

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

REGULAR MEETING

Thursday, March 19, 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 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.

SPEAKERS: Members of Boards, Committees, Commissions, or Town Entities:
Board of Finance Member: Tom Lansner; Warehouse Point Fire District: James Barton, Chief.

GUESTS signing in to teleconference: Bonnie (no last name listed), Ruth Ann Lansner, Rachel Safford, Joe Sauerhoefer, Barbara Sherman, Bill Towers.

Press: No one from the Press joined the Meeting.

TIME AND PLACE OF REGULAR MEETING:

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First Selectman Bowsza called the March 19, 2020 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:09 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.

ATTENDANCE:

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

PLEDGE OF ALLEGIANCE:

As this was a teleconferenced meeting the Board lacked the privilege of having the American flag before us. In an effort to provide normalcy to the meeting, First Selectman Bowsza held up a replica of the American flag. Everyone stood to acknowledge the flag, and recite the Pledge of Allegiance.

AGENDA APPROVAL:

MOTION: To ADD to the AGENDA under NEW BUSINESS, item 10/E. Discuss and Approve CNR Transfer from Public Works Engineering Study to Town Property Renovations and discuss and approve CNR transfer from CNR Unallocated to Public Works.

DeSousa moved/Baker seconded/DISCUSSION: None.

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

MOTION: To ADD to the AGENDA under NEW BUSINESS, item 10/G. Discuss and adopt a resolution formalizing an advisory Sustainability Commission.

Muska moved/Baker Seconded/DISCUSSION: None.

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

MOTION: To ADD to the AGENDA under NEW BUSINESS, item 10H. Discussion of closure of Town Parks during coronavirus emergency.

Muska moved/DeSousa Seconded/DISCUSSION: None.

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

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MOTION: To ADD to the AGENDA under NEW BUSINESS, item 10/I. Discussion of budget dates as discussed in Governor Lamont’s Executive Order No. 7B.

Muska moved/Nordell Seconded/DISCUSSION: None.

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

MOTION: To APPROVE the Agenda as amended.

Muska moved/Nordell seconded/DISCUSSION: None.

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

APPROVAL OF MEETING MINUTES/A. February 6, 2020 Regular Meeting Minutes:

MOTION: To APPROVE the Minutes of the Board of Selectmen’s Regular Meeting dated February 6, 2020 as presented.

Nordell moved/Muska seconded/DISCUSSION: None

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

APPROVAL OF MEETING MINUTES/B. February 10, 2020 Budget Workshop Minutes:

MOTION: To APPROVE the Minutes of the Board of Selectmen’s Budget Workshop dated February 10, 2020 as presented.

Muska moved/Nordell seconded/DISCUSSION: None

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

APPROVAL OF MEETING MINUTES/C. February 17, 2020 Budget Workshop Minutes:

MOTION: To APPROVE the Minutes of the Board of Selectmen’s Budget Workshop dated February 17, 2020, with the spelling of Robert/Bob Rybik corrected to Rybick on page 3 and 4.

Nordell moved/Muska seconded/DISCUSSION: None

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

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APPROVAL OF MEETING MINUTES/D. February 20, 2020 Regular Meeting Minutes:

MOTION: To POSTPONE the approval of the Minutes of the Board of Selectmen's Regular Meeting dated February 20, 2020 until the Board's next meeting.

Muska moved/Nordell seconded/

DISCUSSION: Selectman Muska noted she received an incomplete set of minutes which provided only the odd numbered pages.

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

APPROVAL OF MEETING MINUTES/E. February 20, 2020 Budget Workshop Minutes:

MOTION: To APPROVE the Minutes of the Board of Selectmen's Budget Workshop dated February 20, 2020 as presented.

Nordell moved/Muska seconded/DISCUSSION: None.

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

APPROVAL OF MEETING MINUTES/F. March 2, 2020 Budget Workshop Minutes:

MOTION: To APPROVE the Minutes of the Board of Selectmen's Budget Workshop dated March 2, 2020 as presented.

Nordell moved/Baker seconded/DISCUSSION: None.

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

PUBLIC PARTICIPATION:

Tom Lansner, 27 Laurel Circle: Mr. Lansner reported he watched Senator Anwar reporting today on the virus, and explaining how it works. Mr. Lansner encouraged the people to look to the media for information.

COMMUNICATIONS/A. Eversource Letter Regarding Vegetation Management:

First Selectman Bowsza cited this letter from Eversource is their general plan for activities to undertake the vegetation management in town. He noted Eversource undertakes this activity within various areas of East Windsor on a rotating basis; this year work is planned for the Route 5 corridor.

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(See Attachment A)

COMMUNICATIONS/B. Eversource Flyer Regarding Tree Planting Options:

First Selectman Bowsza referenced a flyer provided by Eversource regarding acceptable replacement tree species.

(See Attachment B)

COMMUNICATIONS/C. Connecticut Water Letter Regarding Designation of CAC Representative:

First Selectman Bowsza noted receipt of a letter from the Connecticut Water Company regarding their intent to create a Customer Advisory Committee (CAC) to enhance communication with their customers. They have requested a representative from East Windsor; the representative must be a customer of Connecticut Water Company. First Selectman had considered Selectman Nordell as he is a customer. Discussion followed regarding the location of meetings; Selectman Nordell ultimately agreed to serve as East Windsor's representative.

(See Attachment C)

COMMUNICATIONS/D. Connecticut Water Letter Concerning Enhanced Connecticut Water Help 2 Our Customers Program:

First Selectman Bowsza noted receipt of a letter from the Connecticut Water Company regarding an assistance program for customers facing financial difficulties.

(See Attachment D)

COMMUNICATIONS/E. Connecticut Water Letter Regarding Hunt Well Field Project:

First Selectman Bowsza noted advisement by the Connecticut Water Company regarding their intended project to replace the structures at the Hunt Well Field located off Mahoney Road. The company appeared before the Planning and Zoning Commission on March 10th to explain the extent of their project.

(See Attachment E)

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/A.
Resignations:**

1. Kirk Montstream (U), Water Pollution Control Authority:

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MOTION: To ACCEPT the resignation of Kirk Montstream from the Water Pollution Control Authority with regret.

Muska moved/Nordell seconded/DISCUSSION: First Selectman Bowsza recognized Mr. Montstream's contributions, not only to the Water Pollution Control Authority, but to several other commissions, and the Town in general. He hoped Mr. Montstream will return as a volunteer in the future.

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

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/B
Reappointments:**

None.

**BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New
Appointments:**

First Selectman Bowsza noted that Heather Spencer has submitted her name for appointment to the Charter Revision Commission. Kurt Kebschull had been appointed earlier but has elected not to serve as he was appointed to a couple of other commissions at the same time. First Selectman Bowsza then gave a summary of the makeup of the current Charter Revision Commission.

