

**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

**REGULAR MEETING AGENDA
Thursday, June 18, 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

June 4, 2020 Regular Meeting Minutes

6. PUBLIC PARTICIPATION

7. COMMUNICATION

A. PTSD Awareness Month Proclamation

B. Example of Fire Marshal Inspection Monthly Report

8. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS

A. Resignations: *none*

B. Reappointments: *none*

C. New Appointments: *none*

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9. UNFINISHED BUSINESS

- * A. Broad Brook Mill Update
- B. Fire Service Funding

10. NEW BUSINESS

- A. Discussion Police Department Policies and Procedures Pertaining to Police Brutality and Use of Excessive Force, including Chief Ed DeMarco and Deputy Chief Roger Hart
- B. Discussion and Approval of Emergency Plan Regulations for Elections

11. SELECTMEN COMMENTS AND REPORTS

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

12. PUBLIC PARTICIPATION

13. EXECUTIVE SESSION

Negotiation Discussion
Pursuant to C.G.S. Sec. 1-200 (6)(B), strategy and negotiations. *Action possible.*

14. ADJOURNMENT

Distribution

Chief Ed DeMarco
Deputy Chief Roger Hart
Karen Gaudreau
Randi Reichle
Angelo Sevarino
Cathy Simonelli
Joanne Slater
Town Clerk's Office
Journal Inquirer

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TOWN OF EAST WINDSOR BOARD OF SELECTMEN

REGULAR MEETING

Thursday, June 4, 2020

7:00 p.m.

East Windsor, Connecticut

Meeting held via ZOOM Teleconference

Meeting ID: 332 683 3563

Town Hall closed to the Public by

Executive Order of First Selectman Jason E. Bowsza

Due to Coronavirus pandemic

Meeting Minutes

*** *These Minutes are not official until approved at a subsequent meeting* ***

Board of Selectmen:

Jason E. Bowsza, First Selectman

Marie DeSousa, Deputy First Selectman

Alan Baker, Selectman

Sarah Muska, Selectman

Charlie Nordell, Selectman

ATTENDANCE: **Board of Selectmen:** Jason E. Bowsza, First Selectman; Marie DeSousa, Deputy First Selectman; Alan Baker, Selectman; Sarah Muska, Selectman; Charlie Nordell, Selectman

ABSENT: All Selectmen were present this evening.

GUESTS signing in to teleconference: Richard Austin, James Barton, Tom Lansner, Joe Sauerhoefer, Bill Towers.

TIME AND PLACE OF REGULAR MEETING:

First Selectman Bowsza called the June 4, 2020 Regular Meeting to order at 7:00 P.M. The Meeting is being held via teleconference due to closure of the Town Hall to the Public as the result of the coronavirus epidemic.

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PLEDGE OF ALLEGIANCE:

First Selectman Bowsza called on Selectman Nordell to lead the Board in the Pledge of Allegiance.

ATTENDANCE:

First Selectman Bowsza noted the Board has established a quorum with five members present via video conference.

AGENDA APPROVAL:

MOTION: To APPROVE the Agenda as presented.

Muska moved/Nordell seconded/**DISCUSSION:** None

VOTE by rollcall: In Favor: Baker/Muska/DeSousa/Nordell
(No one opposed/No Abstentions)

APPROVAL OF MEETING MINUTES/May 21, 2020 Regular Meeting Minutes:

MOTION: To ACCEPT the May 21, 2020 Regular Meeting Minutes of the Board of Selectmen AMENDED as follows:

Page 2, PUBLIC PARTICIPATION: “James Barton, 107 108 Main Street...”

Page 8, TAX REFUNDS, “Muska moved/**Nordell** seconded.....”

Muska moved/Nordell seconded/**DISCUSSION:** See amendments noted by Selectman Muska above.

VOTE by rollcall: In Favor: Baker/Muska/DeSousa/Nordell
(No one opposed/No Abstentions)

PUBLIC PARTICIPATION:

First Selectman Bowsza offered members of the public an opportunity to speak; no one expressed an interest in sharing comments.

COMMUNICATIONS/A. Resignation of Blaine Simpkins, Jr. as Town Fire Marshal:

First Selectman Bowsza noted May 29th receipt of letter of resignation from Blaine Simpkins, Jr., from his position as Town Fire Marshal effective June 1, 2020 (**See Attachment A**)

COMMUNICATIONS/B. Temporary Appointment of Acting Town Fire Marshal:

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In response to Mr. Simpkins' resignation First Selectman Bowsza noted there's a need to appoint an interim Town Fire Marshal. He approached Warehouse Point Fire Marshal Rich Austin, who graciously agreed to serve; First Selectman Bowsza's letter of interim appointment dated June 2nd is attached. (See Attachment B).

Selectman Muska referenced Mr. Simpkins resignation letter regarding the transferal of records; she questioned if the Town was pursuing that option? First Selectman Bowsza indicated Mr. Austin picked up a thumb drive and is following up on acquiring the inspection information.

Selectman Muska questioned if the position will be posted? First Selectman Bowsza indicated it's his intention to post the position and hold an open, competitive interview process; the interviews will be held by the Board of Selectmen.

Selectman Nordell cited Mr. Austin's current position as the Fire Marshal for the Warehouse Point Fire District; he hoped the Board would pursue Mr. Simpkin's replacement soon as it will be difficult for Mr. Austin to keep up with his inspections. Selectman Nordell hoped Mr. Austin would only be used in extreme emergency purposes on the Broad Brook side of town. First Selectman Bowsza suggested one of the upsides to Mr. Austin serving as the interim Town Fire Marshal is that he is an active participant with the Economic Development staff meetings which will provide some continuity of the inspection schedule.

COMMUNICATIONS/C. Appointment of Stephen McGoldrick (Leete-Stevens Funeral Home) as a substitute Registrar of Vital Statistics, for an indefinite term commencing on June 5, 2020:

First Selectman Bowsza noted this item had been requested to be added to the Agenda by the Town Clerk. By CGS this is not a Selectman's function but is rather an appointment by the Town Clerk for a sub-Registrar of Vital Statistics. The person filling this position typically works in a funeral home, or any place taking possession of a decedent's body or remains/cremains. First Selectman Bowsza cited the Town Clerk can appoint this individual upon the written acceptance of the municipal CEO. First Selectman Bowsza has provided his letter accepting the Town Clerk's designation of Mr. McGoldrick, and the Town Clerk's appointment of Mr. McGoldrick.

(See Attachments C and D). First Selectman Bowsza suggested this is a pro forma action; it doesn't require any action by the Board of Selectmen.

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

BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/B
Reappointments: None.

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BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New Appointments: None.

UNFINISHED BUSINESS/A. Broad Brook Mill Update:

Any starred (*) items will not be discussed but will remain on the agenda pending receipt of additional information.

UNFINISHED BUSINESS/B. Fire Service Funding:

First Selectman Bowsza cited that Selectman Muska has put together another option to providing fire services in East Windsor. Selectman Muska's information is based on the situation in Manchester, including the 8th Utilities District, as a conversation point.

Selectman Muska summarized that with regard to fire services, currently the Broad Brook Fire Department is funded through the Town budget, which is paid for by all taxpayers, including Warehouse Point. The Warehouse Point residents are taxed by their fire district, so they're being taxed twice.

Selectman Muska cited the information forum held in February; the Town is in the same spot as it was at that time. Selectman Muska indicated she is offering this proposal for discussion to see if this is a viable option for East Windsor. Manchester has two (2) fire districts; one – the South Manchester Fire District - is operated by the Town, while one – the 8th Utilities District - is operated independently by the Town. The Town of Manchester Board of Directors adopts the budget and sets a mill rate for the entire town, including their Public Works, their Police, things that are used by everyone minus fire services. They then adopt a separate budget and adopt a mill rate for fire services for the South Manchester Fire District and that is only paid by property owners that live in that district. Then there's the 8th Utilities District, and their board, which would essentially be similar to the Warehouse Point Fire District, they adopt a budget and set their mill rate, and that is only paid by property owners in that district. Their general Town budget doesn't have any fire services in it; it's paid by the whole town, and then each district taxes their residents separately. In the case of East Windsor, the Board of Selectmen would act as the Fire Commissioners for Broad Brook, which would essentially be like the South Manchester Fire District. Selectman Muska indicated it's important to note that the money that's currently allocated for the Broad Brook Fire Department, which is in the budget, would not get lost because it would essentially go into a separate fund that would be used for Broad Brook.

