

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING

March 17, 2022

7:00 p.m.

***John Daly, Jr. Meeting Room
11 Rye Street, Broad Brook, CT. 06016
In-person***

AND

Meeting also available via ZOOM Teleconference

Meeting ID: 332 683 3563

Passcode: townhall

MEETING MINUTES

********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
Charles Nordell, Selectman

ATTENDANCE: First Selectman Bowsza hosted the in-person meeting. Deputy First Selectman DeSousa, Selectman Muska, and Selectman Nordell were present in-person.

ABSENT: Selectman Baker was unable to attend this meeting.

GUESTS/SPEAKERS in-person: **Broad Brook Fire Department:** Nick Macsata, Vice Chairman, Broad Brook Fire Department Commissioner, Tom Arcari, Broad Brook Fire Department Chief; **Department of Public Works,** Len Norton, Director of Public Works/Town Engineer; Ruth Anne Lansner; Tom Lansner.

GUESTS/SPEAKERS signing in to meeting remotely – participants acknowledged as they identify themselves: Noreen, Galaxy 521 5G, **Department of Public Works:** Joe Sauerhoefer, (Deputy Director of Public Works); **Town Attorney:** Joshua Hawks-Ladds; Rheinhold von Hollander; Peg (Margaret) Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

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First Selectman Bowsza called the Regular Meeting of the East Windsor Board of Selectmen dated March 17, 2022 to Order at 7:01 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, Connecticut.

2. PLEDGE OF ALLEGIANCE:

First Selectman Bowsza requested Selectman Nordell lead the Pledge of Allegiance.

3. ATTENDANCE:

First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Muska and Selectman Nordell were present in-person. Selectman Baker was unable to attend the meeting either in-person or remotely.

First Selectman Bowsza requested the following Agenda revisions: Move NEW BUSINESS, Item D – Discuss and Vote on the FY 22-23 Town of East Windsor-Broad Brook Fire Department Budget Request next on the Agenda, and to Add under NEW BUSINESS - Item 9J – Discussion with Len Norton regarding revisions to the Broad Brook Pond Reconstruction Project, and add under NEW BUSINESS – Item 9I – Diversity Council EMG Proposal.

MOTION: Move NEW BUSINESS, Item D – Discuss and Vote on the FY 22-23 Town of East Windsor-Broad Brook Fire Department Budget Request next on the Agenda, AND to Add under NEW BUSINESS - Item 9J – Discussion with Len Norton regarding revisions to the Broad Brook Pond Reconstruction Project, AND add under NEW BUSINESS – Item 9I – Diversity Council EMG Proposal.

Nordell moved/Muska seconded/DISCUSSION: None.

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

First Selectman Bowsza indicated he would like to take discussion on Agenda Item 9D, followed by Agenda Addition Item 9J.

9. NEW BUSINESS:

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D. Discuss and Vote on the FY 22-23 Town of East Windsor-Broad Brook Fire Department Budget Request:

Joining the Board in person were Nick Macsata, Vice Chairman of the Broad Brook Fire Department Commissioners, and Broad Brook Fire Department Chief Tom Arcari.

First Selectman Bowsza noted the subject Budget Presentation is a flat increase over last year; he asked Chief Arcari to open discussion.

Before beginning their presentation BBFD Commissioner Macsata questioned if Item C under **UNFINISHED BUSINESS – Broad Brook Fire Memo of Understanding** would be discussed this evening. First Selectman Bowsza noted it's a "starred" item, which indicates no action this evening.

BBFD Commissioner Macsata reiterated First Selectman Bowsza's comment that this is a flat budget. He indicated this is the first year the Department has had this Budget, and the taxation, we're excited about the services we've provided, and what we've been able to do with the Budget. He indicated the Commission felt there was no need for an increase, and that the Budget is in line with expected vehicle maintenance, personnel requirements, and capital improvements. BBFD Commissioner Macsata turned the presentation over to Chief Arcari.

Chief Arcari reported the Department has just moved some items around line by line **(See Attachment A)**.

BBFD Commissioner Macsata noted the document submitted reflects "FY 2021 – 2022", and "FY 2022 – 2023 Proposed" at the top. He noted it's a flat budget, the Commissioners did a line by line review of the proposal with Chief Arcari and are very pleased with his work. As additional information for the Board, BBFD Commissioner Macsata noted the Commissioners had discussed increasing fees for the Fire Marshal, the consensus is it's already in the budget, he indicated we're not looking to cause any additional increases to taxpayers. The only thing the Commissioners might like to look at this year is fees for repeat offenders, or things that are out of the norm.

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Deputy First Selectman DeSousa questioned what service is provided by Cox Cable? Chief Arcari indicated Cox is the service for the trucks, BBFD Commissioner Macsata noted each of the trucks have an ipad.

First Selectman Bowsza raised the following questions:

- *what is in the supply line?* Chief Arcari reported that includes food for storms, things like that. If the guys are on duty during Winter storms we buy groceries for them.
- *how are you feeling about your fuel line?* Chief Arcari indicated he'll have to deal with it if increases occur. We'll have to reduce another line.
- *the truck maintenance line is for all the existing trucks?* Chief Arcari concurred, noting it includes all the current vehicles for breakdowns, pump certifications, and general maintenance.

Deputy First Selectman DeSousa questioned the number of paid firefighters, First Selectman Bowsza questioned the days covered? Chief Arcari noted the Department has 4 part-time firefighters during the day Monday through Friday with shifts ranging from 7:00 a.m. to 4:00 p.m. and 8:00 a.m. to 5:00 p.m., and 2 part-time firefighters 7 days a week.

Selectman Nordell questioned the reduction in the Fire Marshal line? Chief Arcari indicated the salary went down, we had put in a lump sum for last year and this is the way the hours have worked out. Chief Arcari noted this is the Department's first year paying the Fire Marshal.

Deputy First Selectman DeSousa noted you kept the \$200,000 in the budget for the truck, she questioned that it will come in a year from now? Chief Arcari replied affirmatively, noting delivery on the truck is 480 days out. Deputy First Selectman DeSousa questioned that the Department would have one more CIP payment? It's not enough to purchase the truck. Chief Arcari indicated it's \$1.1 million for the truck. The Department will be putting down \$449,000 as a down payment, and will finance the rest. BBFD Commissioner Macsata suggested the idea with the CIP funding is to sustain that amount continuously so we have a replacement cycle for the engines as they come up on a 5-year cycle. Deputy First Selectman DeSousa questioned if the new truck will fit in the fire station? Chief Arcari and BBFD Commissioner Macsata replied affirmatively.

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Selectman Muska thanked Chief Arcari and BBFD Commissioner Macsata for keeping the budget flat. She also wanted to echo what everyone else said, it's great that you have a plan going forward, and saving the \$200,000 on the current cycle and planning ahead is really smart. Thank you.

Selectman Nordell questioned if any costs were shared with Warehouse Point regarding the Fire Marshal? BBFD Commissioner Macsata noted the Commission just had this discussion regarding sharing the cost of an iPad between the District and the Broad Brook Fire Department, it made sense to say yes. It's within the budget, it will work well, it's within O & M costs. BBFD Commissioner Macsata suggested the relationship we have with them is good, if they're willing to share information with us then we can work on sharing costs. The Broad Brook Fire Department hasn't said no to any requests, we feel we can work together towards a common goal. Selectman Nordell suggested with the exception of salary, which is separate, none of his costs are astronomical but why repeat things if it's not necessary. Chief Arcari noted the Fire Marshal has just taken a couple of classes and the Broad Brook Fire Department shared those costs. BBFD Commissioner Macsata suggested that conversation probably opens up a whole can of worms into the construct of the District and the Commission District. The legacy of what we have in the Town, we're making the best of the situation so everyone enjoys full, competent fire services. First Selectman Bowsza thanked Chief Arcari and BBFD Commissioner Macsata for working with the Town, he realized it's not always been easy but the Broad Brook Fire Department has always been easy to work with.