1. Heather Spencer (R), Charter Revision Commission for a term expiring June 19, 2021:

MOTION: MOVE to APPOINT Heather Spencer (R), Charter Revision Commission for a term expiring June 19, 2021.

Muska moved/Nordell seconded/DISCUSSION: See comments above.

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

First Selectman Bowsza suggested the following appointments should be tabled until the Sustainable CT Commission has been established under Agenda addition item 10/G under **NEW BUSINESS.**

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:

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MOTION: To TABLE items 8/C(2), and 8/C(3).

DeSousa moved/Nordell seconded/DISCUSSION: None.

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

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. Discuss DESPP Grant:

First Selectman Bowsza noted the Broad Brook Fire Department brought this Memorandum of Understanding (MOU) between the Connecticut Department of Emergency Services and Public Protection (DESPP) and the Town to his attention. The request to sign the MOU enables East Windsor to hold a spot for State emergency radio services should the Town decide to go forward with the State radio service. First Selectman Bowsza indicated the Police Department is ok with his signing the MOU; the Town's legal representatives are ok with First Selectman Bowsza signing the MOU at this time.

Selectman Muska questioned the cost impact of entering into this MOU? First Selectman Bowsza indicated there is no cost impact at this time; this MOU is a placeholder if the Town decides to pursue the State service. Selectman Muska questioned that signing the MOU wouldn't be obligating the Town to any cost, it would just be putting ourselves in the process? First Selectman Bowsza replied affirmatively. Deputy First Selectman DeSousa agreed with Selectman Muska's concern for obligating the Town to buy this radio service. First Selectman Bowsza agreed, there would be a cost to the Town should the Town decide to go forward with the State service; at this time there is no financial obligation; this is just a placeholder in the process for the Town. Selectman Baker questioned if there's a time limit before the Town must decide to go forward? Selectman Muska questioned if the Town decides not to go forward with the State we can just remove ourselves from the queue? First Selectman Bowsza recalled language that the State would let the Town out of the MOU if the Town didn't want to pursue.

Discussion continued regarding the impact of First Selectman Bowsza signing the MOU. Warehouse Point Fire District/Department Chief James Barton, speaking from the audience, indicated there is no cost at this point, and there is no time limit on the Town's decision. The MOU just gets East Windsor's foot in the door if we decide to go with the State. Chief Barton noted the Town's system is 20 years old; joining the State system may be an option down the road. Selectman Baker questioned if the State would be installing an antenna, or would the Town be buying equipment? Chief Barton indicated the Town would be buying equipment, which might include a tower. The State would maintain the infrastructure, which the Town is

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doing now. Selectman Muska suggested her concern was a timeframe associated with signing the MOU which would obligate the Town to future costs; if this is just putting the Town in line she's fine with First Selectman Bowsza signing the MOU.

MOTION: To AUTHORIZE the First Selectman to sign the Memorandum of Understanding (MOU) with DESPP.

Muska moved/Baker seconded/DISCUSSION: Deputy First Selectman DeSousa indicated she had no problem with the Town signing the MOU to keep the Town in the queue for services but she was concerned with any costs that might be incurred if the First Selectman signed the agreement and the Town later wanted to cancel services. First Selectman Bowsza indicated by signing the MOU the Town would not be incurring costs for services which were not currently being provided; he has been assured there would be no cost if the Town subsequently decided not to take advantage of the State services.

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

(See Attachment F)

NEW BUSINESS/A. Discuss Fire Marshal Responsibilities:

First Selectman Bowsza indicated this review of the duties of the Broad Brook Fire Marshal was requested by several of the Selectmen. First Selectman Bowsza indicated he met with the Broad Brook Fire Marshal on Christmas Eve and discussed his responsibilities; he requested the Fire Marshal provide him with a schedule reflecting the inspections made in the past two weeks, and the inspections scheduled for the coming two weeks. First Selectman Bowsza indicated he has not received any reports from the Broad Brook Fire Marshal since the inception of his term as First Selectman. On this previous Monday there was a meeting of the Emergency Management Commission; First Selectman Bowsza indicated the Broad Brook Fire Marshal didn't respond to the meeting, although he understood he was at the Broad Brook Fire House at that time.

First Selectman Bowsza indicated the position of the Broad Brook Fire Marshal is a stipend position. After discussions with Treasurer O'Toole, First Selectman Bowsza would like to change the position to an hourly position based on the time reported. Selectman Baker concurred; he felt the Town needs to have some evidence of tracking how the money is being spent, and the Town needs to know that the inspections are being done. Selectman Muska agreed there needs to be accountability; she cited the liability to the Town if the inspections aren't being done. Selectman Nordell concurred as well. He noted that some buildings should be inspected on a one year basis while others are inspected on a three year basis; both types of buildings exist on the Broad Brook side of Town; something needs to be done.

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Selectman Baker questioned how often the stipend is paid? First Selectman Bowsza assumed it's paid biweekly. Deputy First Selectman DeSousa agreed with the Board; the position calls for a monthly report. First Selectman Bowsza indicated he requested information from CCM regarding comparable rates in other towns; he noted there's a fair amount of training involved with the position. Chief Barton indicated the Warehouse Point Fire Marshal is paid \$26/hour monthly; they'll be switching to a biweekly payment method shortly. First Selectman Bowsza suggested the Board consider \$26/hour for the Broad Brook Fire Marshal for parity. Discussion continued regarding the number of hours associated with the position (650 hours based on the \$17,000 stipend), the reporting mechanism, and written job responsibilities. Selectman Nordell agreed to provide the job description for the Warehouse Point Fire Marshal.

First Selectman Bowsza suggested the Board could also consider bringing on a Fire Inspector position as is currently done in the Warehouse Point Fire District. Discussion followed regarding reporting authority; First Selectman Bowsza suggested both the Fire Marshal and the Fire Inspector would report to him. Selectman Nordell noted that the Warehouse Point Fire District bills for inspections; First Selectman Bowsza indicated Broad Brook Fire Department doesn't bill for inspections, or permits. Discussion continued regarding action on the options being considered.

The consensus of the Board was to move forward with changing the position to an hourly basis; Selectman Nordell will provide the comparative job description/information for the Warehouse Point Fire District.

MOTION: To CONVERT the Fire Marshal position from a stipend to an hourly rate.

Nordell moved/DeSousa seconded/DISCUSSION: See comments above.

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

NEW BUSINESS/B. Discuss and Approve 86-1 Tax Ordinance:

First Selectman Bowsza reported the Tax Collector had requested the Board consider revising/updating the 1986 Ordinance regarding collection of delinquent motor vehicle taxes. Currently past due taxes can only be paid via cash, or certified check; the Tax Collector is requesting the addition of payment via credit card. The ordinance would also allow the Town to charge a fee for the use of credit cards.