Selectman Muska suggested her research is a summary of the Manchester situation to see if it could be used in East Windsor to equalize taxation, and would be something that's fair for the whole town for paying for fire services. Selectman Muska questioned what the next steps would be from here; she doesn't want this issue to get ignored. (See Attachment E)

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First Selectman Bowsza indicated he had a conversation with the Town Manager in Manchester, and, because this was the model that was initially considered when the separation occurred five (5) years ago, he questioned how they're doing this? How did you go about being able to levy a separate fire tax within the Town Government for fire taxes? His response was – we don't. What they've done is effectively the second fire district model, so the South Manchester Fire District is a separate fire district that is accountable to the Board of Directors for the Town of Manchester, which is their Town Council/Board of Selectmen; those people function as the Fire Commissioners for the South Manchester Fire District and when they levy a tax or make an appropriation it's against a non-general fund line, so there are no townwide taxes going into that fund. There are taxes going into it through that Special Services District that would effectively be a Broad Brook Fire District. The only thing Manchester funds, which wouldn't be the case in East Windsor, is there's a tax levied and paid for through the General Fund dollars for EMS services; that's run through the Town's General Fund Budget. The 8th Utilities District has a tax that they levy, effectively the South Manchester Fire District has a tax that they levy, and it's managed by the same people who manage the Town Government but it's accounted for separately within Town finances. The Town Manager said it's not always the smoothest system, and it hasn't alleviated the problems that they have. First Selectman Bowsza suggested the circumstance we could emulate from that situation is effectively establish a separate fire district outside of the Warehouse Point Fire District for Broad Brook.

First Selectman Bowsza indicated he also spoke with the leadership of the Broad Brook Fire Department to see if they would be amenable to that, and without making any commitment and citing some concerns as to how it would ultimately be structured, in concept, they would be open to having that conversation. What they are concerned about, which I think everyone can appreciate, is they don't want to lose their 125 years of heritage and tradition and their sense of purpose. They understand what the circumstances are, but, if we chose to go down that route, I think we could structure it in such a way that the organization would still be run by the Broad Brook Fire Department but the finances would run through a newly established Board of Fire Commissioners, which he suggested could be the Board of Selectmen who are accountable to the voters every two (2) years. The Broad Brook Fire Department would effectively go through the same budget process that they go through now except utilizing a different taxing structure. First Selectman Bowsza suggested there's some accountability, there's a governing system, but they don't lose that institutional character that's important to organizations like this.

For clarification, Selectman Nordell questioned could this possibly be structured in two (2) different ways? One, being that the Broad Brook Fire Department establishes their own district and their own set of Commissioners, just like Warehouse Point, and then essentially we would have two (2) different districts in town but they would be a lot like Warehouse Point is run. Or, like you said, a district is established as Broad Brook, but run by the Board of Selectmen being in charge of finances. Selectman Nordell indicated he understood where they're coming from losing their tradition and what they have going on over there, and I don't have an interest interfering with that. What I'm interested in is solving this taxation issue. Selectman Nordell

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indicated he wanted it solved; he thought that any Town department that is receiving money from the Town as a whole – the taxpayers - needs to be a department that is transparent, and open to the scrutiny of the taxpayers.

Selectman Baker suggested this is kind of along the lines that the Board had been talking about. Put in this light, Selectman Baker indicated he had some questions, and there are a lot of details that we won't get to for awhile but... Selectman Baker noted his first observation is he didn't see any of the leadership from Broad Brook here; he'd like to hear from them what they think about this or if they even have had time to look over this document. Beyond that, Selectman Baker indicated he can see little things we'll have to deal with, like if you make them a district and put them in the charter and they get money they need to get an audit, just like Warehouse Point, and that raises cost. Selectman Baker suggested it's a good idea on its face. It seems workable.

First Selectman Bowsza offered a couple of comments. He suggested the way he read the Statute there is not a need for this to be in the charter, this can be established by ordinance. First Selectman Bowsza suggested we're setting up basically a separate government and overlapping it with what has happened in Warehouse Point. First Selectman Bowsza suggested the Board could work with Pullman & Comley regarding an ordinance.

Regarding this whole double taxation thing, First Selectman Bowsza suggested – that's a misrepresentation. It's two (2) taxes; it's not a double tax. So, the Town levies a townwide tax, the district levies another tax on the same property on top of that. What we would be doing is emulating that same thing on the other side. First Selectman Bowsza suggested what happened when Warehouse Point separated is that the funding wasn't actually reduced in the last budget; he felt a number of people would like assurances that wouldn't happen this time. But if they were to set something up so they had a funding mechanism for Broad Brook Fire Service then the commensurate funding comes out of the budget; that alleviates the double taxation. It's not spending more money; it's actually spending less money to alleviate the circumstance.

First Selectman Bowsza indicated he did talk to the three (3) members of the Broad Brook Fire Department leadership yesterday at length, and to Selectman Baker's point they have not had time to digest this. First Selectman Bowsza suggested one of the concerns they did have was making the Board of Selectmen the governing body for the simple reason that elections have consequences and you never know who's going to be sitting in this capacity, but that could just as easily be true in the Warehouse Point district or the new Broad Brook district. The other concern they had is that it's conceivable that all five (5) elected Selectmen could be residents not of the Broad Brook Fire district. So, you have people living outside of the district who aren't affected by the decisions that are made that are tasked with in governance. First Selectman Bowsza suggested it could be structured it so it's the Fire Chief of the Broad Brook department, a member elected by the membership, the First Selectman, and the two (2) Selectmen who are

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the highest vote getters on the Broad Brook side. There are several options, but we're talking about is this the way we want to go?

Personally, First Selectman Bowsza didn't see the likelihood of the district expanding; he felt that probably wasn't a feasible option although we haven't tested it. This seems to be a consideration for the Selectmen to think about. Another option that he didn't think is at all possible is the dissolution of the Warehouse Point district, which also doesn't seem politically feasible. First Selectman Bowsza suggested that although there are options available, the real options in front of us are pretty lean.

Deputy First Selectman DeSousa's access to the meeting was garbled; her comments as understood follow. Deputy First Selectman DeSousa felt the best way is to go the simplest way, to do what they did in Manchester but she felt the Board needs to bring it to a vote of the residents of town. Deputy First Selectman DeSousa indicated she agreed with what everyone was saying, but to rectify the taxation issue, that's the cleanest way to get it rectified. We can always fine tune things down the road if we have to.

Selectman Muska questioned what's our next step? Maybe at the next meeting, maybe we'll have some time to go through it, if we have any questions maybe set up a time with both fire chiefs. Selectman Muska indicated she just wanted the Board to have a plan going forward if this is the option we're considering. Selectman Muska indicated she didn't want to have it forgotten and have it go months and months and nothing is being done. Selectman Muska just want to know where we go from here. Selectman Muska asked if First Selectman Bowsza will have it on the next agenda and discuss it again, and what our options are for going forward?

First Selectman Bowsza suggested the Board could have someone from Pullman & Comley at the next meeting and maybe include the chiefs from the Broad Brook Fire Department – the Bancrofts and Chief Arcari. First Selectman Bowsza noted this pathway does not involve Warehouse Point at all. It doesn't affect them. But it does affect the Broad Brook folks. First Selectman Bowsza requested comments from the Board.

Selectman Nordell indicated he agreed, keep the ball rolling and set it up, let's get the talks continuing and keep stepping in the right direction.

First Selectman Bowsza suggested he would offer two (2) points that might become problematic. One is that we need to do a Town Meeting. When, and if, that arises, depending on what the rules are at that point in. The other one I could see is that the district borders don't fall nice and neatly along the voting district borders, so that might be problematic in terms of a ballot question in November.

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Selectman Muska indicated she would definitely be in favor of First Selectman Bowsza calling the attorney and Chief Arcari and the Bancrofts and discussing this with them and setting up a time for our next meeting whenever you can.

First Selectman Bowsza indicated he'll add it to the our next meeting. First Selectman Bowsza questioned the Board for comments, concerns, or questions? No one responded.

NEW BUSINESS/A. Discussion Regarding East Windsor Housing Authority PILOT Agreement:

First Selectman Bowsza noted the next agenda item is discussion of the renewal of the agreement between the Housing Authority, and the Town regarding the rate of the PILOT payment. He indicated that historically, the percentage had been 10%; it has been reduced to 7%, and then 5% through June 30, 2020. Linda Collins, Executive Director of the Housing Authority, has requested that the Town enter into a new agreement at the rate of 5% moving forward.

Deputy First Selectman DeSousa, who had served on the Board of the Housing Authority for several years prior to her election, noted that the clients of the Housing Authority had been in dire straits for a number of reasons, and the Housing Authority had come to the Town for a reduction of the percentage paid. Deputy First Selectman DeSousa suggested the Housing Authority is just meeting their annual expenses, and doesn't have money for repairs. Her concern is a reduction of the availability of grant money from the State. Deputy First Selectman DeSousa suggested if the Board could agree to continue the 5% payment it would be beneficial for everyone. She indicated she would be in favor of such a proposal but planned to recuse herself from a vote due to her prior service with the Housing Authority.

Selectman Baker referenced the June, 2019 letter (See Attachment F) noting the request for financial records from the Housing Authority; he questioned if that had been done? First Selectman Bowsza suggested that request should be included in an approval motion. The consensus of the Board was to extend the agreement for a three (3) year period.

MOTION: To EXTEND the PILOT payment rate for the next three (3) years at 5% pursuant to the agreed upon review of the Housing Authority bank accounts and financial controls as may be required by the Treasurer.

Baker moved/Muska seconded/DISCUSSION: Deputy First Selectman DeSousa noted she will be recusing herself from voting due to her past service on the Housing Authority.

VOTE by rollcall : In Favor: Baker/Muska/Nordell
Opposed: No one
Abstained: DeSousa

NEW BUSINESS/B. Tax Refunds:

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MOTION: To APPROVE Tax Refunds in the amount of \$813.30 as identified under Tax Refund Report dated 6/1/2020.