Hearing no further requests for questions, First Selectman Bowsza requested a motion of approval for the Town of East Windsor Broad Brook Fire Department Budget request of \$957,327.

MOTION: To APPROVE the Budget Request from the Town of East Windsor-Broad Brook Fire Department Budget in the amount of \$957,327.

Muska moved/DeSousa seconded/DISCUSSION: Selectman Nordell questioned if the Department figured out the mill rate for the taxpayers? First Selectman Bowsza suggested the Board of Finance will set the mill rate, which is based on the Grand List construction, but it would be

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effectively flat. First Selectman Bowsza suggested the Grand List growth in Broad Brook was almost nothing.

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

J. Discussion with Len Norton regarding revisions to the Broad Brook Pond Reconstruction Project:

Len Norton, Director of Public Works/Town Engineer, joined the Board in person. Director Norton provided the Board with photos taken this afternoon of the status of the project. (See Attachment B). Director Norton referenced the second photo, looking west, he reported they are having a problem with the cap. He noted since yesterday the entire chain link fence has been torn down, all of the guiderails have been ripped up, we have the Jersey barriers blocking off our work zone; he noted they are trying to detour people through the narrowed 10 foot lanes. Director Norton noted the fence came out easily because it was only stuck into the holes in the stone. Referencing the 3rd photo Director Norton indicated the entire row of cap has been removed, you can see concrete blocks in the water. Director Norton reported the contractor is putting a row of concrete blocks into the pond a short distance from the wall, and every 18 feet they'll install another block on top of that row of blocks, and then they'll build a staging for the workers to work on. Tomorrow they'll start drilling dowels into the existing walls, form up the concrete, and excavate the existing sidewalk and the area of blacktop where the guiderails were.

Director Norton indicated they will be pouring the concrete on Monday, they hope to complete the project in 3 weeks. Director Norton indicated that he has permission from DEEP to lower the pond, they'll start to do that tomorrow very slowly. Director Norton also noted there's a section of sidewalk at Main Street which is bituminous, the intention is to make an application to DOT for an Encroachment Permit to be able to install a handicapped crossing. Once the concrete is poured we'll be drilling in new fence posts, putting in a new black vinyl-coated fence like what we did when we did the dam, we'll run that the length of the pond on top of the wall, and then install a new "Merrit Parkway" guiderail which is a steel reinforced wood guiderail so it will look nice in the center of Town.

Director Norton noted the initial estimate was \$500,000, although he may be able to save \$100,000 with this modified design.

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Deputy First Selectman DeSousa questioned that it would be concrete? Director Norton referenced a drawing included with the contractor's estimate to explain the work being proposed. (See drawing associated with contractor's estimate, Attachment C).

First Selectman Bowsza thanked Director Norton for his incredible response, he noted the problem was brought to his attention Monday morning and Director Norton had a solution available on Monday. This was a job very well done.

First Selectman Bowsza reported that last night the Board of Finance approved an Added Appropriation to fund this, the Board of Selectmen need to do the same and forward it to Town Meeting. He noted the dollar amount is \$497,087.50.

MOTION: To APPROVE an Additional Appropriation of one-half million dollars for repair of the Broad Brook Pond retaining wall, and to forward to Town Meeting.

DeSousa moved/Muska seconded/DISCUSSION: None.

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

Discussion continued regarding the contractor's response to the work occurring and proposed. Director Norton noted it's a family company who have been in business since 1959 – they have not had one claim in that time.

First Selectman Bowsza indicated the Board would return to the Call of the Agenda, and take up Special Budget Workshop Minutes of March 3, 2022.

4. APPROVAL OF MEETING MINUTES:

A. March 3, 2022 Special/Budget Workshop Meeting Minutes:

First Selectman Bowsza called for corrections or revisions. Hearing no response he called for a motion of approval.

MOTION: To ACCEPT the March 3, 2022 Special/Budget Workshop Meeting Minutes as presented.

DeSousa moved/Muska seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Muska/Nordell

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(No one opposed/No abstentions)

B. March 3, 2022 Regular Meeting Minutes:

First Selectman Bowsza called for corrections or revisions. No one requested any revisions. First Selectman Bowsza then called for a motion of approval.

MOTION: To ACCEPT the March 3, 2022 Regular Meeting Minutes as presented.

Muska moved/DeSousa seconded/DISCUSSION: None.

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

5. PUBLIC PARTICIPATION:

First Selectman Bowsza noted the first opportunity for the public to offer comments, or raise questions.

Tom Lansner, 27 Laurel Circle: Mr. Lansner suggested now that we've paid down some debt, which gives us the ability to borrow up to \$10 million, what's the process for looking at some of the more expensive projects for consideration?

First Selectman Bowsza reported he is preparing a presentation on capital projects to bring before the Board of Selectmen, and ultimately the Board of Finance, to discuss potential funding for those projects. First Selectman Bowsza suggested he hopes to have the presentation available for one of the Board's April Meetings.

First Selectman Bowsza called for additional comments from the in-person audience; no one requested to speak.

First Selectman Bowsza then queried the remote participants for comments or questions; no one requested to be acknowledged.

6. COMMUNICATIONS:

A. Eversource Planned Trimming and Reliability Scorecard:

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First Selectman Bowsza noted communication from Eversource regarding locations for tree trimming in East Windsor for this calendar year. (See Attachment D)

B. Board of Education FY 22-23 Budget Proposed:

First Selectman Bowsza noted he had requested a copy of the Board of Education Budget, Dr. Tudryn provided an overview by Cost Center. (See Attachment E).

C. FY 22-23 Budget Message:

First Selectman Bowsza shared a copy of his Budget Message submitted last week. He noted the document addresses the points required to be mentioned by the Charter, and includes changes made at the Selectmen's level.

First Selectman Bowsza noted there are a couple of items in this document which are already outdated, including the percentage of change in the Grand List. He noted the Board of Assessment Appeals has begun meeting with property owners regarding their revaluation and the percentage of change for East Windsor's Grand List has now gone up from 4.08%, and is now 4.2%.

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignations: None.

B. Reappointments:

First Selectman Bowsza noted the reappointment of Albert Grant to the Conservation Commission.

1. **Albert Grant (U), Conservation Commission, regular member for a term expiring April 1, 2026:**

MOTION: To ACCEPT Albert Grant (U), to the Conservation Commission as a regular member for a term expiring April 1, 2026.

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DeSousa moved/Muska seconded/**DISCUSSION:** None.
VOTE: In Favor: DeSousa/Muska/Nordell
(No one opposed/No abstentions)

C. **New Appointments:** None.

8. **UNFINISHED BUSINESS:**

*A. **South Road Ownership Option Update:**

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

*B. **Polling location Change:**

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

*C. **Broad Brook Fire Memorandum of Understanding:**

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

9. **NEW BUSINESS:**

A. **Discussion of Eminent Domain to Include Town Attorney Josh Hawks-Ladds, Esq.:**

First Selectman Bowsza indicated this Board has been researching the process to be undertaken to execute Eminent Domain related to the MMCT Casino site. He noted he has a legal opinion from the Town Attorney which is attorney/client privileged. First Selectman Bowsza noted this Item of Business will be taken up in **EXECUTIVE SESSION.**

B. **Discussion of Pension Negotiation Panel for Supervisors and Public Works Employees:**

First Selectman Bowsza noted several union negotiations, including Pension negotiations for the Public Works Employees and the Supervisor's unions will commence shortly. First Selectman Bowsza

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noted that while he can fill the position himself he would like to name one of the Selectmen as a member of the panel.

Discussion followed; First Selectman Bowsza noted Selectman Baker is already a member of the Pension Board. Deputy First Selectman DeSousa expressed an interest in filling the position for the pension negotiations; First Selectman Bowsza called for a motion.