First Selectman Bowsza noted the Board of Selectman would have to bring the Ordinance to a Town Meeting. Due to the coronavirus, the Governor's Executive Order has prohibited large gatherings, such as Town Meetings. While other towns are considering creative options, such as drive-through Town Meetings which wouldn't allow public debate, East Windsor is not currently scheduling Town Meetings.

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The Board reviewed the revisions proposed. First Selectman Bowsza noted the date of the Town Meeting, which had been considered for tonight, would be left blank at this time. Deputy First Selectman DeSousa noted the annual Town Meeting is usually held in December; the Board agreed to the deletion of the reference to an “annual” Town Meeting.

MOTION: That the Board of Selectmen forward to Town Meeting Delinquent Motor Vehicle Property Tax Ordinance 86-1 with the following amendments (first paragraph):
“The following ordinance was adopted at the ~~Annual~~ Town Meeting, duly warned and held on February 19, 2020 _____.”

DeSousa moved/Muska seconded/**DISCUSSION:** See comments above.

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

(See Attachment G)

NEW BUSINESS/C. Discuss and approve Dress Code Policy:

First Selectman Bowsza indicated the Town has had a long standing practice of allowing a business casual dress code. He referenced an updated policy, noting references to examples of inappropriate attire, and clarifying typos. First Selectman Bowsza noted the Board sets policy; approval of this dress code would not require action at a Town Meeting.

He queried the Board for comments; no one was opposed.

MOTION: That the Board of Selectmen ADOPT a dress code policy as presented with typographical corrections.

Muska moved/Baker seconded/**DISCUSSION:** See comments above.

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

(See Attachment H)

NEW BUSINESS/D. Discuss Coronavirus Policy:

First Selectman Bowsza cited the Town of East Windsor Coronavirus Response Policy (**See Attachment I**) which was issued in response to Governor Lamont’s Executive Order. The Town policy was distributed to staff on Monday. He noted other towns are creating similar policies; this process has been adapted from the private sector. Towns are doing this to not put employees in undue jeopardy if it can be avoided.

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He queried the Board for comments or concerns. No one raised any questions.

First Selectman Bowsza noted not a lot of employees can work from home, as many need to be present at Town Hall to perform their functions. At present only two employees have taken advantage of the work from home option. The Town Hall has been closed to the public to reduce public contact.

NEW BUSINESS/E. Discuss and Approve CNR Transfer from Public Works Engineering Study to Town Property Renovations:

First Selectman Bowsza reviewed the transfer requests as the following:

- One request would be a transfer of \$20,000 to cover the installation of a band shell at East Windsor Reservoir Park. The intention was for the band shell to be in place for Abby's Walk which had been scheduled for April 25th but will now be rescheduled to October.
- The second transfer is to use unspent money from a DPW Town Properties Engineering Study to cover renovations, which include a training area, made at the Public Works Facility.

MOTION: To APPROVE a transfer of \$24,000 from the Town Properties Engineering Study CNR Account to the Town Properties Renovation CNR Unallocated Account to cover office and training renovations at the Public Works facility, AND to transfer \$20,000 from CNR Unallocated Account to Public Works Grounds Account to cover the installation of the band shell.

DeSousa moved/Baker seconded/DISCUSSION: None.

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

NEW BUSINESS/F. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$270.68 as identified under Tax Refund Report dated March 3, 2020.

Muska moved/Baker seconded/DISCUSSION: None.

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

MOTION: To APPROVE Tax Refunds in the amount of \$1,249.88 as identified under Tax Refund Report dated March 17, 2020.

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Muska moved/DeSousa seconded/DISCUSSION: None.

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

NEW BUSINESS/G. Sustainability Commission:

First Selectman Bowsza suggested the Board should review the resolution establishing this Commission, and then adopt the resolution; the Commission can then go back and appoint members.

MOTION: To CALL FROM THE TABLE Agenda item NEW BUSINESS 10/G - Establish the Sustainability Commission and Agenda item NEW BUSINESS 8/C(2) and 8/C(3) to appoint members to the new commission.

DeSousa moved/Baker seconded/DISCUSSION: None.

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

MOTION: To ADOPT the following resolution:
RESOLVED: To create an advisory Sustainability Commission to focus attention and effort within East Windsor on matters of sustainability, and to promote East Windsor's local initiatives and actions toward Sustainable CT Municipal Certification. The commission will report to the Board of Selectmen not less than annually. The advisory commission will consist of at least three (3) members and not more than five (5) members, one of whom shall be the First Selectman or his designee. Members shall serve for a term of eighteen (18) months. After the expiration of the eighteen (18) month term, the Board of Selectman may extend the commission and/or its membership.

Baker moved/Nordell seconded/DISCUSSION: None.

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

BOARDS AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS/C. New Appointments:

1. Tim Moore (R), Sustainable CT Commission for a term expiring September 19, 2021:

MOTION: To APPOINT Tim Moore (R), Sustainable CT Commission for a term expiring September 19, 2021.

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Nordell moved/Muska seconded/DISCUSSION: Deputy First Selectman DeSousa was unfamiliar with Mr. Moore; First Selectman Bowsza indicated he presently serves on the Planning and Zoning Commission, and the Beautification Commission.

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

3. Barbara Sherman (D), Sustainable CT Commission for a term expiring September 19, 2021:

MOTION: To APPOINT Barbara Sherman (D), Sustainable CT Commission for a term expiring September 19, 2021:

Baker moved/Nordell seconded/DISCUSSION: None.

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

NEW BUSINESS/H. Closure of Town Parks:

First Selectman Bowsza suggested he could close the Town parks by Executive Order but he was interested in input from the Board. He recalled that the other night he passed a group of teens playing pick-up basketball at the court at Reservoir Park. He initially thought that was a great idea but then considered that it was a gathering of maybe 20 people breathing heavy close to each other and sweating, so maybe it wasn't such a good idea. His concern is this Coronavirus is a virus that's spread through bodily fluids, including sweat; these people leave the court and go home to their families, which may include parents and grandparents.

Commissioner Baker concurred, noting he was initially against closing the parks but when considering we're now practicing the social distancing maybe the Board could consider limiting the amount of people gathering at one time. Commissioner Nordell agreed, although he hated to shut down the parks. He questioned that perhaps the Police could enforce a posted number for gatherings. First Selectman Bowsza suggested the Police can't enforce an occupancy limitation, but could enforce a closure. Selectman Muska cited the schools have been closed, and everyone is promoting social distancing; she didn't feel it was good to have the people going home to their families being sweaty. Deputy First Selectman DeSousa thought that the park was closed at this time of year. First Selectman Bowsza suggested it's closed because of the season but people using the basketball courts aren't trespassing. Selectman Baker was reluctant to close the parks officially as people need to get out with their kids if they're home because of the virus; he had recently noticed several kids using the skateboard park.

First Selectman Bowsza indicated he'll hold off on closing the parks at this time.