Muska moved/Baker seconded/DISCUSSION: None
VOTE by rollcall : In Favor: Baker/Muska/Nordell/DeSousa
(No one opposed/No Abstentions)

SELECTMEN COMMENTS AND REPORTS/A. Jason Bowsza:

(See Attachment G)

SELECTMEN COMMENTS AND REPORTS/B. Marie DeSousa:

(See Attachment H)

SELECTMEN COMMENTS AND REPORTS/C. Sarah Muska:

(See Attachment I)

SELECTMEN COMMENTS AND REPORTS/D. Alan Baker:

(See Attachment J) To be attached to the next BOS Minutes

SELECTMEN COMMENTS AND REPORTS/E. Charlie Nordell:

(See Attachment K)

EXECUTIVE SESSION/Pursuant to C.G.S. Sec. 1-200 (6)(A), 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 is possible:

MOTION: To GO INTO EXECUTIVE SESSION at 7:50 p.m. Attending the Executive Session were First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell

Muska moved/Baker seconded/DISCUSSION: None.
VOTE by rollcall : In Favor: Baker/Muska/Nordell/DeSousa
(No one opposed/No Abstentions)

LET THE RECORD SHOW the Recording Secretary left the meeting at 7:50 p.m.

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First Selectman Bowsza announced the Board of Selectmen returned from their Executive Session at 8:21 p.m.

First Selectman Bowsza called for a motion on personnel issue number one.

MOTION: To APPROVE the disability retirement pension application of Jeffrey Capen on 7/1/2020 on the conditions of the application for pension, letter of resignation, and signed settlement agreement.

Baker moved/DeSousa seconded/DISCUSSION: First Selectman Bowsza thanked Officer Capen for his years of service and wishes him the best on whatever comes next for Officer Capen and his family.

VOTE by rollcall: In Favor: Baker/Muska/Nordell/DeSousa
(No one opposed/No abstentions)

First Selectman Bowsza called for a motion on personnel issue number two.

MOTION: To accept engagement letter between the Town of East Windsor and Pullman and Comley for a three (3) term effective 7/1/2020 and expiring June 30, 2023.

Muska moved/Nordell seconded/DISCUSSION: None.

VOTE by rollcall: In Favor: Baker/Muska/Nordell/DeSousa
(No one opposed/No abstentions)


ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:24 p.m.

Muska moved/Nordell seconded/DISCUSSION: None.

VOTE by rollcall: In Favor: Baker/Muska/Nordell/DeSousa
(No one opposed/No abstentions)

Respectfully submitted


Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS:

- A – Resignation of Blaine Simpkins, Jr. as Town Fire Marshal
- B - Temporary Appointment of Acting Town Fire Marshal

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- C - Request for Appointment of substitute Registrar of Vital Statistics
- D - Appointment of substitute Registrar of Vital Statistics
- E - Fire Service Funding research
- F - Request for Extension of agreement for PILOT funding for East Windsor Housing Authority
- G - Selectman's Report – First Selectman Bowsza
- H - Selectman's Report – Deputy First Selectman DeSousa
- I - Selectman's Report - Selectman Muska
- J – Selectman's Report - Selectman Baker – to be attached to future BOS Minutes.
- K - Selectman's Report - Selectman Nordell

BN 6/4/2020 Attachment A

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RECEIVED BY

May 27, 2020

MAY 29 2020

First Selectmans Office

To the East Windsor Board of Selectmen,

In 2011, I received my appointment as the Assistant Fire Marshal for the Town of East Windsor. This entailed going to the approved, accredited classes available from the State of Connecticut. This also came with the required passing grade on the State test. As most of the Board realizes, my father, Blaine Simpkins was and had been the Fire Marshal of East Windsor for over 30 years. In 2017 I received the appointment as the Fire Marshal. I have served my community as either a "part-time" Fire Marshal or volunteer fire fighter with Broad Brook since 2004. My family has been volunteers for the community for over 50 years. So, I was quite surprised that the Board would meet, discuss the position performance evaluation, and reduce my rate of pay without personal or professional notification. I suppose a part time position does not warrant the respect from this Board regardless of the responsibility and liability involved by the position. I have served my hometown and the people well in both part time and volunteer positions. I expect that the future will continue the same.

This is to inform the Board of my intent to officially resign my position as The Town of East Windsor Fire Marshal effective June 1, 2020 @ 0100 hours. With the resignation the Board will realize the lack of support provided to this position. You will now have to figure out and fund where the Fire Marshall will maintain an office, purchase the computer equipment necessary to maintain records and access the permitting system, purchase all required code books, hire a qualified, licensed, candidate and keep the peace and safety of our community in mind. Other than a printer provided by the Town of East Windsor for this position, everything else has been personally purchased and maintained by me and family. I would be more than agreeable to provide the Town the records currently maintained on my computer, upon receipt of a thumb drive to do so. With this, I look forward to new opportunities and offers, as undoubtedly, they have arrived. I wish the people and businesses I have served well and will continue to support and serve my community. I will be interested to see if the board continues to discuss their concern over this position with this resignation.

Blaine G. Simpkins Jr.

Blaine Simpkins Jr.

BN 6/4/2020 Attachment B

7B



TOWN OF EAST WINDSOR

FIRST SELECTMAN JASON E. BOWSZA

June 2, 2020

Mr. Richard Austin
46 Pleasant Road
Enfield, CT 06082

Dear Mr. Austin,

Thank you for agreeing to serve as the interim Fire Marshal for the Town of East Windsor. Pursuant to East Windsor Town Charter 6-7(a), I am appointing you to the position immediately, until a permanent Fire Marshal is appointed by the Board of Selectman.

Thank you for your dedication to the Town of East Windsor.

Sincerely,


Jason E. Bowsza
First Selectman

JEW/mvl

Box 6/4/2020 Attachment C

MEMO

Date: May 28, 2020

To: Melissa LaBelle, Executive Assistant

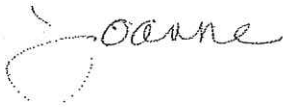
From: Joanne M. Slater, Town Clerk

RE: Request for Approval of appointment of a Sub-Registrar of Vital Statistics per C.G.S. 7-65.

Would you please put the approval of appointment on the agenda for the June 4, 2020 Board of Selectmen meeting for approval by the Board.

Stephen McGoldrick of Leete-Stevens Funeral Home, was appointed on May 28, 2020, by me, to be a sub-Registrar of Vital Statistics for an indefinite term beginning June 5, 2020.

Thanks,

Joanne

BW 6/4/2020 Attachment D

7c



TOWN OF EAST WINDSOR

FIRST SELECTMAN JASON E. BOWSZA

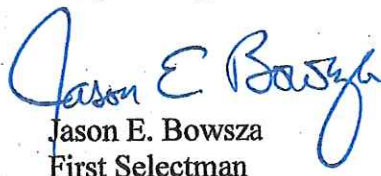
June 2, 2020

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

Dear Ms. Slater,

Pursuant to Connecticut General Statutes 7-65(b), I am writing to approve your appointment of Stephen McGoldrick of Leete-Stevens Funeral Home as a Subregistrar of Vital Statistics, effective on June 5, 2020.

Respectfully,


Jason E. Bowsza
First Selectman

JEB/mvl
Enclosure



East Windsor

CONNECTICUT

Establishment of a Town Fire Department

Strategic Plan

Scope:

The scope of this document is to provide guidance and obtain legal information to fund fire services in the Town of East Windsor and to relieve and rectify the issue of double taxation of Warehouse Point residents for fire services. Town fire services are the responsibility of all residents of the town of East Windsor.

History:

On or about 1976 the Warehouse Point Fire District began receiving an operational grant from the Town of East Windsor. This continued for several years until the District was denied Capital Improvement funding because the Town did not own the District properties. In the Fiscal Year 2015/2016 it was agreed upon by the Board of Fire Commissioners and the Town's First Selectman that the Warehouse Point Fire District was an established Fire District and that the Fire District would be able to more adequately provide services and maintain District properties and infrastructure if the District began to levy a tax to the District taxpayers for fire services. It was understood by the Town's First Selectman, Town staff, and the Fire District Board of Fire Commissioners that the fire service funding could be separated for the Warehouse Point taxpayers and the Broad Brook taxpayers. It was then determined by a legal opinion obtained by Town Counsel that the fire service funding could not be separated for the Broad Brook taxpayers. The Warehouse Point Fire District subsequently tried to return to the Town Budget for funding, but either the Budget was not passed at Referendum or funding was denied by the Board of Finance. Since the District began levying a fire tax, District residents are taxed for fire services for the Warehouse Point Fire District and the Broad Brook Fire Department through their Town property taxes, whereas the residents of Broad Brook only contribute to funding Broad Brook Fire Services.

Purpose:

- To establish a fire department to provide fire rescue services to the Town of East Windsor.
- To enter an agreement with the Broad Brook Fire Department, Incorporated to provide fire protection to the Town not to include the boundaries of the Warehouse Point Fire District.
- To relieve the taxpayers of the Warehouse Point Fire District from being taxed though the general Town taxes for fire protection.