MOTION: To APPOINT the following people for the Pension negotiation panel for the Supervisors and Public Works Employees: First Selectman Jason Bowsza, Pension Board Chairman Alan Baker, Deputy First Selectman Marie DeSousa, Board of Finance Member William Syme, Finance Director Amy O'Toole, and Town Attorney Joshua Hawks-Ladds.

Nordell moved/Muska seconded/**DISCUSSION:** None.
VOTE: In Favor: DeSousa/Muska/Nordell
(No one opposed/No abstentions)

C. Discussion of Labor Negotiation Panel for Police Union Negotiations:

First Selectman Bowsza noted this is a similar situation. Discussion followed, it was noted that Selectman Baker, although he isn't present this evening, had expressed an interest in serving on this panel.

MOTION: To APPOINT Selectman Alan Baker to the Labor negotiation panel for the Police Union; other members of the labor negation panel include First Selectman Jason Bowsza, Board of Finance Chairman Jerilyn Corso, Town Attorney Joshua Hawks-Ladds, and one member of the Police Commission to be determined.

Muska moved/DeSousa seconded/**DISCUSSION:** None
VOTE: In Favor: DeSousa/Muska/Nordell
(No one opposed/No abstentions)

D. Discuss and Vote on the FY 22-23 Town of East Windsor-Broad Brook Fire Department Budget Request:

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See earlier discussion.

E. Discussion of Board of Finance Budget Presentation:

First Selectman Bowsza reported that next Wednesday, March 23rd, he'll make the Town's Budget presentation to the Board of Finance. First Selectman Bowsza opened discussion to the Board regarding changes they would like to see included in the Budget presentation.

Selectman Muska suggested including comments regarding how the Board determined the recording secretarial compensation. First Selectman Bowsza noted there have been some changes in mill rates to include as well. Deputy First Selectman DeSousa asked if First Selectman Bowsza would present the Broad Brook Fire Department Budget, as she anticipated questions. First Selectman Bowsza felt the Broad Brook Fire Department Commissioners would present the Broad Brook Fire Department Budget.

F. Discussion of Draft ARPA Community Survey:

First Selectman Bowsza recalled that at the last meeting the Board had discussed how to disburse the remaining ARPA funds, and the Board had discussed providing a community survey. First Selectman Bowsza noted he's had discussions with Staff to consider the long-term projects that the Town needs on a Staff level. He noted Deputy First Selectman DeSousa joined them as they ultimately gathered projects into clusters of community interest, such as hard infrastructure investments, quality of life projects, tourism, hazard pay, and environmental quality projects. Participants will be asked to rank on a scale how important projects are to them. When the results are tallied the Board can consider pursuing projects based on their ranking.

First Selectman Bowsza noted Deputy First Selectman DeSousa has already given him a note about the ranking system. Rather than a numeric response First Selectman Bowsza suggested a choice of options will be offered. First Selectman Bowsza indicated the intent is to limit the survey to one e-mail address, and send one hard copy to each household. First Selectman Bowsza suggested he's including age as participant information to be able to weigh the responses based on East Windsor's age demographics vs. general demographics.

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First Selectman Bowsza suggested he'd like to send the survey out by the end of March, with a return required within 30 days, or the end of April. Selectman Nordell questioned how the mailed copies would be returned? First Selectman Bowsza suggested he would request they be returned to his office. Selectman Nordell suggested using the dropbox at the front of the Town Hall as well.

G. Discussion of Wyndbrook Homes Developers Agreement:

First Selectman Bowsza introduced Item G, Discussion of Wyndbrook Homes Developers Agreement. Selectman Muska asked if Attorney Hawks-Ladds would be able to provide an explanation of the redline suggestions provided to the Board? Attorney Hawks-Ladds, who was signed in remotely, agreed to provide that information for the next meeting. First Selectman Bowsza called for a motion to postpone discussion this evening.

MOTION: To POSTPONE discussion of the Wyndbrook Homes Developer's Agreement until the Board receives clarification from Attorney Hawks-Ladds.

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

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

H. Tax Refunds:

MOTION: To APPROVE the Tax Refunds in the amount of \$430.57.

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

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

I. Diversity Council Greater Together Grant:

First Selectman Bowsza reported the Diversity Council has received a grant from the Greater Together group that was the beneficiary of the funding from the Hartford Foundation. The grant is to present diversity and inclusion workshops to have community conversations associated

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with diversity. They have selected a vendor; the Diversity Council would need the Board's approval of the project and the First Selectman would need authorization to sign the contract on their behalf.

MOTION: To AUTHORIZE the First Selectman to sign the contract on behalf of the Diversity Council and EMG.

DeSousa moved/Muska seconded/**DISCUSSION:** Selectman Nordell questioned if they've set a date for this workshop? First Selectman Bowsza didn't believe so.

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

J. Discussion with Len Norton regarding revisions to work on the fence and sidewalk at Broad Brook Pond.

See discussion earlier in the meeting.

First Selectman Bowsza noted the next item on the Agenda is the Selectmen's Reports. He suggested the Board hear **PUBLIC PARTICIPATION** next, then go into **EXECUTIVE SESSION**, and then return to the Selectmen's Reports. The Board concurred, no motion.

11. PUBLIC PARTICIPATION:

First Selectman Bowsza queried the in-person audience for comments.

Ruth Anne Lansner, 27 Laurel Circle: Mrs. Lansner wanted to thank the Board for everything they do. She would highly recommend to anyone in Town that they attend the meetings or participate via ZOOM, if people don't participate they're missing a lot. For the short time she's lived in East Windsor she knows more than she did about any town she's lived in. The meetings are transparent and eye-opening, and you don't have to go to Facebook for the answers.

First Selectman Bowsza thanked Mrs. Lansner for her comments.

First Selectman Bowsza then asked if any of the remote participants would like to comment; no one requested to be acknowledged.

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12. **EXECUTIVE SESSION** – Pursuant to C.G.S. 1-200 (6)(b), negotiations, (6)(e) discussion of any matter which would result in the disclosure of public records, or the information contained therein described in subsection (b) of section 1/210.
Action possible:

MOTION: To GO INTO **EXECUTIVE SESSION** at 8:02 p.m. Attending will be First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Muska, Selectman Nordell, and Attorney Joshua Hawks-Ladds.

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

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

LET THE RECORD SHOW the Recording Secretary signed out remotely at 8:02 p.m.

First Selectman Bowsza reported the Board has returned from **EXECUTIVE SESSION** at 9:07 p.m.

First Selectman Bowsza noted the Board has Selectmen's Reports to review, he requested that the Selectmen submit their reports electronically to the Recording Secretary. **(10. SELECTMEN COMMENTS AND REPORTS - See Attachments noted below).**

First Selectman Bowsza reported there was no further business to come before the Board, he called for a motion to adjourn.

13. **ADJOURNMENT:**

MOTION: To ADJOURN this Meeting at 9:07 p.m.

Nordell moved/Muska seconded/**VOTE:** In Favor: Unanimous

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS:

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- A – Broad Brook Fire Department Budget
- B – Photos of the Broad Brook Pond Reconstruction Project
- C – Contractor’s Estimate/Drawing associated with the Broad Brook Pond Reconstruction Project
- D - Eversource Tree Trimming Location Schedule
- E - Board of Education Overview by Cost Center/Board of Education FY 2022 – 2023 Budget Proposal
- F – First Selectman Bowsza’s Report
- G - Deputy First Selectman DeSousa’s Report
- H - Selectman Muska’s Report
- I - Selectman Nordell’s Report

SOS 3/17/2022 Attachment A

PUBLIC SAFETY

BROAD BROOK FIRE DEPARTMENT- 28200000

ACTIVITIES, FUNCTIONS AND RESPONSIBILITIES

To protect life and property for the residents of the Town of East Windsor.