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NEW BUSINESS/I. Discussion of budget dates as discussed in Governor Lamont's Executive Order No. 7B.

First Selectman Bowsza noted the Governor's Executive Order also allowed for guidelines for the budget process and meeting guidelines. The Board reviewed the meeting schedule for the Board of Finance Budget Workshops, and the Public Hearing; discussion followed regarding the inability to meet publicly, the process for holding Zoom conference meetings, and the anticipated input from the public during the Public Hearing, and other social platforms. The consensus of the Board was to follow the lead of the Board of Finance regarding the handling of their forthcoming meetings.

SELECTMEN COMMENTS AND REPORTS/A. Jason Bowsza:

First Selectman Bowsza noted he has also posted his current Selectman's Report on the Town's Facebook page because of the information regarding the coronavirus. (Also see Attachment J)

SELECTMEN COMMENTS AND REPORTS/B. Marie DeSousa:

(See Attachment K)

SELECTMEN COMMENTS AND REPORTS/C. Charlie Nordell:

(See Attachment L)

SELECTMEN COMMENTS AND REPORTS/D. Sarah Muska:

(See Attachment M)

SELECTMEN COMMENTS AND REPORTS/E. Alan Baker:

(See Attachment N)

PUBLIC PARTICIPATION:

Tom and Ruth Ann Lansner, 27 Laurel Circle: Mr. Lansner wanted to echo comments made by the other Selectmen regarding First Selectman Bowsza's response to the current situation. He realizes First Selectman Bowsza has a lot on his plate; he's thankful for all the information that's been provided. Even though he and Mrs. Lansner aren't in their golden years they're feeling pretty comfortable despite the situation.

First Selectman Bowsza suggested East Windsor is a great community; we'll get through this together.

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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 is possible:

No Executive Session this evening.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:01 p.m.

Muska moved/Baker seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS:

- 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
- F - Connecticut Department of Emergency Services and Public Protection (DESPP) Memo of Understanding
- G - 86-1 Tax Ordinance regarding Delinquent Motor Vehicle Taxes (revision to go to Town Meeting.
- H – Town Dress Code Policy
- I - Town of East Windsor Coronavirus Response Policy
- J - Selectman's Report – First Selectman Bowsza
- K - Selectman's Report – Deputy First Selectman DeSousa
- L- Selectman's Report - Selectman Nordell
- M - Selectman's Report - Selectman Muska
- N– Selectman's Report - Selectman Baker

BOW- 3/19/2020- Attack near A

2/26/2020

RECEIVED BY

MAR 2 2020

7A

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

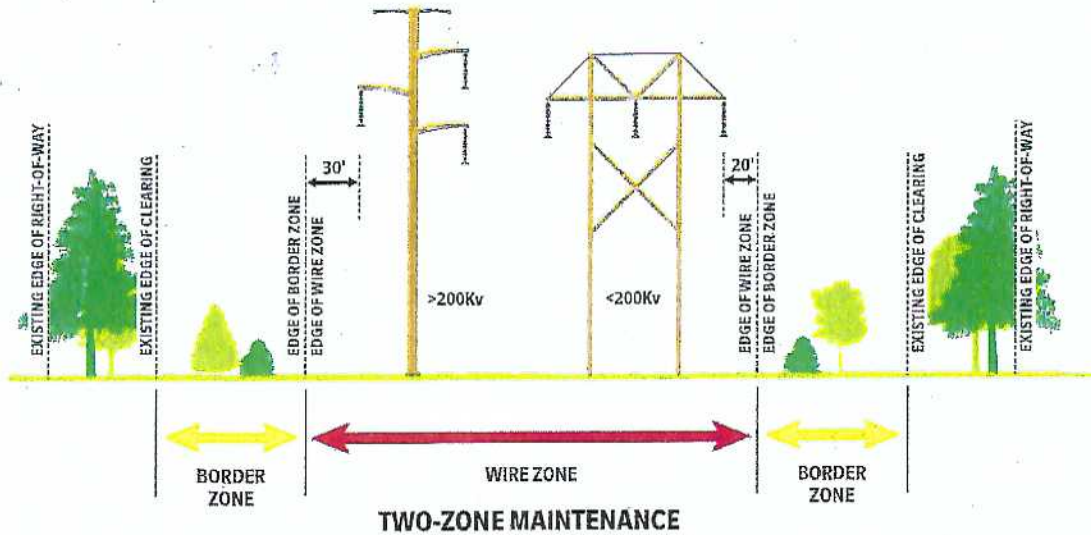
We want you to know that this work will not interrupt electric service to your community, and all people working in the area carry identification. Work hours will typically be 7 am to 7 pm, Monday through Saturday. Due to weather or other unexpected circumstances, from time to time crews may need to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

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

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'-35' 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 8'-15'
Red leaves



Korean Maple
Acer pseudosieboldianum
H 15'-25' W 8'-12'
Excellent fall color



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



Serviceberry
Amelanchier alabamica
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 10'-20' W 10'-20'
Unique needles and shape



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



Japanese Cletara
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



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



Cinnamon Smoketree
Cotinus coggygria
H 10'-15' W 10'-15'
Purple leaves, cool flowers



Witch hazel
Hicoriae 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'-30'
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 transilvanica
H 15'-20' W 12'-16'
Purple leaves, pink flowers



Persian Ironwood
Rhus typhina
H 20'-30' W 15'-30'
Hardy, early spring flowers



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



Bosnian Pine 'Irish Bell'
Pinus lucidula
H 8'-12' W 6'-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'-30'
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 litchium
H 5'-6' W 4'-6'
Amazing yellow berries



Blackhaw viburnum
Viburnum prunifolium
H 12'-18' W 6'-12'
Attracts birds and butterflies

EVERSOURCE

For more tree planting options, visit arborday.org

BN- 3/19/2020-Attachment C

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

Connecticut Water
AVON • HERITAGE VILLAGE

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 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

BN- 3/19/2020 - Attachment D



93 West Main Street
Clinton, CT 06413-1600
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 H₂O - 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 H₂O – 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, 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. You can also reach me by phone at 800-286-5700.

Thank you,

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



H₂O – 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 H₂O – 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.



H₂O CUSTOMERS PROGRAM - ELIGIBILITY AUTHORIZATION

CWC AC # _____ Customer Name _____

Customers wishing to take advantage of the Connecticut Water H₂O 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 ☐ rita.dimery@ctwater.com



H₂O - Help 2 Our Customers

We understand the realites our customers face when experiencing financial hardship. Our H₂O - Help 2 Our Customers program can help those needing financial assistance with their water bills in order to maintain uninterrupted water service

Learn more via these options:



Reach Connecticut Water
by email: customerservice@ctwater.com,
by phone: 1-800-286-5700, or
online: 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

BN- 3/19/2020. Attachment E

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 10th, 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.