Definitions:

CGS- Connecticut General Statute.

BBFD- Broad Brook Fire Department, Incorporated: A corporation currently providing fire protection for the Town of East Windsor primarily for that section of town and providing mutual aid to the Warehouse Point Fire District.

WHPFD- Warehouse Point Fire District: An established fire district providing fire protection to the town of East Windsor primarily in the Warehouse Point Fire section of town.

Charter- The governing document for the town of East Windsor: a written grant by a legislative or sovereign power, by which a body such as a city or town is founded and its rights and privileges defined.

Mutual Aid- An agreement among emergency responders to lend assistance across jurisdictional boundaries.

Gathered Information:

The Town of Manchester has two Fire Districts; the South Fire District, operated by the Town of Manchester and Manchester's Eighth Utilities Fire District, operated by the Eighth District Board of Directors. It is believed that the Town of Manchester established a Town Fire Department utilizing CGS 7-301 and their Town Charter.

Town of Manchester Charter Referring to the Fire Department:

Chapter 42. Fire Department

[HISTORY: Adopted by the Board of Directors of the Town of Manchester as Secs. 6-1 to 6-8 of the 1996 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Civil Preparedness Agency — See Ch. 6, Art. I.

Emergency Medical Services Council — See Ch. 33.

Firemen included in survivor's benefit fund — See Ch. 70.

Fire limits established — See Ch. 129.

Parking in a fire lane — See Ch. 307.

CHARTER REFERENCES

Authority to provide for Fire Department — See §§ 1-3(11) and 10-12.

Special taxing district — See § 5-28.

STATUTORY REFERENCES

Authority to provide for fire protection — See C.G.S. § 7-148(c)(4)(B).

Fire departments — See C.G.S. § 7-301 et seq.

§ 42-1. Department established.

[Amended 10-2-2018]

The Town, as authorized by the Charter, hereby establishes a Town Fire Department. The Town Fire Department shall be known as "Manchester Fire-Rescue-EMS" from the effective date of this amendment to the Code of Ordinances. Any references to the Town Fire Department or Fire Department in Chapter 42 of the Code of Ordinances shall mean Manchester Fire-Rescue-EMS.

§ 42-2. Territorial jurisdiction of Department.

The powers and duties of the Fire Department shall extend to all portions of the Town, not included within the limits of any fire district.

§ 42-3. South Manchester Fire District abolished; territory under jurisdiction of Town Department.

A.

As authorized by the Charter for the Town, that portion of the Town now within the boundaries of the South Manchester Fire District is included within the jurisdiction of the Town Fire Department.

B.

All the powers, duties, assets, liabilities and obligations of the South Manchester Fire District are hereby transferred from such district to the Town, and such district shall cease to exist.

§ 42-4. Eighth School District and Eighth Utilities District abolished; fire protection duties under jurisdiction of Town Department.

A.

As authorized by the Charter for the Town, that portion of the Town as is within the boundaries of the Eighth School District, insofar as it relates to fire protection, is included within the jurisdiction of the Town Fire Department.

B.

All the powers, duties, assets, liabilities and obligations of the Eighth Utilities District, insofar as they relate to fire protection, are hereby transferred from the district to the Town, and the district, insofar as it relates to fire protection, shall cease to exist.

C.

This section shall be effective on the first day of the third month after the Eighth Utilities District, in a meeting duly called for that purpose, shall have voted to accept the provisions of this section.

§ 42-5. Assumption by Town of functions other than those relating to maintenance of a fire district in Eighth Utilities District.

A.

The Town, as authorized by § 10-11 of the Charter for the Town, hereby assumes all of the jurisdiction, powers, duties, assets, liabilities and obligations of the Eighth Utilities District which do not relate to fire protection or the maintenance of a Fire Department, and such district, insofar as its functions other than fire protection and maintenance of a Fire Department may be concerned, shall cease to exist on the effective date of this section.

B.

This section shall be effective on the first day of the third month after the Eighth Utilities District, in a meeting duly called for that purpose, shall have voted to accept its provisions.

§ 42-6. Special taxing district established.

In accordance with the provisions of the Charter,^[1] there is hereby established a special taxing district for the purpose of defraying the cost of maintaining and operating the Town Fire Department, the outer limits of such special taxing district to be the same as the boundaries of the Town and the inner limits of such special taxing district to be the same as the boundaries of the Eighth Utilities District.

§ 42-7. Exclusion of Eighth Utilities District from property tax for Town Fire Department purposes.

Any property tax levied by the Town for the purpose of defraying the cost of maintaining and operating the Town Fire Department shall be levied solely on property within the special taxing district created by § 42-6 and excluding therefrom property within the boundaries of the Eighth Utilities District.

§ 42-8. Establishment of value of Buckland Fire Station No. 5.

The minimum value of the Buckland Fire Station No. 5 is hereby established to be a minimum of \$600,000. This value shall remain in effect until July 1, 1986, at which time the Town may establish a new value. The Buckland Fire Station No. 5 shall not be sold for a value less than set forth herein.

Connecticut General State Statute 7-301:

Sec. 7-301. Establishment of fire department. Any town may provide by ordinance for the protection of property within its limits from fire and for the establishment of a town fire department and for the management, discipline and control thereof by the board of selectmen or, if there is a town council, by the town council, or by a board of fire commissioners of such number, chosen in such manner and for such terms as the ordinance provides. The board of selectmen, town council or board of fire commissioners may make regulations for the conduct of the fire department and may appoint, discipline and remove for cause shown all employees of the department and purchase supplies and equipment necessary for its operation; provided, if the ordinance so provides, the board of selectmen, town council or board of fire commissioners shall enter into an agreement with any volunteer fire company or companies within the town for the protection thereof from fire on such conditions as to financial assistance and the observance of the regulations of the board of selectmen, town council or board of fire commissioners as such ordinance prescribes; and provided no town fire department established under the provisions of this section shall supersede any volunteer fire company which is the owner of any building, fire apparatus or other property without having first come to an agreement with such company with regard to the disposition of and compensation for such building, apparatus or other property. Such town may, at any meeting specially warned for the purpose, make appropriations and lay taxes for the support thereof; but this section shall not be operative within the limits of any city, borough or incorporated fire district which has an established fire department. Nothing in this section shall prevent any town, city, borough or incorporated fire district from appropriating funds to a volunteer fire company or companies for services rendered or to be rendered within the confines of such town, city, borough or district by such fire company or companies, provided such town, city, borough or incorporated fire district shall deem it in the public interest to do so.

Town of Manchester Article 19 SPECIAL ACTS Article 20

Article 19. Authorizing Transfer of School and Fire District Assets and Liabilities to Town.

Sec. 1. The Eighth School and Utilities District of Manchester and the South Manchester Fire District are each authorized to transfer and set over all of their powers, duties, assets, liabilities and obligations to the Town of Manchester.

Sec. 2. Said Town of Manchester shall not accept or take over said powers, duties, assets, o liabilities and obligations of either the Eighth School and Utilities District or the South Manchester Fire District or both until the electors of said Eighth School and Utilities District and the South Manchester Fire District have approved the transfer of all of their powers, duties, assets, liabilities and obligations at a District meeting duly warned and held for said purpose.

Sec. 3. Upon the transfer of the powers, duties, assets, liabilities and obligations of either the Eighth School and Utilities District or the South Manchester Fire District or both, said Town of Manchester shall have and possess all the powers, duties, assets, liabilities and obligations of either the Eighth School and Utilities District or the South Manchester Fire District or both, subject to any existing liens thereon, and all powers, duties, assets, liabilities and obligations shall thereafter become the powers, duties, assets, liabilities and obligations of said Town of Manchester and said Town of Manchester may thereafter hold and operate all of said powers, o duties and assets under such regulations and conditions as it may establish.

Sec. 4. When the Eighth School and Utilities District and the South Manchester Fire District shall have approved the transfer of all their powers, duties, assets, liabilities and obligations and the Town of Manchester shall have accepted and taken over all the powers, duties, assets, o liabilities and obligations of the Eighth School and Utilities District and the South

Manchester Fire District, the corporate existence of said Eighth School and Utilities District and the South Manchester Fire District shall be terminated.

Approved August 11, 1955.

Sec. 5. When the corporate existence of the South Manchester Fire District shall have terminated, the employees of said District shall become employees of the Fire Department of the Town of Manchester and their period of service with said District shall, for employment and pension purposes, be considered as service with said Town of Manchester. The employees of said District who shall become employees of said Fire Department shall continue to be members of the Connecticut Municipal Employees' Retirement Fund and shall continue to contribute on the same basis as when they were employees of said District, and the Town of Manchester shall contribute to said Fund on the same basis as did the said District.

Approved May 15, 1957.

FIRE DISTRICT SPECIAL FUND DESCRIPTION

The Fire-Rescue-EMS Department responds to a variety of emergency and non-emergency requests for assistance, including fires, emergency medical incidents, rescues, hazardous materials releases and public service calls. While emergency response requires the greatest proportion of the Fire Department's time and resources, community risk reduction (Fire Prevention) is the primary goal of the fire service and of the Department. Prevention is accomplished through educational programs for all ages delivered to schools, residential properties, social events and businesses.