Maintained part-time firefighter program of (4) Pt Firefighters M-F and (2) Pt Firefighters Mon.- Sun.

GOALS AND PRIORITIES

To continue to serve the Town of East Windsor and its residents in time of emergency.

BUDGET REQUEST:

PERSONNEL	FY 21-22 ADOPTED	FY 22-23 REQUEST	\$ CHANGE	
516200 PART TIME SALARY	\$ 292,496	\$ 292,496	\$ -	
518005 27th PAYROLL	\$ 11,096	\$ 11,780	\$ 684	
516203 FM STIPEND	\$ 25,000	\$ 20,000	\$ (5,000)	
516205 FIRE INCENTIVES	\$ 125,000	\$ 125,000	\$ -	
			\$ -	
SUBTOTAL	\$ 453,592	\$ 449,276	\$ (4,316)	-1%

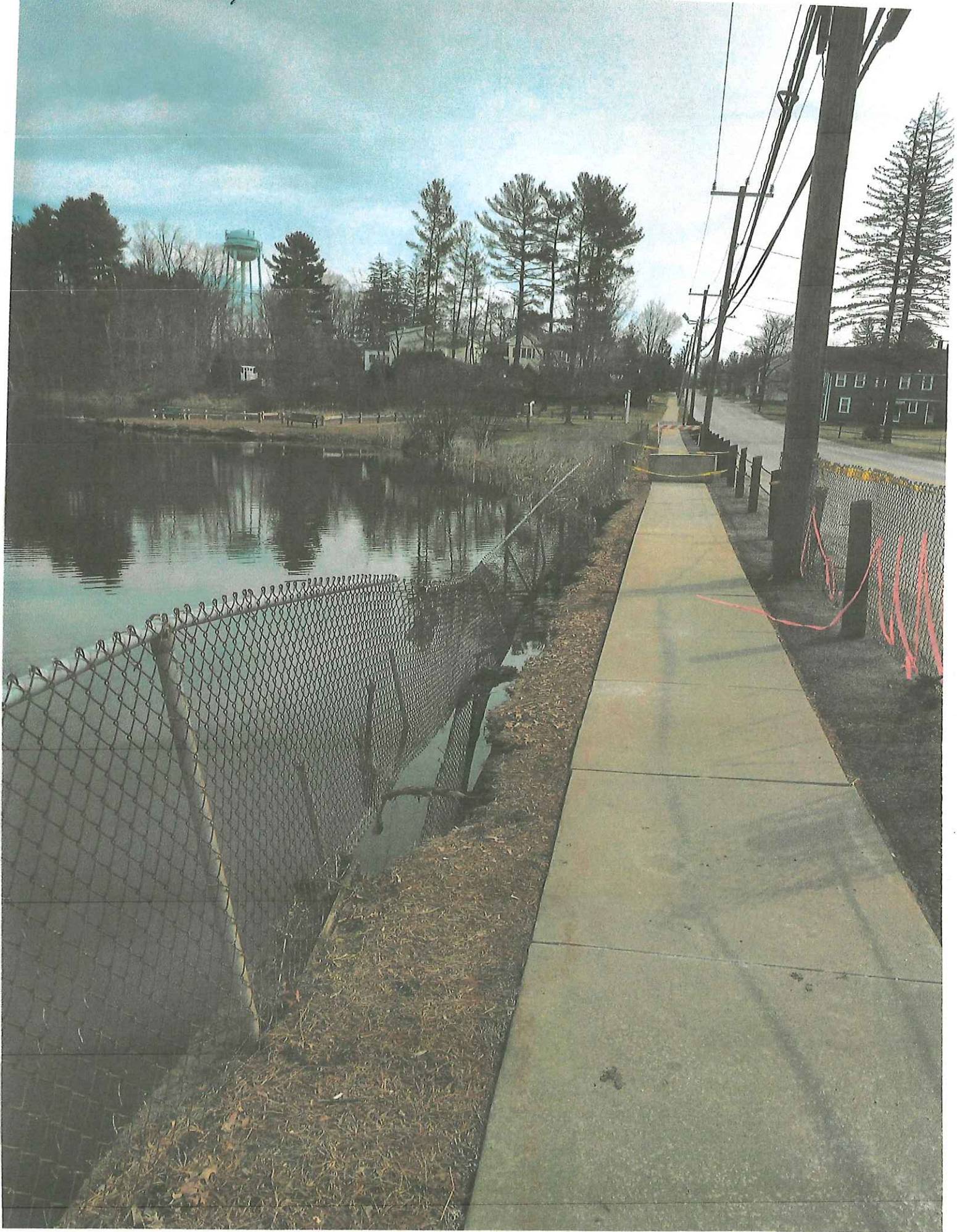
DEPT. EXPENSE	FY 22 REQUEST	FY 22 REQUEST	\$ CHANGE	
522000 FICA - ER Share	\$ 32,405.00	\$ 34,371.00	\$ 1,966.00	
523005 FIRE ANNUITIES	\$ 20,000	\$ 21,000	\$ 1,000	
527000 WORKER'S COMP	\$ 12,000	\$ 12,330	\$ 330	
530100 PROFESSIONAL SERVICES	\$ 3,800	\$ 3,800	\$ -	
531002 PHYSICALS	\$ 15,000	\$ 15,000	\$ -	
541000 PHONE	\$ 8,200	\$ 8,200	\$ -	
541002 FM PHONE	\$ 750	\$ 750	\$ -	
543000 VEHICLE MAINTENANCE	\$ 45,000	\$ 45,000	\$ -	
543010 BUILDING MAINTENANCE				
550103 TOLLAND DISPATCH	\$ 23,000	\$ 23,000	\$ -	
552000 LAP INSURANCE	\$ 25,000	\$ 26,200	\$ 1,200	
558000 TRAVEL	\$ 650	\$ -	\$ (650)	
560100 SUPPLIES	\$ 86,000	\$ 84,800	\$ (1,200)	
560104 FM SUPPLIES	\$ 4,100	\$ 4,000	\$ (100)	
562600 GAS & DIESEL	\$ 6,000	\$ 8,000	\$ 2,000	
581000 DUES & FEES	\$ 21,830	\$ 21,600	\$ (230)	
590100 CIP ALLOCATION	\$ 200,000	\$ 200,000	\$ -	
SUBTOTAL	\$ 503,735	\$ 508,051	\$ 4,316	1%
DEPARTMENT TOTAL:	\$ 957,327	\$ 957,327	\$ -	0%

OPERATING BUDGET DETAIL:

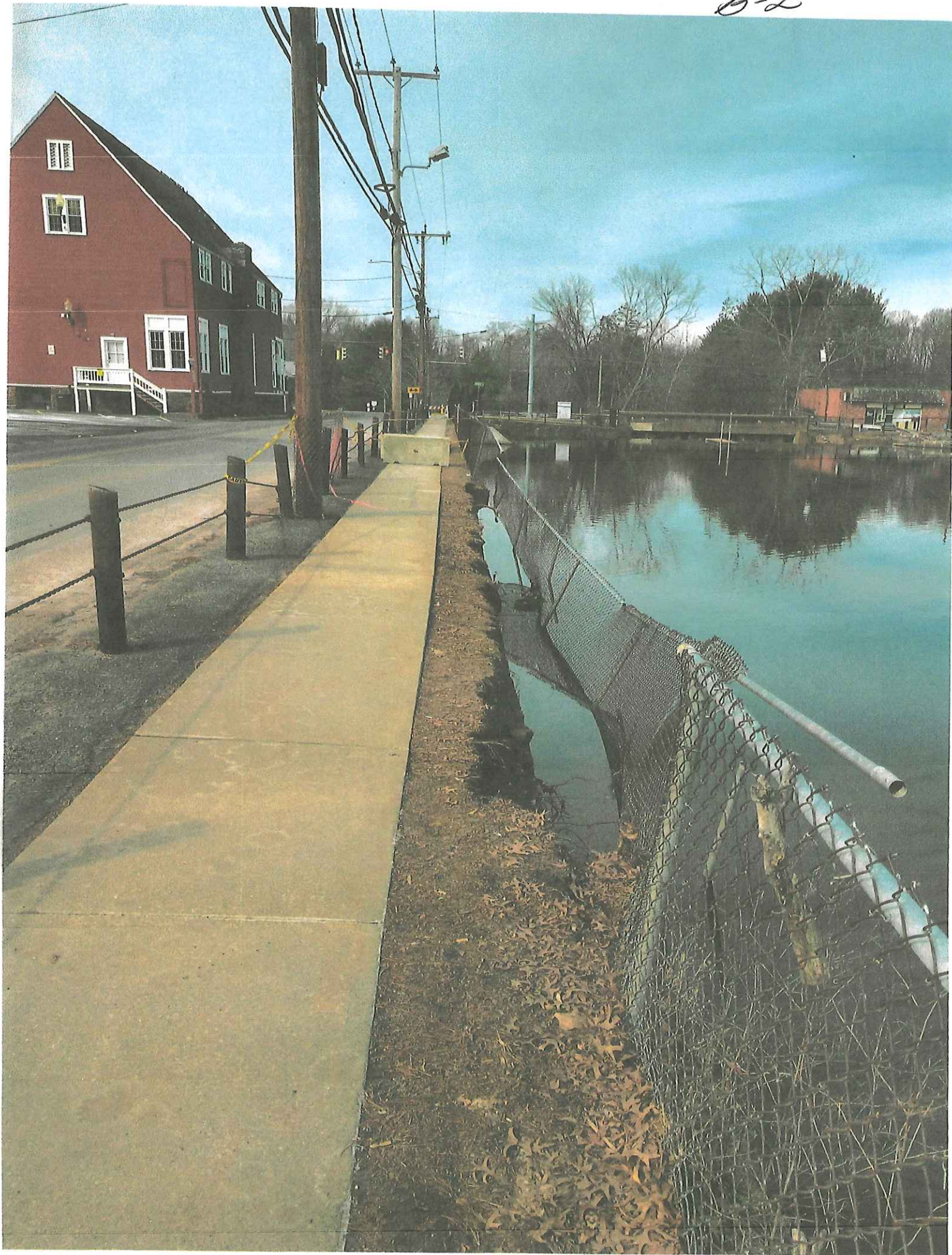
Continued CIP funds for new truck, lowered FM Salary due to current tracking of work and weekly hou

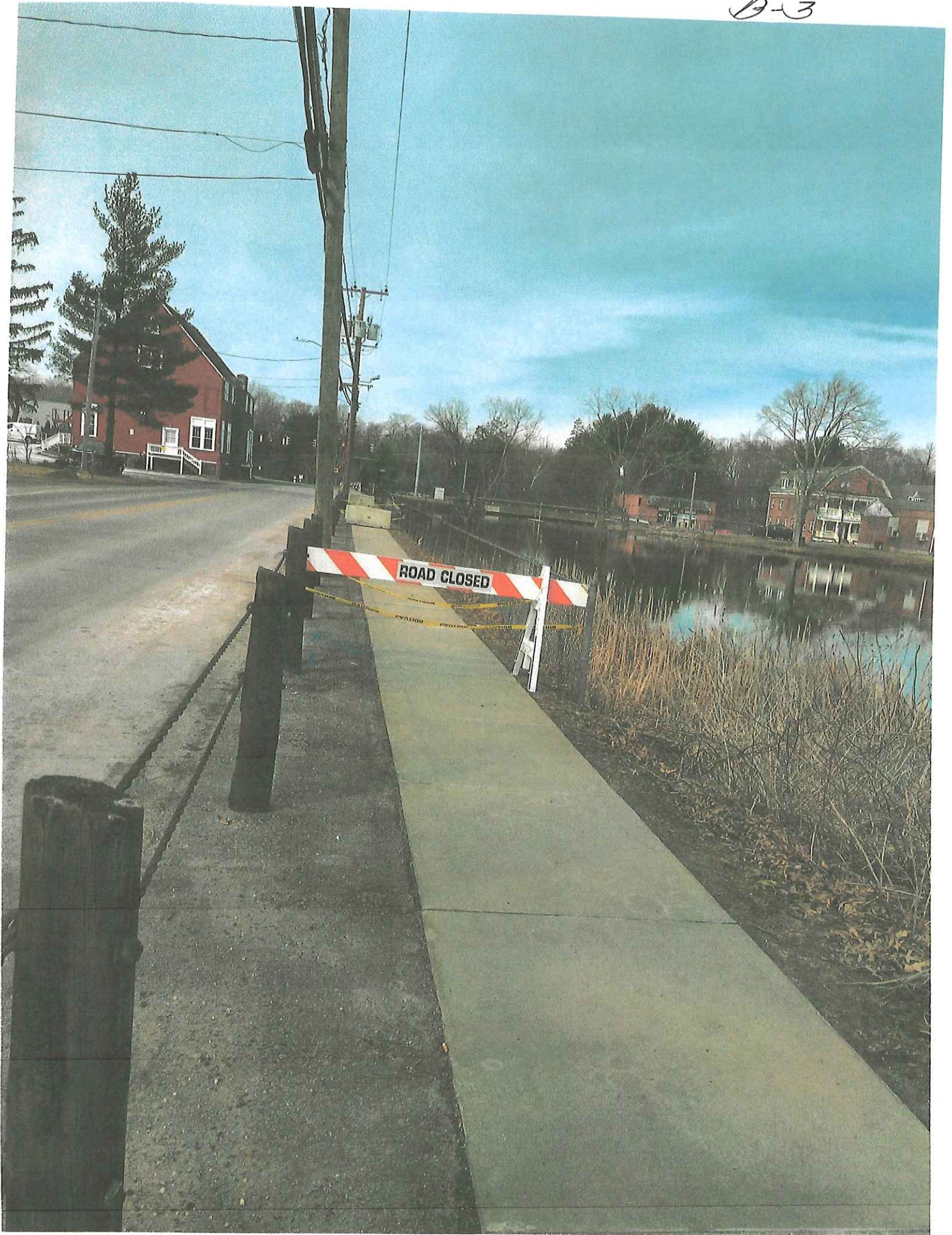
Uncontrolled increases in FICA, Workers comp., annuities and LAP insurance & Fuel Increase.