BN- 3/19/2020 Attachment F

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION
AND
TOWN OF EAST WINDSOR

AGREEMENT, made this day of _____, 2020, by and between the Connecticut Department of Emergency Services and Public Protection, Division of Statewide Emergency Telecommunications (hereinafter "DESPP"), acting herein by its Commissioner, James C. Rovella, having a principal business address at 1111 Country Club Road, Middletown, Connecticut, 06457, and the Town of East Windsor, acting herein by Jason E. Bowsza, First Selectman, duly authorized, hereinafter referred to as "the Town", having a principal office at 11 Rye Street, Broad Brook, CT 06016. This Memorandum of Understanding ("MOU") is intended to set forth the parties' agreement with respect to use of the Connecticut Land Mobile Radio Network (hereinafter "the CLMRN") by the Town and use by the Town of Town-owned subscriber units for incorporation into the CLMRN.

WITNESSETH:

WHEREAS, DESPP maintains the Connecticut Land Mobile Radio Network (CLMRN);

WHEREAS, DESPP wishes to encourage the shared use of the CLMRN in the State of Connecticut;

WHEREAS, the Town wishes to share in the use of the CLMRN in order to efficiently improve public safety communications and enhance public safety;

WHEREAS, both DESPP and the Town believe that shared use of the CLMRN will improve public safety communications and enhance the interests of public safety within the Town's borders, while it provides such improved service at a greater value to taxpayers;

NOW, THEREFORE, in consideration of mutual covenants and conditions hereinafter stated, the parties agree as follows:

1. Effective Date and Term:

This MOU shall be effective when all parties have executed it and all required approvals have been granted. This MOU may be modified upon the mutual written consent of the parties. The initial term of the MOU shall be for five years; renewable for four additional five-year terms. Each successive term shall automatically renew, unless the parties give two years' written notice.

2. Authority to Enter into MOU:

DESPP is authorized to enter into this MOU by action of the Commissioner of the Department of Emergency Services and Public Protection under authority of CGS § 4-8.

The Town is authorized to enter into this MOU pursuant to its general powers provided under CGS § 7-148 et seq. and the Town of East Windsor Charter.

3. Town's Responsibilities:

- A. Prior to joining the CLMRN, the Town shall ensure that it meets all equipment and other requirements necessary to ensure compatibility with and protect against degradation of the CLMRN. Such equipment and other requirements shall include, but not be limited to, portable radios, mobile radios, dispatch consoles, building enhancements, antennas, cabling, backup power, recording devices and subscriber devices/units.
- B. The Town may only use DESPP-approved radios, with authorized and validated serial numbers, talk groups and radio ID's. A list of approved radios is available upon request. The Town is responsible for the programming of its subscriber units. Before programming any subscriber units, the Town shall provide a list of the radios, each identified by: vendor/service provider, manufacturer, model number, serial number, configuration, firmware release, flash version or operating version, and the template it proposes to use.
- C. In the event that the Town desires enhanced radio coverage that requires additional radio site(s), the Town shall fund the costs of procuring and equipping any such

additional sites. Maintenance costs for any such additional sites shall be the responsibility of the Town.

- D. The Town shall purchase all portable and mobile radios for ____ Town subscribers approved by DESPP. Subsequent subscribers may be added by mutual agreement.
- E. The Town shall provide compatible dispatch consoles, if desired.
- F. The Town shall secure all necessary licensing fees for all Town purchased and maintained equipment.
- G. The Town shall fund, maintain, repair and secure reasonable upgrades to portable and mobile radios, dispatch consoles and other necessary equipment.
- H. The Town may make further upgrades during the term of the MOU, provided that such upgrades are approved by DESPP.
- I. The Town shall provide reasonable support to DESPP in managing the Town's use of the CLMRN.
- J. The Town and DESPP shall mutually agree on an initial programming template and all subsequent changes for all consoles and subscriber units.
- K. The Town agrees to hold and treat all subscriber programming information as confidential/public safety sensitive and will not release any information to any third-party without approval of DESPP, except as provided by law.

4. DESPP's Responsibilities

- A. DESPP shall provide reasonable support to the Town for the management of the CLMRN. "Reasonable support" contemplates that DESPP will make a "best effort" as such phrase is commonly understood. This MOU does not contemplate that DESPP will provide specific state resources or service levels. Additionally, DESPP does not make any warranties, express or implied, regarding operation of the CLMRN.

- B. DESPP shall make its best effort to ensure that participation by other municipalities will not degrade performance of the CLMRN within the Town's borders.
- C. DESPP shall review requests for additional subscriber units or talk groups from the Town and consider the capacity of the overall system, the impact on system management, the desired grade of service as well as the system capacity in the geographic area of the Town when rendering a decision on the request.
- D. DESPP agrees to resolve disputes between it and the Town at the manager/supervisor level whenever practicable. Disputes that cannot be resolved at the designated manager/supervisor level shall be elevated to the level of the director of DSET or designee and the chief elected official or designee.
- E. DESPP shall be responsible for the assignment of subscriber identification numbers and assignment of talk groups. DESPP is not responsible for the programming of subscriber units not owned by DESPP.
- F. DESPP shall provide access to the CLMRN without charging a user fee or subscriber fee for the entire duration of this MOU.

5. Other Terms and Conditions:

- A. Subscriber unit coverage is not guaranteed and will vary from location to location. The Town is encouraged to conduct its own radio communications coverage test to determine the expected coverage level in its desired coverage areas.
- B. Private calling permits properly programmed radios to engage in "one-on-one" conversations. Only the initiating and target radios are able to communicate. Private calling can significantly tie up system resources. At the discretion of DESPP, certain subscriber units of the Town may be permitted to access private calling, after DESPP makes a determination of the need and potential impact to the System.
- C. System keys for programming are authorized only to the Town for the purposes as specified in this agreement. System keys are to remain in the possession of the designated Town representative(s) at all times. When not in use, system keys shall be secured. System keys are subject to audit and will be issued for one year, renewable for the duration of the agreement.

- D. The programming of unauthorized talk groups will be considered a violation of this MOU and may result in the revocation of programming privileges.
- E. The Town assumes responsibility and liability for programming of their subscribers and their proper functioning.
- F. Programming can be a complicated and time consuming process. The Town represents that those that are permitted to program radios to be used on the CLMRN have attended and successfully demonstrated competence at manufacturer-level training for the subscribers to be used on the network.
- G. The Town represents and warrants to DESPP that they have duly authorized execution and delivery of this MOU and the obligations assumed by them hereunder; that the Town shall comply with all applicable state and federal laws and municipal ordinances in satisfying their obligations under and pursuant to this MOU; that the execution, delivery and performance of this MOU shall not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following as applicable: (i) any provision of law; (ii) any order of any court or department; or (iii) any indenture, agreement, document, or other instrument to which it is a party or may be bound.