The Department provides Fire services to the approximately 72% of the Town's geography (about 18 square miles) that makes up the South Manchester Fire District (SMFD). The remainder of the Town receives fire services from the Eighth Utilities District. The Department provides advanced life support medical, and paramedic services to the entire town, including the Eighth Utilities District. While the Paramedic program operates as a function within the Fire-Rescue-EMS Department, it is funded by a combination of transfers from the General Fund and fees for services.

The Department also serves as the base of operations for Emergency Management functions of the Town, with the Fire Chief serving as the Director. The Emergency Management Division is staffed with a part-time Technician which assures a high standard of readiness to respond to man-made or natural emergencies and who also oversees a hazardous materials storage inspection program.

The Manchester Fire-Rescue-EMS Department has an authorized staff of 83 uniformed personnel, including Officers, Fire Inspectors, Fire Fighters and Fire Fighter- Paramedics. The civilian staff consists of two full-time positions including an Executive Assistant and a Clerical Assistant, and one part-time data management technician. A volunteer staff of five comprises what is referred to as the "Fire Police" Division, whose expenses have been funded entirely out of the Emergency Management Division beginning in FY2014-15.

Department personnel operate from five fire stations strategically located throughout the Town. The Department's firefighting equipment consists of four pumpers, one quint (pumper/aerial ladder combination), and one advanced life support "fly-car." The reserve fleet currently consists of one quint and one pumper.

Strategic Plan

- Discuss said plan with the Board of Selectmen.
- Have Town Counsel review the information provided and request a legal opinion to see if this is a viable option and path forward for the Town of East Windsor.
- Create and establish the ordinances required for the Town to establish a Fire Department, CGS 7-301.
- Hold the required Town Meetings needed to proceed.
- Propose the necessary changes to the Charter Revision Commission.
- Draft changes into the Town Charter and establish the questions needed for said revisions to appear on the November 2020 ballot.

- Once ordinances and Charter changes are approved, proceed to the establishment of a Special Fire Services/District Fund in the Town Budget.
- Establish and/or update the agreement between the town and the Broad Brook Fire Department.
- FY 2021/2022: The Broad Brook Fire Department will continue the Budget process as it is currently.

Questions:

- Does the Broad Brook Fire Department need to become a Fire District to have this fund? It looks like in Manchester, the South Fire District was dissolved and then became the Town Department.



TOWN OF EAST WINDSOR

FIRST SELECTMAN ROBERT MAYNARD

June 12, 2019

John Burnham, Chairman
East Windsor Housing Authority
1 A Park Hill
Broad Brook, CT 06016

Re: PILOT Payment

Dear John:

I am writing to confirm our agreement pertaining to the East Windsor Housing Authority Payment in Lieu of Taxes (PILOT) assessments and charges. As you are aware, the Housing Authority was paying a 10% PILOT program payment each year since at least 1991 through June 30, 2013. While the 10% payment was made for some time, because the Housing Authority was undergoing severe financial strain and economic difficulties, the Town agreed to reduce the PILOT program payment to 7% through June 30, 2019. It was also agreed to the extent that the Town and the Housing Authority did not agree to a new PILOT program rate as of July 1, 2019 then the rate will revert to 10%.

The PILOT agreement for the period of July 1, 2019 through June 30, 2020 will be as follows:


The PILOT program payment rate commencing July 1, 2019 through June 30, 2020 will be 5% due to the elimination of grant money at the State level. To extend the 5% PILOT rate or reduce the rate after June 30, 2020, additional financial information must be provided to the Town Treasurer including bank statements, from all Housing Authority Bank Accounts and additional financial controls might be required by the Town Treasurer.

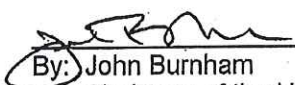
To the extent that the Town and the East Windsor Housing Authority do not agree to a new PILOT program rate as of July 1, 2020, then the rate will revert to 10%.

If the Housing Authority agrees to this PILOT program from July 1, 2019 through June 30, 2020, please indicate the Authority's agreement by signing on the Authority's behalf below.

Town of East Windsor

Housing Authority of the Town of East Windsor


By: Robert Maynard
First Selectman
Duly Authorized


By: John Burnham
Chairman of the Housing Authority Board
Duly Authorized

BW- 6/4/2020 - Attachment 9

First Selectman's Report – June 4, 2020

On Monday, May 25, we held a very quiet Memorial Day ceremony on the Veteran's Memorial Green. About 25 people attended, with remarks from Veteran's Commission Chairman Jim Barton and me, and a prayerful reflection by Pastor Calderon. It was a brief, very low-key event that allowed us to commemorate the day and still observe the social distancing guidelines set forth by the state.

On May 27, the Town held its first "drive-through" COVID-19 testing at EWHS, in partnership with Priority Urgent Care. These are being held weekly, on Wednesdays from 10am to 3pm at the high school. We've had more than 200 people tested so far, over the two weeks it's been offered.

As I've previously noted, the Town has entered into an agreement with a large-scale solar development project. On June 9, the project developer will be presenting an informal presentation to the Planning and Zoning Commission and to the Wetlands Commission. The presentation is open to the public to view on the PZC zoom meeting.

In the last two weeks, we've had conversations with two other developers looking at potentially three sites in town for this type of (MUCH smaller) development. While not all solar projects would necessarily be a good fit for our community, we are working hard to welcome those that are. These are good ways for the Town to realize economic gain that is low-impact on our municipal services and good for generation of renewable energies.

I hold weekly department cluster meetings, where departments with overlapping jurisdiction get together to discuss and address issues affecting one or several of those departments. In this week's Economic Development Cluster Meeting, we discussed to concepts that will be put into practice soon. The first is the implementation of pre-development meetings, where anyone looking to do development projects in town will be given an opportunity to meet collectively with department heads to explain what the requirements are. Many communities use these to make the approval process smoother for applicants.

The other new process that will be implemented is the institution of developer's agreements, making clear at the outset of larger-scale developments what developers would be responsible for. On a several occasions, the absence of these agreements has left the Town responsible for the completion of roadwork that can end up costing taxpayers hundreds of thousands of dollars.

The Town is continuing to work towards upgrading both our land use permitting software and our GIS system, with target dates of July 1 for both software conversions to go live. These are exciting for several reason: the permitting software will be forward-facing, which means that applicants will be able to see which departments have approved their applications, and which haven't, thus minimizing bureaucratic bottlenecks; and the GIS conversion will be more user-friendly with updated layers and more useful information. These are both long overdue.

As of June 1, Blaine Simpkins, Jr. has resigned as the Town Fire Marshal. While we're sad to see Blaine move on to other opportunities, we wish him well and thank him for his service to our community. In the interim, Warehouse Point Fire Marshal Rich Austin has agreed to cover duties on this side of town until the Board of Selectmen appoints a new permanent Town Fire Marshal.

Respectfully submitted,

Jason E. Bowsza
First Selectman

BW- 6/4/2020 Attachment H

June 4, 2020

Deputy First Selectmen Liaison Report

The openings of businesses are finally happening slowly which is a good sign of continued decline in the cases of Covid -19. Remember whenever possible to support Local businesses. Remember we are one Community and should be united for a better tomorrow.

May 21, 2020 – I participated in the Senior Center vehicle parade on the Broad Brook side of Town. It was nice seeing so many people out on their lawns waving.

I attended via Zoom the Board of Selectmen Meeting.

May 25, 2020 - I was honored to be able to attend a small but heartfelt Memorial Day Ceremony at the Warehouse Point Memorial Green. This Memorial Day Ceremony was sponsored by the American Legion Post 40.

May 26, 2020 – I attend via Zoom the East Windsor Housing Authority meeting where the Pilot Program was discussed and referred to the Board of Selectman meeting of June 4, 2020. 2020-2021 budget and current financials were discussed.

May 27, 2020 – I attended via Zoom the Board of Education meeting.

May 27, 2020 and June 2, 2020 I meet with the Registrars of Voters in our continued meeting process for the upcoming August 11, 2020 Primary and the November 3, 2020 Elections. Deadline for the Primary Petitions is changed from June 9, 2020 until June 11, 2020. Town Hall Annex Registrar's office will be opened from 1:00pm – 4:00pm on June 11th for the stated business listed. Public Service Announcements are forth coming from the Secretary of the States office.

June 2, 2020 the Economic Development Committee met via Zoom to discuss the launch of their webpage but I was unable to partake.

June 3, 2020 the Broad Brook Mill site Committee was cancelled.

Comments regarding the Springdale Cemetery that were observed on Facebook was mentioned and was noted that our First Selectman Jason Bowsza had already taken care of the situation.

Respectfully Submitted,

Deputy First Selectman, Marie E. DeSousa

BOV - 6/4/2020 - Attachment I

Selectmen's Report – June 4th, 2020

On Saturday, May 23rd, 2020 I assisted the Veterans Commission and the American Legion with their Drive-Up Mask Giveaway that took place at the American Legion Post 40. We proudly gave out hundreds of masks to many gracious and thankful people, several of which work in the healthcare field and found it extremely difficult to obtain masks.

