: 1  
 Condition(s) : Bill : -88-  
 Bill Name :  
 Dist/Susp/Bank Address : Prop Loc/Vehicle Info. UniqueID/Reason Paid Date Tax Int L/F Total Adjusted Overpaid Tax

2018-03-0055178	HYUNDAI LEASE TITLING TRUST + ATTN PRO 2017/AC69288/5NPD84LF3HH002888	55178	8/1/2019	110.63	0.00	0.00	110.63	-221.60
	3161 MICHELSON DR SUITE 1900			332.23	0.00	0.00	332.23	
	IRVINE CA 92712-8400							
2018-03-0061153	TOYOTA LEASE TRUST	2016/AC74067/JTMBFREV3GJ053070	7/29/2019	371.48	0.00	0.00	371.48	-74.46
	3200 W RAY RD	61153		445.94	0.00	0.00	445.94	
	CHANDLER AZ 85226-2455							
2018-03-0061172	TOYOTA LEASE TRUST	2017/AH32028/3TMCZ5AN1HM063336	7/29/2019	0.00	0.00	0.00	0.00	-736.03
	20 COMMERCE WAY	61172		736.03	0.00	0.00	736.03	
	WOBURN MA 01801-2455							
2018-04-0082136	ALLY FINANCIAL + C/O RYAN	2016/AF66237/1C4FVCE1GH340460	12/31/2019	362.06	0.00	0.00	362.06	-72.57
	P O BOX 23950	82136		434.63	0.00	0.00	434.63	
	NASHVILLE TN 37202-9913							
2018-03-0051606	FORD CREDIT PERSONAL PROPERTY TAX	2018/AL47356/1FTFW1EG8JFA26103	7/22/2019	724.39	0.00	0.00	724.39	-145.22
	PO BOX 67000	51606		869.61	0.00	0.00	869.61	
	DETROIT MI 48267-2316							

TOTAL

1249.88

Patricia Korbendl came to collect

To Refund

1249.88