H. Executive Orders

This MOU is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. Sixteen of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace; Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, which mandates disclosure of gifts to public employees and campaign contributions to candidates for statewide public office or the General Assembly for state contracts valued at more than \$50,000, in accordance with their respective terms and conditions, all of which are incorporated into and are made a part of the MOU as if they had been fully set forth in it.

- I. This MOU, its terms and conditions and claims arising therefrom shall be governed by Connecticut law and court decisions without giving effect to Connecticut's principles of conflicts of laws.

- J. Nothing in this MOU shall be construed as a waiver or limitation of sovereign immunity by the State of Connecticut or DESPP.
- K. This MOU contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations and agreements, whether written or oral, between them respecting the subject matter herein.
- L. The parties each bind themselves, successors, assigns and legal representatives with respect to all covenants of this MOU.
- M. Any notices required or permitted under this MOU shall be deemed to be given when hand-delivered or one business day after pick up by an overnight express service to the parties below:

As to the Town of East Windsor

First Selectman or designee

First Selectman's Office

11 Rye Street

Broad Brook, CT 06016

As to the State of Connecticut:

Director of Statewide Emergency Telecommunications or designee

1111 Country Club Road

Middletown, CT 06457

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION

Date _____

By _____

James C. Rovella
Its Commissioner
Duly Authorized

TOWN OF EAST WINDSOR

Date _____

By _____

Jason E. Bowsza
Its First Selectman
Duly Authorized

OW- 3/19/2020
Attachment G

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

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

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) and the World Health Organization (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

**Town of East Windsor
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Selectman's Report**

First Selectman Bowsza

First Selectman's Report – March 19, 2020

As I think everyone would expect, the last two weeks have dealt almost exclusively with addressing the affect of Coronavirus on the community. This has resulted in a number of necessary actions.

First, it is important to note that the steps everyone has taken so far and will take in the weeks to come are for the good of our entire society. We as a people are acting all together to systematically shut down aspects of our daily lives to give the most vulnerable in our society a better chance of weathering this storm, and we are foregoing major aspects of our daily routines to help prevent our healthcare workers from being overwhelmed. These acts, taken collectively, show the very best in us all.

Before proceeding with an update, I want to point out just a few examples of the good things that are happening right now. First, I want to recognize and thank Health District Direct Patrice Sulik, Superintendent DeBarge, Chief DeMarco and Deputy Chief Hart. Their work over the last many days has been nothing short of inspiring, and our community is lucky to have them all.

Our first responders continue to do their work each day without hesitation, as they too are having to face the fears and uncertainties that this pandemic presents. In many cases, first responders across the state either are or will be working without proper Personal Protective Equipment. They are just as likely – if not more so – to become ill as anyone, and they answer the call each time. I'm thankful for them.

I want to recognize the outstanding and dedicated teachers in our community. In the last few days I've seen our teachers posting Facebook videos to continue interacting with and teaching our students, from gym classes to teachers and administrators reading children's books to elementary school students over the computer. I find that awe inspiring.

I also want to recognize those people who work at grocery stores in our community. Many of these grocery clerks are often forgotten, but in this new reality we find ourselves in, they find themselves on the front lines as well. They keep going to work, they keep trying to stock the shelves, so that the rest of us can have the peace of mind to know that we are trying to provide for our families. Those grocery store employees are being constantly exposed to the general public, and we are all relying on them.

I want to share that the Town staff working for us are an incredible, dedicated group of people. Every one of them continue to show up for work and do whatever they can to service the community, including finding new and innovative ways to try and be supportive. I'm proud to be associated with all of them.

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We've also seen folks trying to lend their own strength to the community. "Just Jeannie" Pomeroy is holding a concert from the safety of her own home, taking requests over the internet, and broadcasting it live. Many in our community are joining in with the idea of ringing bells at 8pm to let people know that they are not alone, that we're all in this thing together. And there are a million other examples of the very best in us.

All that being said, our town government remains hard at work. At this point in time, the federal government and the state government have declared states of emergency. I have declared a state of Public Emergency and Civil Preparedness Emergency. This declaration is in effect until September 9, unless rescinded by the First Selectman, pursuant to Connecticut General Statute 28-8a(a). This allows

the Town to respond quickly to circumstance that require municipal action. We are working very closely with state officials to ensure that coordination between governments is being maximized.

STATE ACTIONS

The governor has issued a series of executive orders in recent days to combat Coronavirus. Included in those orders are:

- The closure of public schools
- Waiving of the 180-day requirement
- A relaxation of regulations for pharmacists to manufacture hand sanitizer in pharmacies
- A relaxation of in-person public meeting requirements
- Increased flexibility for municipalities concerning the adoption of local budgets
- Required closure of bars and restaurants (with take-out orders still allowed), malls, movie theaters, bowling alleys, gyms, etc.
- Cancellation of meetings of 50 people or more (revised down from 100)
- Suspends fingerprinting services at police departments

The governor and the Department of Economic and Community Development are also working with the federal government to provide business assistance to Connecticut businesses impacted by Coronavirus

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First Selectman Bowsza

TOWN ACTIONS

At the local level, Town buildings have been closed to the public but nearly all government services remain available, either online or over the phone. The Town is utilizing Zoom to continue to conduct Town business, and the opportunity of the public to join those meetings is available, with call-in information noticed on the meeting agenda.

Our Emergency Management team has been mobilized, and emergency services personnel are working closely together to ensure that we all understand how to continue to provide public safety services at minimal risk to first responders. Chief DeMarco, Superintendent DeBarge and I are participating in all regionalized conference calls, including regular calls with North Central District Health Department, the Department of Emergency Management and Homeland Security Region 3, and the State Emergency Command calls. We will continue to share updates whenever we get them.

I have issued a policy that addresses a number of things:

- Safety first: employees are required to take basic precautionary health measures. Keep your workplace clean; wipe down commonly touched surfaces; use proper coughing/sneezing etiquette; and if you are sick STAY HOME;
- We are working with appropriate vendors to perform a deep clean of Town buildings. This will happen as soon as possible in all Town buildings, and it will likely happen more than once. Disinfectant wipes will be distributed to each office in Town government;
- Town-related travel outside State of Connecticut, with the exception of normal working commutes between home and work, will not be permitted effective immediately, until further notice by the First Selectman or Chief of Police;
- Any employee who has travelled outside the State of Connecticut within the last 14 days will need to fill out the form at the back of the policy document and return it to the Office of the First Selectman. Employees who have done so utilizing mass transportation may be required to quarantine from any Town location for fourteen (14) days. Employees who are required to quarantine at home and are able to work from home may do so on a case-by-case basis as determined by their supervisor. Otherwise, employees may use their accrued time;
- The Town will require employees who are sick, or who have been exposed to someone who is sick with the coronavirus, to stay home;
- Employees may tele-work on a case-by-case basis. Not all positions will be eligible, based on the nature of the work, but supervisors will be permitted to make the determination. A step by

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First Selectman Bowsza

step instruction sheet is attached above. Please note that in order to access documents on drives you currently utilize, those documents will need to be uploaded to OneDrive prior to leaving the building;

- Employees who are not quarantined, but who are not eligible to work from home, will be entitled to use their accrued time;
- Social distancing during the workday: employees are requested to avoid, whenever possible, meeting people face to face, or at least minimizing the amount of close-quarter, face-to-face interaction; avoid unnecessary travel; avoid congregating in groups, regardless of size; bring your lunch and eat at your desks.