305 3/17/2022 Attachment B-1

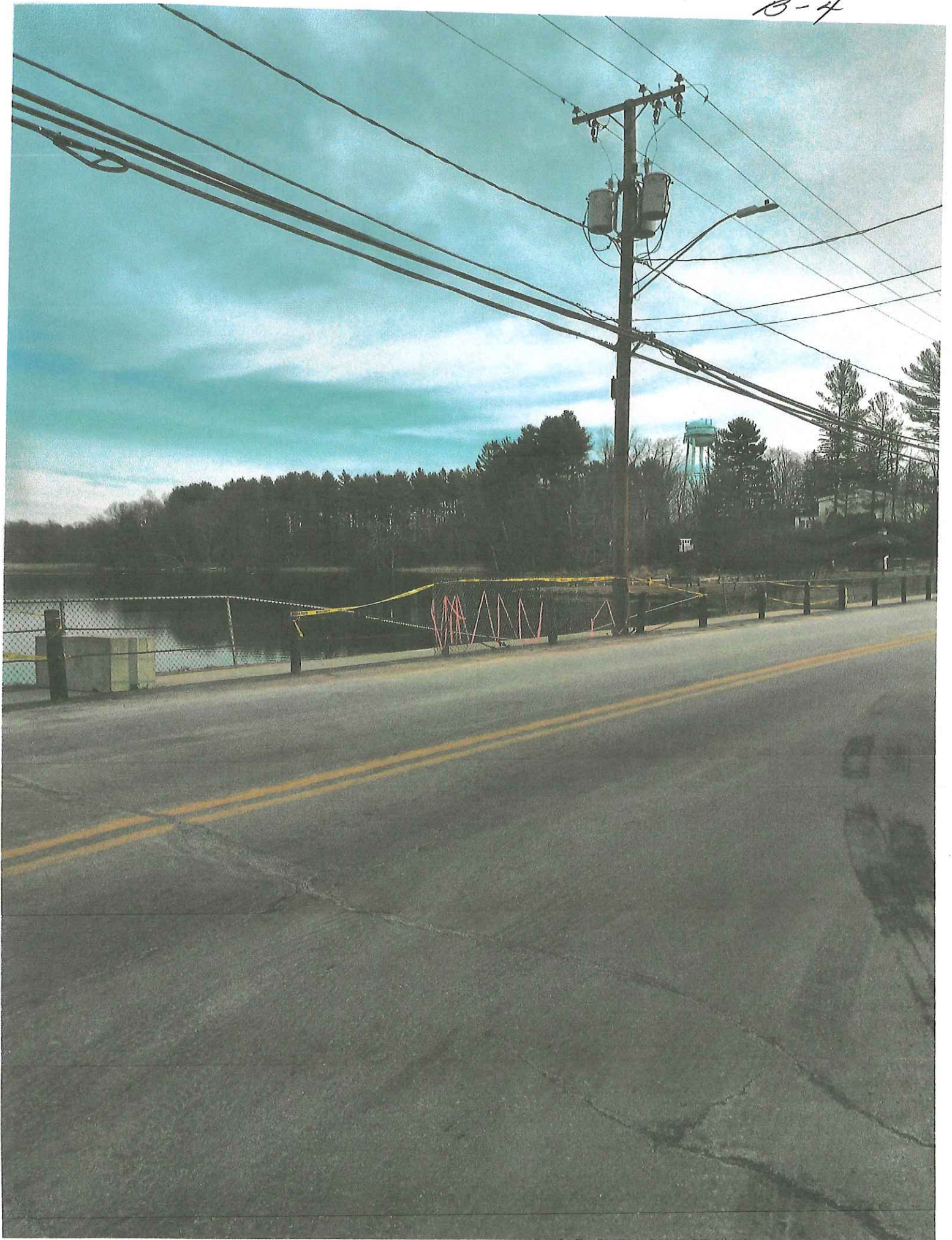


B-2





B-4



BWS 3/1/2022 Attachment C

**DAYTON
CONSTRUCTION
COMPANY,
INCORPORATED**



General Contractor

Telephone (860) 274-2998

Facsimile (860) 274-6274

15 March 2022

Mr. Leonard Norton
Director of Public Works/Town Engineer/Tree Warden
6 Woolam Road
East Windsor, Connecticut 06088

Dear Mr. Norton:

Thank you for the opportunity to meet with the Town of East Windsor (Town) yesterday to perform a site walkthrough and discuss the proposed scope of work for the wall rehabilitation along Depot Street in East Windsor. Dayton Construction Company, Inc. (D.C.C.I.) has attached a proposed detail of the moment slab, wall and sidewalk as part of this proposal. The anticipated items, approximate quantities and estimated costs are shown in the table below. D.C.C.I. believes it is in the best interest of all parties for the work to be tracked and paid on a cost-plus basis. D.C.C.I. believes an estimated budget of \$500,000.00 will be sufficient to perform the work. As done for previous projects with the Town, D.C.C.I. will agree daily with the Town on Labor, Equipment and Materials to be submitted for payment upon completion of the project.

<u>Item</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Est. Cost</u>
Earth Excavation	350	C.Y.	\$30.00	\$10,500.00
Removal of Existing Masonry and Sidewalk	1	L.S.	\$25,000.00	\$25,000.00
Concrete for Moment Slab and Wall	130	C.Y.	\$775.00	\$100,750.00
Rebar	17500	LBS.	\$2.00	\$35,000.00
Concrete Sidewalk	3300	S.F.	\$20.00	\$66,000.00
Process for Backfill	500	C.Y.	\$60.00	\$30,000.00
Pavement for Rail	1500	S.F.	\$5.00	\$7,500.00
Commercial Driveway	50	S.Y.	\$125.00	\$6,250.00
6' Chain Link Fence (Black PVC)*	285	L.F.	\$50.00	\$14,250.00
Steel-Backed Merritt Parkway Timber Guiderail (Steel Posts)*	470	L.F.	\$150.00	\$70,500.00
Temporary Precast Concrete Barrier Curb	300	L.F.	\$50.00	\$15,000.00
Crash Array	1	L.S.	\$3,500.00	\$3,500.00
Handling Water	1	L.S.	\$20,000.00	\$20,000.00
Turbidity Curtain	400	L.F.	\$20.00	\$8,000.00
Mobilization/MPT	1	L.S.	\$20,000.00	\$20,000.00

* Denotes work to be performed by Subcontractor

Total	\$432,250.00
15% P&O (Approx.)	\$64,837.50
Grand Total (Est.)	\$497,087.50

Mr. Leonard Norton
15 March 2022
Page 2 of 2

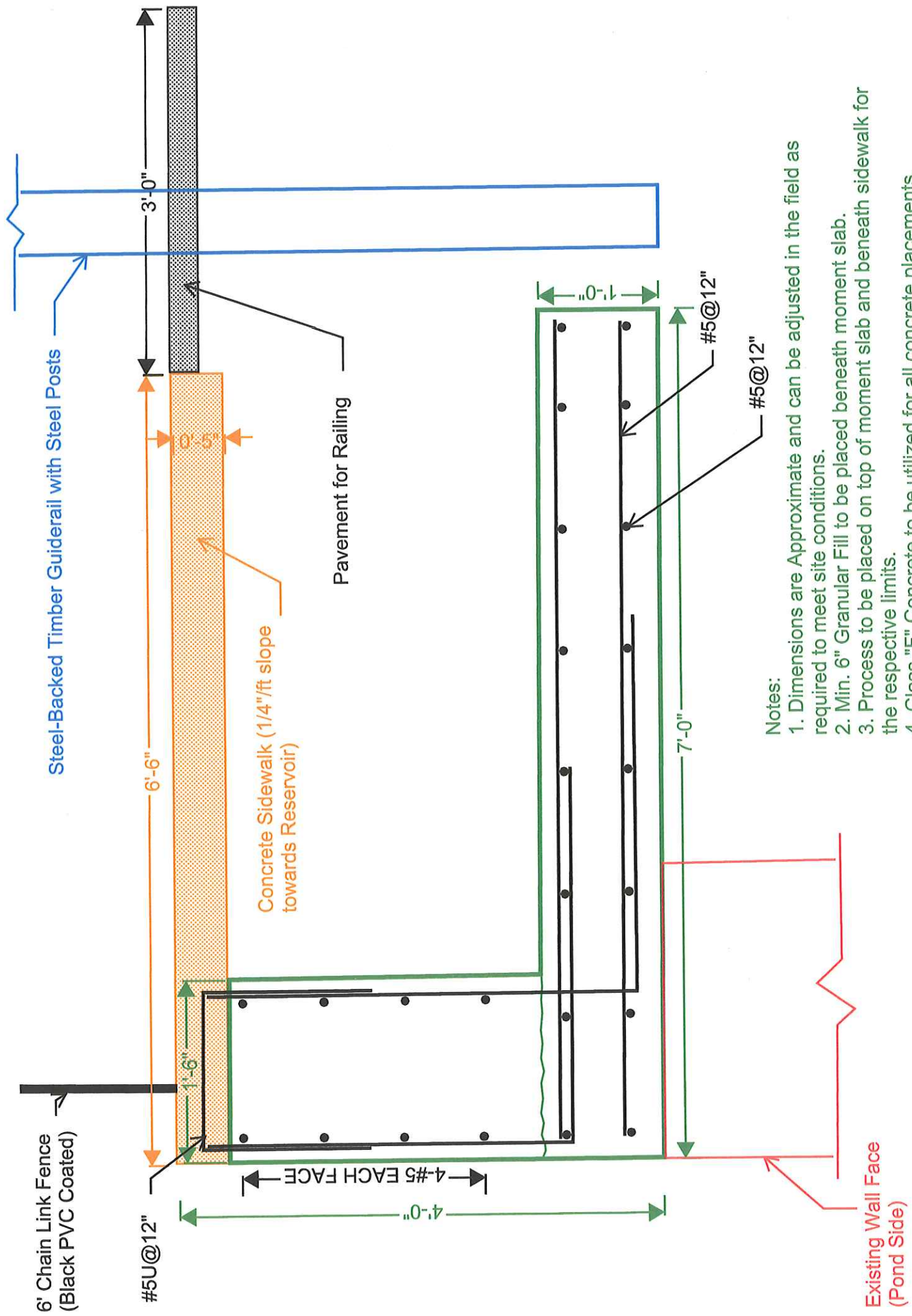
D.C.C.I. appreciates the opportunity to perform the rehabilitation work and looks forward to another successful project with the Town.