On Monday, May 25th, 2020 I attended a small socially distanced Memorial Day Ceremony held at the Joseph Tracy Memorial Green put on by the Veterans Commission and the American Legion Post 40. It was a beautiful tribute to those brave men and women who made the ultimate sacrifice for our freedom.

On Tuesday, May 26th, 2020 the Warehouse Point Fire District held a Drive-Thru Vote to determine if the District should be governed under Chapter 105 under the CGS. There were sixty seven total votes; sixty four voting in favor and three voting no. The District will hold a special meeting on Tuesday, June 9th, 2020 where they will accept nominations for three open positions on the Warehouse Point Fire District Board of Commissioners; one is a one year term and two are three year terms. Anyone expressing interest is asked to please attend that meeting via Zoom. The election will take place on June 29th, 2020 in a Drive-Thru voting process.

Although I miss seeing all of you in person, since the meetings have been held via Zoom, I was able to attend three meetings on Wednesday, May 27th, 2020. The Board of Finance met and Town Treasurer, Amy O'Toole reported that \$2.7 million in ECS money came in and we made our Revenue Budget for the FY 2019-2020 Budget, which is great news. Our new accounting software, MUNIS is up and running on the Town side and the Board of Education will be converted over by July 1st, 2020.

The Board of Education held their regular meeting and Superintendent, Dr. Christine DeBarge reported that no guidelines in regards to COVID-19 have been given to the school districts for the Fall as of yet. She discussed some of the recommendations for Summer school and they include the use of face shields, masks and plexiglass dividers, touchless entrance doors and faucets and the possible use of infrared thermometers, costing \$80.00-\$200.00 each. The last day of school is still officially June 18th, 2020 as 180 days of school will be completed. Our school district did a great job of beginning distance learning in a prompt manner, where other districts had to add on days to their calendar to reach that 180 day mark.

I was then able to catch the tail end of the Beautification Committee meeting and I enjoyed hearing about the plans of the new walking trail at the Historical Society, but I am sure Selectman Nordell will touch on that in his report.

Beginning on June 1st, 2020 and going through August 31st, 2020 I have made a pledge to participate in the Hearts Around Connecticut Challenge to run a 500K to benefit the Connecticut Food Bank to help alleviate hunger in Connecticut. This is a great cause that will assist individuals and families to ensure that they are receiving the proper

nourishment and won't go hungry this Summer and beyond. I have completed 12.18 miles thus far ... only 298 more to go!

Submitted With Sincerity,

Sarah A. Muska, Selectman

SN- 6/4/2020 - Attachment K

Selectman Nordell's report 6/4/2020

On Memorial Day, on the Warehouse Point town green, I attended an unsolicited and socially distanced ceremony put on by the Veterans Commission and American Legion Post 40. Sarah Muska and myself recorded the small ceremony so that my wife Kristina could compile a video for broadcast later in the day on Facebook live for all to enjoy.

On May 26 the Warehouse Point Fire District had 67 voters participate in a drive thru vote to easily pass 64-3 a decision for them to be governed by Chapter 105 instead of its outdated Special Act of 1911.

On May 27 I attended the Beautification Committee meeting. They discussed the possibilities of future projects and the direction they wanted to move forward in prioritizing projects that could be done now even with the pandemic going on.

The East Windsor PTO which was in serious danger of becoming no more has barely managed to fill all officer positions except Vice President. If anyone is interested in this position please email EWPTO@aol.com.

Thank you.

Proclamation and Order For The Town of East Windsor, Connecticut PTSD Awareness Month

Whereas, Post-traumatic Stress Disorder (PTSD) is a mental health condition that can occur after a person experiences one or more major terrifying events including, but not limited to stress of combat, domestic violence, accidents or natural disasters and is persistently re-experienced in one's life through flashbacks, nightmares, avoidance, anxiety and depression; and

Whereas, approximately 60% of men and 50% of women will experience at least one trauma in their lives; and,

Whereas, approximately 8 million adults experience PTSD during a given year; and

Whereas, as many as 20% of Veterans suffer from PTSD; and

Whereas, 1 in 3 women and 1 in 4 men will experience some form of Domestic Abuse in their lifetime; and

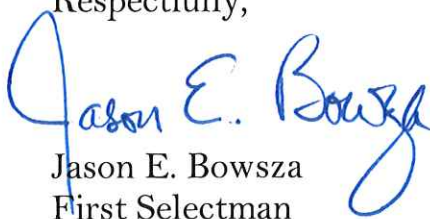
Whereas, approximately 30% of 1st responders will develop behavioral health conditions including, but not limited to depression and PTSD; and

Whereas, despite its treatability, many cases of PTSD remain undiagnosed and untreated due to lack of awareness of this condition and the persistent stigma associated with mental health conditions; and

Whereas, raising awareness of this condition is necessary to encourage those suffering to seek proper and timely treatment that may save their lives.

Now, therefore, I hereby proclaim and order the month of June to be Post Traumatic Stress Disorder Awareness Month in the Town of East Windsor

Respectfully,



Jason E. Bowsza
First Selectman

Example

7B

**Warehouse Point Fire Department
RA-Inspections by Inspector Monthly Report
Dates: January 01, 2020 to January 31, 2020**

AUS4497 Austin, Richard L

Date	Inspection Type/Occupancy		Fee	Staff Hrs
01/01/2020	INSPECTION - Fire Protection	Crossroads Community	0.0000	1.50
01/02/2020	INSPECTION - Annual State	East Windsor High School	100.0000	4.00
01/03/2020	INSPECTION - General	Roadway Inn	50.0000	2.00
01/03/2020	PLAN REVIEW - Permit	Vacant	0.0000	1.00
01/08/2020	CONSULTATION - General	JR'S Cafe	0.0000	0.00
01/10/2020	PLAN REVIEW - Site	Allied Community Services	0.0000	1.00
01/13/2020	CONSULTATION - Fire Protection	East Windsor High School	0.0000	0.00
01/15/2020	CONSULTATION - Fire Protection	Cooks Corner Barber Shop	0.0000	1.00
01/17/2020	CONSULTATION - General	Roadway Inn	50.0000	2.00
01/20/2020	INSPECTION - Annual State Liquor	Golden Irene's Restaurant	50.0000	1.00
01/20/2020	CONSULTATION - Fire Alarm	Allied Community Services	0.0000	0.50
01/21/2020	INSPECTION - Annual State Liquor	Mei Tzu	50.0000	0.50
01/21/2020	PLAN REVIEW - Permit	Cooks Corner Barber Shop	130.0000	1.00
01/21/2020	PLAN REVIEW - Permit	Smiles In Bloom	710.0000	1.00
01/22/2020	INSPECTION - Sprinkler System	Crossroads Community	0.0000	1.00
01/23/2020	INSPECTION - Sprinkler System	DeMattia Companies, Inc.	0.0000	0.00

	Inspections	Hours
Total for Staff:	16	17.50

	Inspections	Hours	Fee Total
Grand Totals:	16	17.50	1140.0000

Town of East Windsor

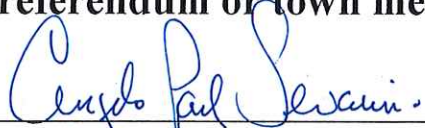
Emergency Plan Regulations for Elections

**Registrar of Voters
11 Rye Street
Broad Brook, CT 06016**

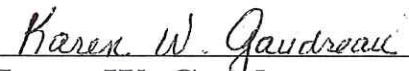
**Angelo Paul Sevarino
Democrat**

**Karen W. Gaudreau
Republican**

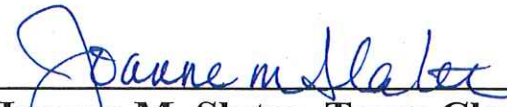
In accordance with C.G.S. 9-174a, "Emergency Contingency Plan for Elections" we, the Registrars of Voters in consultation with the Town Clerk have reviewed and hereby adopt the "Emergency Contingency Model Plan for Elections §§9-174a-1 through §§9-174a-34" for any voting emergency that may occur during an election, referendum or town meeting.



**Angelo Paul Sevarino,
Democratic Registrar of Voters
Date: 06/10/2020**



**Karen W. Gaudreau,
Republican Registrar of Voters
Date: 6/18/2020**



**Joanne M. Slater, Town Clerk
Date: 6.10.2020**

Pursuant to C.G.S. 9-174q(b) the Registrars of Voters hereby submit this Emergency Contingency Plan for Elections to the Board of Selectman for approval.