I have also asked Town department heads to provide scenarios as to what Town services could be performed by staff remotely and assess which staff could perform those services from home if circumstances do warrant that.

Despite schools being required to close, the district is still providing meals to any East Windsor resident under the age of 18 every day. They can be picked up between 7am and 10am at the East Windsor Middle School and at the community room in Mill Pond.

The Senior Center continues to offer its Dial-a-Ride service for trips to doctors and grocery stores, and we are continuing to provide meals to seniors through the Connecticut Renewal Team. We continue to accept new enrollees in this service, particularly as people grown more concerned about what may be happening in the near future.

STATUS UPDATE

On this morning's call with the health district, Director Sulik shared the confirmation of two cases of Coronavirus in the eight towns serviced by NCDHD, at a long-term care facility in Stafford. However, the state is still experiencing delays in testing capacity, particularly when it comes to receiving results from private labs. We should assume that most or all towns have cases, whether confirmed or not.

Johnson Memorial Hospital will now be offering drive-through testing for Coronavirus. Testing will be available daily from 9am to 4pm, but anyone participating will be REQUIRED to have a doctor's note. Those without a note will be turned away.

The state will be distributing about 40,000 N-94 masks to first responders. These will offer some limited protection, but they are not as effective as N-95's. They are roughly as effective as surgical masks.

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First Selectman Bowsza

There have been reports of bars and restaurants operating contrary to the governor's order. While take out is still permissible, bar service and dine-in are not. Police will be enforcing the directive, and anyone found in violation of the governor's order will be charged with a FELONY.

Despite everything that is going on, Connecticut is not in a lockdown as of now. Gas stations, grocery stores, pharmacies, banks and other businesses still remain open. Where possible, they should be taking emergency steps to ensure the safety of their employees. With that thought in mind, I have been in touch with Windsor Federal and their president informed me that Windsor Federal is closing their lobby, but drive-up service is available, and meetings in-person are available by appointment. They continue to keep ATM's supplied and continue to provide services to customers with a focus on social distancing.

Despite all of this, I would ask two things: check in on loved ones or neighbors as often as you can with a text or a phone call; and try each day to recognize goodness around us. We are an amazing community, and in times like these our best selves shine through.

If Town government can help with anything, please reach out.

Respectfully submitted,

Jason E. Bowsza

First Selectman

**Town of East Windsor
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Deputy First Selectman DeSousa

March 19, 2020 Deputy First Selectmen's Liaisons Report

Finally, the first day of Spring is here! I look forward to Spring for it changes the appearance of our view from dull trees and dirty snow to vibrant colors of trees coming back to life, green grass and beautiful flowers blooming. With that said and the recent outbreak of the COVID- 19 VIRUS that beauty has been defined by the outreach of individuals and businesses in our Community. It has been both challenging and frightening for people for our lives have been disrupted; but the outpouring of neighborly deeds to assist in our Community makes me proud to say I live in East Windsor. I would like to thank the Town Employees for all their efforts and quick response to the rapid need of the Community. I wish nothing but good health to all!

February 24, 2020 – Elderly Commission meeting was cancelled.

February 25, 2020 – East Windsor Housing Authority meet from 7:00p.m. to 7:25p.m. Glad since I was not feeling well enough to attend. It was reported the roof has been replaced on the Community Room and the front door was also replaced. Note: Part-time maintenance position available at Park Hill closing date for applications is March 27, 2020.

March 02, 2020 – I attended the BOS Budget Workshop

March 03, 2020 – I attended the Charter Revision Commission public hearing.

March 04, 2020 – The Broad Brook Mill Site Remediation Committee meeting was cancelled.

March 05, 2020 – The Board of Finance meeting was cancelled.

March 09, 2020 –I attended the Parks and Recreation Commission meeting. It was reported that April 15, 2020 the construction for the Abbe Road Soccer Fields bathrooms will start with a goal to be ready for the end of April for season start up. The Splash Pad has gone out to bid and is on schedule to open in July. A summer concert series is in the process. Two each month from June – September on Tuesdays in conjunction with the car show.

March 16, 2020 - I attended a meeting with Department Heads and Public Safety Groups regarding the COVID- 19 Virus.

March 17, 2020 – I did my first teleconference meeting with the Secretary of State, Town Clerks and Registrars of Voters regarding the preparations for the April 28, 2020 Primaries.

March 18, 2020 – I did my second teleconference meeting with the BOF.

ATTACHMENT 

**Town of East Windsor
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Deputy First Selectman DeSousa

Today March 19, 2020 – I am hopefully doing my last teleconference meeting with this Board.
Looking forward to our public face to face meetings again.

Health be with you all,

Marie E. DeSousa, Deputy First Selectmen

**Town of East Windsor
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Selectman Nordell

On March 11th I attended the Police Commission meeting in which the main topic of discussion was Covid-19 and all the steps the Police Dept. was taking in precautions and educating themselves to prevent illness amongst themselves and the general public. Having even just one or two officers come down with the virus could deeply impact their ability to cover shifts and effectively police the town.

On March 12th I attended the East Windsor PTO meeting where they are desperately trying to fill all of their Board seats with the exception of Vice President. So if anyone would like to become President, Secretary, Treasurer, Recording Secretary or media liaison for the PTO and have children in either the Elementary or Middle School please contact Kate Carey-Trull.

Most events and gatherings have been cancelled however the school system is continuing its lunch program which can be picked up at the middle school between 7-10 AM. The school system is also continuing distance learning for all grades, have been posting on Facebook night time story time read by various school staff, along with gym and fitness programs.

I hope everyone is staying safe and sane during this trying time and If I can help anyone with information, resources or questions please feel free to reach out and if I don't know the answer I will do my best to put you in touch with someone who does.

**Town of East Windsor
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Selectman Muska

Selectmen's Report – March 19th, 2020

As I begin my report, I would like to recognize our dedicated Emergency Management team, consisting of: Police Chief Edward DeMarco, Deputy Chief Roger Hart, Warehouse Point Fire Chief James Barton, Broad Brook Fire Chief Tom Arcari, East Windsor Ambulance Chief Tom Clynch, Social Services Director Melissa Maltese, Public Works Director Lenny Norton and our First Selectman for coming together for the safety of our community over the past few weeks in dealing with the COVID-19 crisis. I appreciate our dedicated first responders who protect and serve our community to the best of their ability every day. Also, thank you to Superintendent Dr. Christine DeBarge, our devoted teachers and administrators and our Board of Education for their diligence in supplying meals and educational materials to students during this unexpected recess. I appreciate our Doctors, Nurses and healthcare workers who are doing everything they can to ensure the health of others, while putting themselves at risk. The grocery store employees, small business owners and employees who may be out of a job are all in my thoughts during this difficult time. As a community made up of such great people, we will get through this together.