If you have any questions regarding this matter, you may contact me at (860) 274 - 2998.

Very truly yours,

A handwritten signature in blue ink that reads "Edward M. Sakl III, VP". The signature is fluid and cursive, with the initials "VP" written separately to the right of the name.

Edward M. Sakl III, Vice President
Dayton Construction Company, Inc.



Notes:

1. Dimensions are Approximate and can be adjusted in the field as required to meet site conditions.
2. Min. 6" Granular Fill to be placed beneath moment slab.
3. Process to be placed on top of moment slab and beneath sidewalk for the respective limits.
4. Class "F" Concrete to be utilized for all concrete placements.

Depot Street Retaining Wall Rehabilitation - Proposed Moment Slab Detail

Scale: 1" = 1'-0"

EAST WINDSOR

- OH Primary 2022 Trimming
- Backbone Maintenance Trimming
- Scheduled Maintenance Trimming
- Substations
- Town Boundary

Town Mileage Summary

BB METT:	10.02
SMT:	37.45
Total:	47.46

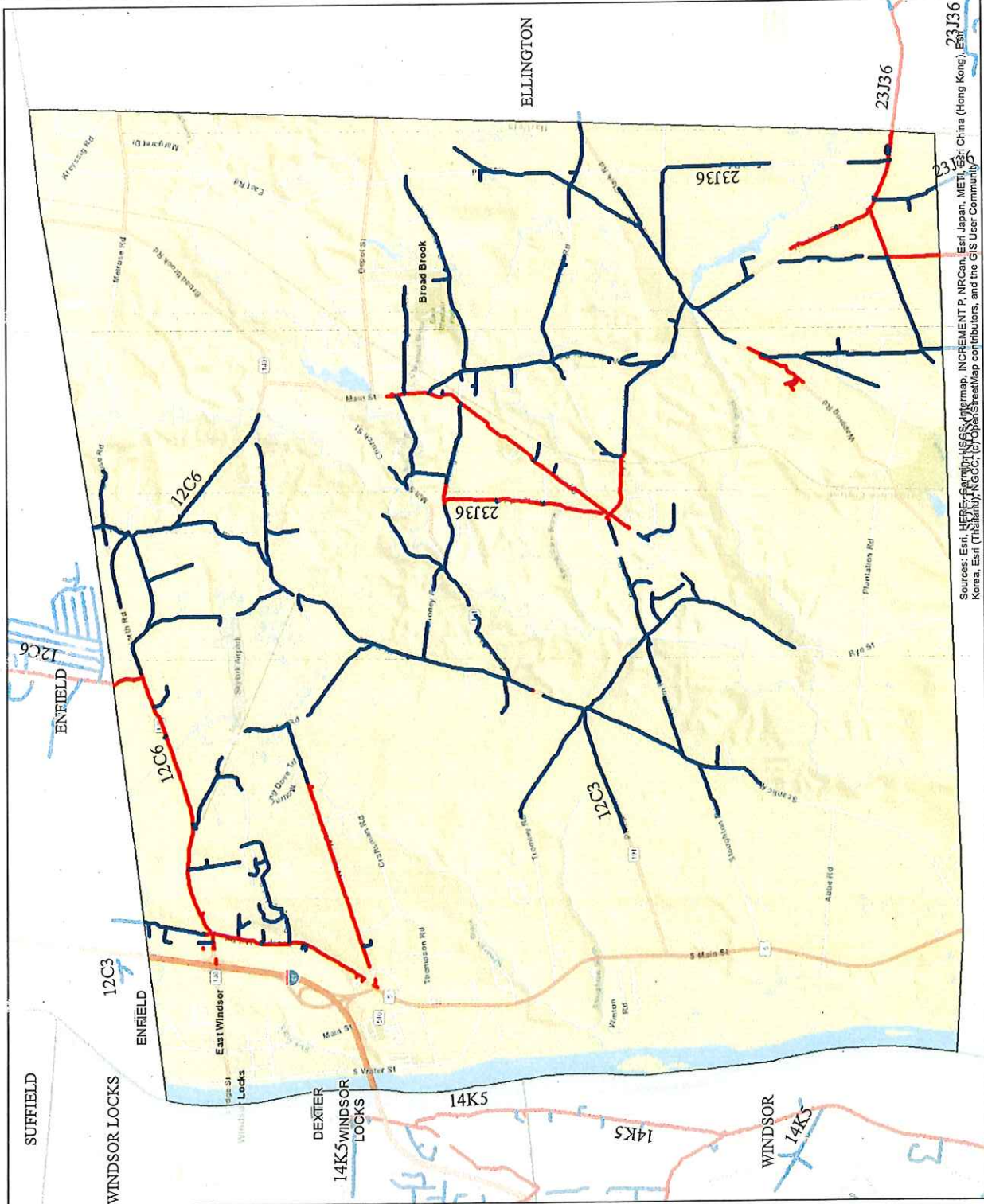


EVERSOURCE



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

Date: 8/20/2021



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), Swisstopo, DeLorme, GeoBC, (Geo) Intel, Esri OpenStreetMap contributors, and the GIS User Community

EVERSOURCE

EAST WINDSOR < DISTRIBUTION TREE & RELIABILITY



TOTAL MILES SCHEDULED

47

TOWN TOTAL

78



BACKBONE MILES SCHEDULED

10

TOWN TOTAL

15



BLOCKED ROADS (2016-2021)