Regulations of Connecticut State Agencies

TITLE 9. Elections

Agency

Secretary of the State

Subject

Emergency Contingency Model Plan for Elections

Inclusive Sections

§§ 9-174a-1—9-174a-34

CONTENTS

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Sec. 9-174a-2.	Preparation of voting tabulator machines
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Sec. 9-174a-4.	Communication with registrars of voters
Sec. 9-174a-5.	Alternate polling locations
Sec. 9-174a-6.	Fire safety compliance
Sec. 9-174a-7.	Contact information
Sec. 9-174a-8.	Information provided to public officials
Sec. 9-174a-9.	Final review of plan with moderator
Sec. 9-174a-10.	Spare ballots
Sec. 9-174a-11.	Emergency provisions
Sec. 9-174a-12.	Review of polling locations
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Sec. 9-174a-14.	Moderator duties prior to opening
Sec. 9-174a-15.	Report of any execution of the emergency contingency plan
Sec. 9-174a-16.	Unavailable polling location
Sec. 9-174a-17.	Accounting of remaining ballots
Sec. 9-174a-18.	Ballot shortage
Sec. 9-174a-19.	Voting tabulator machine malfunction
Sec. 9-174a-20.	Help America Vote Act compliant voting machine malfunction
Sec. 9-174a-21.	Shortage or absence of poll workers
Sec. 9-174a-22.	Absence of moderator
Sec. 9-174a-23.	Replacement of moderator
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Emergency Contingency Model Plan for Elections

Sec. 9-174a-1. Emergency Contingency Model Plan for elections

Sections 9-174a-2 to 9-174a-34, inclusive, of the Regulations of Connecticut State Agencies constitute the Emergency Contingency Model Plan for Elections. This model plan contains the suggested contingency plan of the Office of the Secretary of the State that the registrars of voters for each municipality may adopt.

(Effective September 28, 2012)

Sec. 9-174a-2. Preparation of voting tabulator machines

The registrars of voters shall ensure that the voting tabulator machines are prepared for each election, primary, or referenda day pursuant to sections 9-242a-1 to 9-242a-28, inclusive, of the Regulations of Connecticut State Agencies.

(Effective September 28, 2012)

Sec. 9-174a-3. Replacement pool of poll workers

The registrars of voters shall identify a replacement pool of poll workers who can be deployed to any polling location in the municipality in order to replace poll workers who are unable to work on election, primary, or referenda day or to alleviate overburdened polling locations. The registrars of voters shall identify replacement poll workers for each different position at the polling locations within a municipality. On the day of the election, primary or referenda, the registrars of voters shall contact each replacement worker not later than one hour prior to the opening of polls to confirm availability.

(Effective September 28, 2012)

Sec. 9-174a-4. Communication with registrars of voters

Moderators and other poll workers shall contact the registrars of voters in the event any such moderator or poll worker is unable to work on the day of an election, primary or referenda. Moderators shall contact the registrars of voters in the event that additional poll workers are needed at a location.

(Effective September 28, 2012)

Sec. 9-174a-5. Alternate polling locations

The registrars of voters shall identify alternate polling locations that can be utilized in the event that a polling location becomes unavailable on election, primary, or referenda day. The registrars of voters shall contact the facility management staff for each of these alternate polling locations and ensure that the location is reserved for the registrars of voters' use on election, primary, or referenda day.

(Effective September 28, 2012)

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Sec. 9-174a-6. Fire safety compliance.

The registrars of voters shall ensure that each polling location is in compliance with local fire safety ordinances, and all fire safety equipment, including, but not limited to, fire extinguishers, sprinklers and fire alarms, within each polling location has been inspected and is in working order as per local fire safety ordinances.

(Effective September 28, 2012)

Sec. 9-174a-7. Contact information

The registrars of voters shall create a list of contact information for each moderator. Such list shall be part of the emergency plan and shall include each of the following:

(1) Contact information for the moderator and all other poll workers, including replacement poll workers.

(2) A list of emergency resources such as generators and temporary lighting available in the facility or municipality in the event of a power outage and contact names and numbers for providing those resources.

(3) A list of emergency contact numbers for the local police and fire departments or other officials responsible for public safety in the municipality, emergency management, the phone company, the power supplier and other applicable utilities that service the polling location.

(4) A list of emergency contacts and phone numbers for facility managers or their designees in the event the polling location is locked or otherwise inaccessible or there are facility hazards that need to be addressed on election, primary, or referenda day.

(Effective September 28, 2012)

Sec. 9-174a-8. Information provided to public officials

The registrars of voters shall provide a complete list of polling locations, including potential alternate polling locations, to the local police and fire departments or other officials responsible for public safety in the municipality. The registrars of voters shall include in the list each of the following: the name and address of each location, the name of the moderator responsible for each polling location, a contact number for each moderator, the name of the facility manager or designee for each polling location, and the contact number for each facility manager or designee.

(Effective September 28, 2012)

Sec. 9-174a-9. Final review of plan with moderator

The registrars of voters shall provide a final copy of the plan created by sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies to the moderator for each polling location and review the final plan with the moderator. The moderator shall bring this copy to the polling location on the day of the election, primary, or referenda. The registrars of voters also shall maintain one copy of each of the plans for the municipality.

(Effective September 28, 2012)

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Sec. 9-174a-10. Spare ballots

The registrars of voters shall withhold and keep in the registrars of voters' office a number of spare paper ballots for each unique voting district. The registrars of voters shall use these reserved ballots to make additional copies or shall provide these reserved ballots to any polling location that requires additional paper ballots. The registrars of voters or such registrar's designee shall, not later than one day prior to each election, primary, or referenda, determine if there is a copy machine available at any polling location. If so, the registrars of voters or such registrar's designee shall ensure that such machine can be accessed, that it is working, and that there is an adequate supply of the appropriate size paper available. The registrars of voters or such registrar's designee shall ensure that a few test copies are made to check that the ballots are printing properly.

(Effective September 28, 2012)

Sec. 9-174a-11. Emergency provisions

The registrars of voters shall supply emergency provisions for each polling location and provide these to each moderator. These emergency provisions shall include, but are not limited to, at least two flashlights, a first aid kit and manual, a battery operated radio, extra batteries and hand sanitizer. Prior to the opening of polls, each moderator shall retrieve these provisions and any other materials or supplies needed pursuant to the plan established in accordance with sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies.

(Effective September 28, 2012)

Sec. 9-174a-12. Review of polling locations

Not later than one day prior to each election, primary, or referenda held in the municipality, the registrars of voters shall contact the facility management staff responsible for each polling location, visit each polling location to ensure the location can be accessed, review the status of the polling location to ensure that all materials are in proper working order, and ensure that the appropriate person is available to open the polling location or the moderator has obtained the key to the polling location from the registrars of voters.

(Effective September 28, 2012)

Sec. 9-174a-13. Severe weather alert

Not later than one day prior to each election, primary, or referenda held in the municipality, the registrars of voters and moderators shall review the national weather service reports. If severe weather is likely to be present in the municipality on election, primary, or referenda day, the registrars of voters shall determine a plan of action to ensure poll workers are able to arrive at and access their assigned polling locations. The registrars of voters shall be responsible for overseeing the implementation of the plan.

(Effective September 28, 2012)

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Sec. 9-174a-14. Moderator duties prior to opening

Not later than one hour before the polls open on election, primary, or referendum day, the moderator shall perform each of the following:

- (1) Review the plan established pursuant to sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies with the poll workers.
- (2) Designate another poll worker to oversee the execution of any emergency procedure, in the event the moderator is unavailable or otherwise incapacitated.
- (3) Assign accountability for securing voting materials during an emergency. The moderator shall instruct the poll worker assigned accountability for securing the voting materials that such poll worker shall secure such materials in the event of an emergency, only if time and conditions permit.
- (4) Assign accountability to a poll worker who shall, upon notification of an emergency situation, note which voters have been checked through but have not yet voted. The moderator shall instruct the poll worker that this task shall be completed in the event of an emergency, only if time and conditions permit.
- (5) Point out the location of fire extinguishers, fire alarms, emergency exits, the place of shelter and the predetermined assembly point outside of the polling location.
- (6) Ensure that all emergency exits are free of obstructions.
- (7) Reserve ten ballots to be used in the event that there are ballot shortages and additional copies must be made for a hand count. The ballots shall be appropriate for the voting district.
- (8) If available, identify two fully charged cell phones that shall be used in case of an emergency.
- (9) Check the facility for any potential hazards and if necessary, alert the facility management staff responsible for addressing any such hazards.
- (10) Ensure that any facility-specific backup equipment such as a generator or temporary lighting is accessible.

(Effective September 28, 2012)

Sec. 9-174a-15. Report of any execution of the emergency contingency plan

Following the execution of any portion of the Emergency Contingency Plan at a polling location, the moderator for that polling location shall forthwith submit a written report to the registrars of voters which includes, but is not limited to, the nature of the emergency, the actual process invoked to address the emergency, and an assessment of the efficacy of the process.

(Effective September 28, 2012)

Sec. 9-174a-16. Unavailable polling location

In the event a polling location becomes unavailable, the registrars of voters shall perform each of the following:

- (1) Establish an alternative polling location pursuant to section 9-174a-5 of the Regulations of Connecticut State Agencies and notify the moderator and other poll workers.

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(2) Contact the facility management staff for the alternate polling location in order to open the building;

(3) In consultation with the moderator, ensure that the polling location is properly set up to conduct election, primary or referenda. Ensure that voting equipment is tested and functions properly or that sufficient paper ballots are available;

(4) Notify voters of the new polling location.

(Effective September 28, 2012)

Sec. 9-174a-17. Accounting of remaining ballots.

Throughout election, primary, or referenda day, on an hourly basis, the moderator shall keep an accounting of the number of ballots used and the number remaining that are available to be used. If more ballots have been used than were originally anticipated or a shortage seems likely, the moderator shall immediately follow the ballot shortage procedure pursuant to section 9-174a-18 of the Regulations of Connecticut State Agencies.