Since the board hasn't met in a month, my report is quite lengthy, but hope you will read along at your leisure.

On February 26th, 2020 I attended "The 19th Amendment: A Tale of Suffrage, Sacrifice and Success," which was a very informative presentation given by Mariann Millard at the Warehouse Point Library. The event was well attended by men and women of all ages, as we were educated on the seventy two year struggle and empowering journey for women to obtain the legal right to vote and the inequality that women still face today.

That evening, I also attended the Board of Education meeting. The board welcomed their new Student Representative, Rebecca Syme to her first meeting. Dr. DeBarge gave an update that the Hartford Choice Reimbursement that I previously reported on had been resolved for this fiscal year and Hartford Public Schools will be submitting reimbursement to our district without proof of residency. Hartford Public Schools plans to reevaluate the process next year. The board unanimously voted to send a budget of \$25,564,870.00 at a 6.19% spending increase, which was presented to the Board of Finance at last night's meeting.

On Monday, March 2nd, 2020 the Board of Selectmen completed their final Budget Workshop and submitted a \$16,997,982.00 budget at a 4.5% spending increase, which was also submitted to the Board of Finance last night. Although I support many aspects of this budget, such as funding for a Communications and Technology Supervisor for the Police Department and funding for community outreach, which is desperately needed in our community, I could not support this budget in its entirety, as it provided zero funding to the Warehouse Point Fire District. Although there are other options under consideration for solving the unequal taxation on Warehouse Point residents, I felt this was this board's opportunity to make a statement and to

**Town of East Windsor
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Selectman Muska

provide equal funding for fire protection on both sides of town. I hoped the board would pursue the option of reinstating the District back into the budget and since that failed at a 2-3 vote, I could not with a good conscience, support a budget that didn't attempt to offer some relief to Warehouse Point residents. I find it fiscally irresponsible for Warehouse Point residents to be bearing the burden of paying 75% of fire services for the entire town. I am committed to exhausting all resources until this issue is resolved.

Immediately following, I attended the Warehouse Point Fire District meeting. There were forty two total calls in the month of February and fifty fire inspections completed year to date. Also, it is great to see that the new lettering is on Station One dedicating the fire house to Tony D. This is a wonderful tribute to a man who gave so much to his community.

On Tuesday, March 3rd, 2020 the Charter Revision Commission held a Public Hearing, where I spoke asking that the Commission consider removing the 2% budget cap that currently exists and also hoping that they will look into separating the CIP and Debt Service budgets from the 2% cap. As it stands now with this in place, it limits our ability to bond. Based on our current situation, the town can't even look to bonding as an option until 2026.

On Wednesday, March 4th, 2020 the Veteran's Commission met and discussed the planning and execution of the upcoming Memorial Day Parade, distribution of flags on graves at our cemeteries and new state incentives being offered to Veterans.

On Friday, March 6th I attended the East Windsor High School Girl's Basketball game where our Lady Panthers had a great win over Wheeler High School 47-35. With that win they were set to move onto the Quarter Finals of the Class S State Tournament, which is an impressive accomplishment for our school. As you all are aware, the CIAC decided to cancel the remainder of the tournament due to the COVID-19 outbreak. I'd like to congratulate the players and coaches on a tremendous season... You made East Windsor proud!

On Tuesday, March 10th, 2020 I attended the Broad Brook Fire Department Board of Directors meeting in place of Selectman Nordell, who was unable to attend. The board discussed upcoming drills,

physicals needing to be completed by their next meeting and hoping to fill two Lieutenant positions before June.

On Wednesday, March 11th I attended both the Police Commission and Board of Education meetings. Most of the discussion at both meetings was in regards to the COVID-19 virus and possible plans of action based on meetings with the North Central Health District and the Governor.

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Selectman Muska

On Tuesday, March 17th, 2020 I listened in on the Charter Revision Commission's teleconference meeting as the members began to discuss and consider changes. Areas of discussion included: staggering terms for Board of Selectmen members and changing the title of Treasurer to Finance Director.

On Wednesday, March 18th, 2020 I attended the Board of Finance meeting via Zoom Meeting. The Board of Education and Board of Selectmen budgets were presented to the Board of Finance in great detail. There will be a Public Hearing on Wednesday, March 25th, 2020 via Zoom Meeting. The Board of Finance encourages your comments and input on the Board of Education and Town FY 2020-2021 budgets. If you are unable to attend the meeting via Zoom, please consider submitting your testimony in writing to Board of Finance members.

As we go through the next few weeks dealing with the COVID-19 crisis, the fear of the unknown is apparent. Let us be united together as a community. Support the small businesses who are the backbone of our local economy, ask your elderly neighbor if you can get them anything when you are grocery shopping and be patient and kind to all who may be dealing with hardships during this time. You are not alone, we are all in this together. If anyone is in need during this time; whether it be food, toiletries, or even a smile ... please reach out to me anytime.

Submitted With Sincerity,

Sarah A. Muska

**Town of East Windsor
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Selectman Baker

Selectman's Report 3-19-2020

Thanks to Jason and the rest of the town staff and teachers on keeping the business of the town going and working diligently to keep everyone safe

P&Z - The commission voted to pull the bonds for meadow farm subdivision. The developer has disappeared and the road work is not completed. The money will be used to complete the project. The public works department is formulating a plan to get the road finished.

They started hearing an application for CT Water company site improvements. The water company is replacing the building they own that supports the wells they have just off Mahoney road.

Board of Finance – The board started their work on the budget we just sent to them. The board of Education made an in-depth presentation last night of the services and strategies that are behind the numbers in their budget. It was probably the most in depth look I've had at how a lot of the money is spent. They have now also presented their line item budget to the town. It is available on the School website as well as on the town website I think.

This budget process has now really gone online out of necessity. It will be really important for everyone to stay involved and ask any of us on the board of selectmen or the board of finance any questions you might have. Everything will be posted on various sites for everyone to look over.

In closing I'd like to say it's been really encouraging to see how so many people are rising to the daily challenges that are being presented to us with resilience and great attitudes. It reminds me of the stories I heard after the October storm a few years ago, how neighbors helped each other any way they could, and banded together to get thru a very trying time for so many. So if you need help with anything, please make sure you reach out. Someone in town is ready to lend a hand in some way, you can count on that. Stay safe, and as always you can ask me anything on this page or email me @abaker@eastwindsorct.com