(Effective September 28, 2012)

Sec. 9-174a-18. Ballot shortage.

In the event of a ballot shortage, the moderator shall perform each of the following:

(1) Immediately alert the poll workers to the situation;

(2) Immediately notify the registrars of voters;

(3) (A) If available, use the onsite copier to print additional ballots to be used for a hand count, or (B) have additional ballots printed at an offsite document printing facility;

(4) Request additional paper ballots from the registrars of voters.

(Effective September 28, 2012)

Sec. 9-174a-19. Voting tabulator machine malfunction.

The registrars of voters shall incorporate the provisions of section 9-242a-12 and section 9-242a-16 of the Regulations of Connecticut State Agencies into a written procedure, to be followed in the event a voting tabulator machine malfunctions. The moderator shall follow the written procedure established under this section in the event a voting tabulator machine malfunctions.

(Effective September 28, 2012)

Sec. 9-174a-20. Help America Vote Act compliant voting machine malfunction.

In the event of a malfunction of the Help America Vote Act compliant voting machine, the moderator shall perform each of the following:

(1) Consult any literature provided by the manufacturer of the Help America Vote Act compliant voting machine or the Office of the Secretary of the State on which malfunctions can be repaired by poll workers and which require service. If appropriate, attempt to resolve the problem based on the instructions provided.

(2) If unable to resume vote by the Help America Vote Act complaint voting machine,

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consult with the registrars of voters to determine the availability of any spare machines or the steps for voting using paper ballots.

(3) Alert the poll workers to the situation.

(Effective September 28, 2012)

Sec. 9-174a-21. Shortage or absence of poll workers

In the event of a shortage of pollworkers, the moderator shall perform each of the following:

(1) Immediately notify the registrars of voters using the procedure pursuant to section 9-174a-4 of the Regulations of Connecticut State Agencies.

(2) Upon the arrival of any replacement poll worker, familiarize the replacement poll worker to the polling location.

(3) Notify the registrars of voters when the replacement poll worker has arrived or in the event the replacement poll worker has not arrived in a reasonable amount of time.

(Effective September 28, 2012)

Sec. 9-174a-22. Absence of moderator

In the event a moderator fails to report to a polling location, the present poll workers shall perform each of the following:

(1) Notify the registrars of voters using the procedure pursuant to section 9-174a-4 of the Regulations of Connecticut State Agencies.

(2) Upon the arrival of the replacement moderator, familiarize the replacement moderator to the polling location and the Emergency Contingency Plan.

(Effective September 28, 2012)

Sec. 9-174a-23. Replacement of moderator

In the event that a moderator may need to be relieved of duty, the registrars of voters shall perform each of the following:

(1) Evaluate the moderator's ability to perform the designated responsibilities.

(2) In the event the existing moderator is unable to perform the designated duties, tell the moderator that the moderator is being relieved of the moderator's duties and tell the moderator to leave the premises.

(3) Once the existing moderator has left the premises, immediately designate a replacement moderator from the pool of replacement poll workers and notify the replacement moderator where to report.

(4) Upon the arrival of the replacement moderator, familiarize the replacement moderator to the polling location.

(Effective September 28, 2012)

Sec. 9-174a-24. Poll worker replacement

In the event that a poll worker may need to be removed on the day of an election, primary

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or referenda, the moderator shall perform each of the following:

(1) Evaluate the poll worker's ability to perform the poll worker's designated responsibilities.

(2) In the event an existing poll worker is unable to perform the designated duties, tell the poll worker that the poll worker is being relieved of the poll worker's duties and tell the poll worker to leave the premises.

(3) Once the existing poll worker has left the premises, immediately designate a replacement from the pool of replacement poll workers and notify the replacement poll worker where to report.

(4) Upon the arrival of the replacement poll worker, familiarize the replacement poll worker to the polling location.

(Effective September 28, 2012)

Sec. 9-174a-25. Long lines at polling location.

In the event of long lines at a polling location, the moderator shall perform each of the following:

(1) Contact the registrars of voters to determine if additional lines should be created to alleviate the waiting time.

(2) If it has been determined that additional lines are appropriate, consult with the registrars of voters to determine if additional poll workers from the replacement pool of poll workers should be deployed to the polling location.

(Effective September 28, 2012)

Sec. 9-174a-26. Evacuation procedure.

In the event that a polling location needs to be evacuated, the moderator shall perform each of the following:

(1) Alert all individuals present of the emergency situation and direct them to the predetermined assembly point.

(2) Get a headcount and use this headcount to make certain everyone present is evacuated from the polling location.

(3) Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location.

(4) Secure voting equipment and materials pursuant to section 9-174a-14 of the Regulations of Connecticut State Agencies.

(5) If the emergency situation has been resolved, consult with the emergency personnel and the registrars of voters to determine if the polling location can be re-entered.

(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.

(7) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of

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Sec. 9-174a-27. Loss of power at the polling location

In the event that the polling location loses power, the moderator shall perform each of the following:

- (1) Alert everyone present to the situation.
- (2) Contact the power supply company to determine the source of the outage and what action needs to be taken to resume power.
- (3) Contact the facility management staff for the polling location to determine whether they can assist with addressing the outage.
- (4) Find an alternate source of light, such as the flashlights provided with the emergency provisions that can be used to continue voting until power is restored.
- (5) If it is feasible, consider using an area of the building where natural light is available or temporary lighting can be directed.
- (6) If the backup power supply for the voting machine has been depleted, connect a generator.
- (7) If the generator is unavailable or runs out of power, continue voting using paper ballots.

(Effective September 28, 2012)

Sec. 9-174a-28. Medical emergency procedure

In the event of a medical emergency at the polling location, the moderator shall perform each of the following:

- (1) Contact emergency services and follow the instructions given by emergency personnel.
- (2) Stop voting operations until an assessment of the situation can be made.
- (3) Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the polling location that may be able to assist the ill or injured person.
- (4) Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not attempt to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel.
- (5) Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.

(Effective September 28, 2012)

Sec. 9-174a-29. Smoke, fire or active alarm procedure

In the event of a smoke, fire, fire alarm or other activated alarm, the moderator shall perform each of the following:

- (1) Activate the fire alarm if it is not already activated.
- (2) Alert everyone present to the nature of the situation.

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(3) Evacuate the polling location pursuant to section 9-174a-26 of the Regulations of Connecticut State Agencies.

(4) Contact emergency personnel.

(5) Consult with the emergency personnel and registrars of voters to determine if original polling location can be utilized.

(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.

(7) If it is determined that an alternate polling location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of Connecticut State Agencies.

(Effective September 28, 2012)

Sec. 9-174a-30. Gas leak procedure

In the event of a gas leak, the moderator shall perform each of the following:

(1) Immediately evacuate the polling location in accordance with section 9-174a-26 of the Regulations of Connecticut State Agencies. To limit the possibility of an explosion, warn poll workers and voters not to use telephones, fire alarms, light switches and appliances when gas is detected.

(2) Once safely outside of the building, alert emergency services and the gas company.

(3) Wait for the gas company representative and emergency personnel to arrive in order to assess the situation and determine the viability of continuing voting operations.

(4) Consult with the responding gas company representative, emergency personnel and registrars of voters to determine if original polling location can be utilized.

(5) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.

(6) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of Connecticut State Agencies.

(Effective September 28, 2012)

Sec. 9-174a-31. Disorder at the polling location procedure

In the event of disorder in or around the polling location, including, but not limited to, unlawful protesting, threats of violence or rioting the moderator shall contact emergency services immediately and then follow any instructions provided by emergency personnel. The moderator shall follow the evacuation procedure pursuant to section 9-174a-26 of the Regulations of Connecticut State Agencies if evacuation is required.

(Effective September 28, 2012)

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Sec. 9-174a-32. Disaster procedure

In the event of any disaster, natural or otherwise, including, but not limited to, chemical emergencies, dam failures, earthquakes, exposure to hazardous materials, floods, extreme heat, hurricanes, tornados, or severe winter weather the registrars of voters shall follow the procedures in the most recent local Emergency Plan of Operations that each town or city has developed pursuant to section 28-7(a) of the Connecticut General Statutes, or subsequent state law.

(Effective September 28, 2012)

Sec. 9-174a-33. Security threat procedure

In the event of any security threats near the polling location, including, but not limited to, the discovery of a suspicious object, a bomb threat, an explosion, a biological threat, a chemical threat, or a nuclear blast, the registrars of voters shall follow the procedures in the most recent local Emergency Plan of Operations that each town or city has developed pursuant to section 28-7(a) of the Connecticut General Statutes, or subsequent state law.

(Effective September 28, 2012)

Sec. 9-174a-34. Nuclear disaster procedure

In the event of any threat of the release of radioactive material or any nuclear power plant emergency, the registrars of voters for any city or town designated as an emergency planning zone community or host community by the Department of Emergency Maintenance and Homeland Security, or subsequent state agency, shall follow the procedure on the most recent plans and guidelines set by the Radiological Emergency Preparedness Unit, or any subsequent division that handles radiological preparedness.

(Effective September 28, 2012)