55



CUSTOMER REFUSALS
& LIGHT TRIMS

2021

7

LAST 4 YEARS

56

TREE RELIABILITY
2021 YEAR TO DATE

CUSTOMERS SERVED

6,323

PERCENT TREE-RELATED OUTAGES

43%

OUTAGES

169

CUSTOMERS IMPACTED

2,975

MINUTES CUSTOMERS IMPACTED

866,628

BOS 3/17/2022 Attachment E

6B

EAST WINDSOR PUBLIC SCHOOLS

BOE
PROPOSAL
FY2022-2023

SUMMARY BY DEPARTMENT	2021	2022	2022	2023	2023	2023	2023	2023	2023	Salaries
	ACTUALS	ADOPTED	FTE	SUPER PROPOSED	FTE	BOE FINANCE PROPOSED	FTE	ADOPTED	FTE	
EW HIGH SCHOOL	3,169,653	3,294,829		3,272,329	41.6	3,272,329	41.6			3,115,551
EW MIDDLE SCHOOL	3,026,375	3,085,778		3,078,772	39.0	3,078,772	39.0			2,979,421
BROAD BROOK ELEMENTARY	3,178,395	2,961,305		3,241,237	49.0	3,241,237	49.0			3,174,272
SPECIAL EDUCATION PreK-12	5,635,680	6,953,286		7,147,459	116.0	7,147,459	116.0			5,634,278
BUILDINGS AND GROUNDS	1,773,068	1,387,591		1,465,327	11.0	1,465,327	11.0			670,901
CURRICULUM/INSTRUCTION/ASSESSMENT	299,534	357,049		211,744	1.0	211,744	1.0			64,667
HEALTH SERVICES	429,205	386,962		321,160	6.0	321,160	6.0			301,610
DISTRICT WIDE ADMINISTRATION	2,330,950	2,422,956		3,353,875	15.5	3,300,633	15.5			1,712,180
INSURANCE/PERSONEL SERVICES	3,305,115	2,903,754		2,852,236		2,861,055				
TRANSPORTATION SERVICES	1,022,378	1,256,565		1,283,089		1,263,069				
CAFETERIA SERVICES*	113,575	120,000		336,971	11.0	336,971	11.0			
TOTAL	24,283,928	25,130,075		26,564,199	290.1	26,499,756	290.1			
* OFFSET BY FOOD SERVICES FUNDING				(336,971)		(276,971)				
GRAND TOTAL BOE LOCAL FUNDS	24,283,928	25,130,075		26,227,228		26,222,785				17,652,880
										70.25%
SUMMARY OF GRANTS AND OTHER FUNDS FY2023				3,902,124		3,902,124				
OPERATING BUDGET FOR FY2023 GRANTS INCLUDED				30,129,352		30,124,909				
LOCAL FUND INCREASE		846,147 3.48%		1,097,153 4.37%		1,092,710 4.35%				

BOARD OF SELECTMEN - MARCH 17, 2022 – ATTACHMENT F

First Selectman's Report – March 17, 2022

Happy St. Patrick's Day!

On March 6th, the Town held its household hazardous waste collection at the DPW garage. More than 150 households dropped off materials that will be responsibly disposed of. Full statistics will be available once the disposal process has been completed.

The Board of Selectmen have compiled a community survey that will help guide the decision making for spending more than \$2 million in federal COVID assistance. The intention is to gauge the community on their highest priority areas. The survey will be mailed to residents directly and be available electronically.

Now that the most recent wave of COVID has subsided, the Senior Center is back up to normal activities and normal participation levels. Membership is growing, and we are seeing an increase in interest from out-of-town residents as well as in-town folks. We are also seeing increased need among our senior population in town for key support services.

The Town is hard at work on the Fiscal Year 2022/2023 budget proposal. A lot of time over the last few weeks has been devoted to compiling the Town Budget Message, which can be found [here](#). Next Wednesday, March 23rd, the budgets for the Boards of Selectmen and Education will be presented to the Board of Finance as they begin their work. That night, at 7pm, will be a public hearing on the submissions, which are available on the Town website. The public is invited and encouraged to attend the presentation, public hearing and budget workshops that will lead to the Town Budget vote in May.

We are now soliciting applications for Elderly and Veterans tax exemptions. Applications are due by May 13th, and more information is available in the Town Assessor's Office.

We are also looking for local business sponsors for our breakfast with the Easter Bunny, which will be held on April 9th at the Senior Center and cosponsored by the East Windsor Rotary Club. Sponsorships are \$100 per business, and we are requesting those be submitted by April 1.

Parks and Recreation is looking for summer help. Applications are available in the Office of the First Selectman or at Parks and Recreation. We are in particular need of a responsible adult to serve as a summer camp director. Contact community services if you are interested.

Some people may have seen the construction work commencing on Depot Street. Late Sunday, the head wall along Depot Street collapsed. The repair work is scheduled to take a couple of weeks, and detours will be in place down Emily Road during the week during the day.

Respectfully submitted,

Jason E. Bowsza
First Selectman

BOARD OF SELECTMEN – MARC 17, 2022 – ATTACHMENT G

March 17, 2022

Liaison Report

I attended the regular meeting of the East Windsor Police Commission on March 9, 2022. The following financial reports were reviewed and approved.

Police Department Monthly Billing

Police Department Financial Statement

Police Commission Monthly Billing

Police Commission Financial Statement

The Police Department monthly statement was questioned due to an increase. It was stated that due to two Officers attending the New Britain Police Academy and a backlog of vehicle maintenance billing from July 2021 due to a vendor issue created the increase. Note: the vendor issue has been resolved.

Chief DeMarco stated the Radio Project is moving forward and on scheduled. It is now in the hands of First Selectman Jason Bowsza for potential cuts and saving review.

Chief DeMarco stated Monday, April 4, 2022 at 7:00pm he will be presenting the Budget to the Board of Finance.

I attended the March 16, 2022 East Windsor Housing Authority meeting. The financials were discussed and approved. The removal of a tree line hindering the parking area was discussed and the three bids were reviewed and one was accepted to perform the task of removal.

The tubs to shower conversions are completed in the housing units except one apartment due to medical reasons. Since, the shower unit couldn't be returned; approval was granted to install it in the Community Hall bathroom.

Respectfully Submitted

Marie E. DeSousa

Deputy First Selectman

BOARD OF SELECTMEN'S REPORT – MARCH 17, 2022 – ATTACHMENT H

Selectmen's Report - March 17, 2022

Happy St. Patrick's Day!

On March 8, 2022 I attended the Board of Assessment Appeals Special Meeting. The Board had four appeals come before them, two were in regards to Real Estate, one Personal Property and one Motor Vehicle Appeal.

Also that evening, I attended the Arts and Culture Commission meeting. The Commission currently has about twenty artists in their "Artists Banks" and will continue to grow the list for future events.

The Commission has wooden bunnies that they will be offering to artists to decorate for \$25.00 each, as a fundraiser to benefit the Arts and Culture Commission. The artists can then display their work at the Breakfast with the Easter Bunny on April 9th. The Commission is also working on putting together a fundraising letter to send out to local businesses in Town.

The East Windsor Concert Series will run weekly June 16-August 25 this year at the East Windsor Park and the Arts and Culture Commission is planning on offering craft shows in conjunction with that. More details will follow soon.

Chairman Debbie Williams has a meeting scheduled with East Windsor Superintendent of Schools Dr. Patrick Tudryn to discuss bringing some art projects into the schools. I look forward to updating you on that after their next meeting.

The Commission hopes to work with the Diversity Council on a flag project and the Police Chief, so art can be displayed in the hallways at the Police Department.

On March 9, 2022 the Board of Education met. The Board received a High School report from Assistant Principal Barbara Kaminski focused on creating and sustaining a safe school environment. Child Development and World History courses have been revised and the staff is preparing for the following new courses, which will begin next year: Gender Studies, Encore English, Math Life 2, Advanced Algebra and state required African American and Latino Studies.

Mr. Kaplan's Community Problem Solving class is pleased to be working on Story Boards at the request of the East Windsor Parks and Recreation Department. This is a real life opportunity, getting students out in the community. The students are working within a \$650.00 budget to complete twenty six story boards that are 12x24 and are made out of pressure treated wood.

Masks became optional for students and staff on March 14, 2022.

On March 10, 2022 I attended the Veterans Commission meeting. The Commission is gearing up again for the Veterans Day Road Race, which will be held November 5th this year. There was some discussion of trying to incorporate another fundraising event in the Summer such as a golf tournament or car show. Preparation for the Memorial Day Parade is underway. Letters will go out to marchers next month.

Since the Commission only meets once a month and there is sometimes a Veteran in need, the Commission is looking to team up with Social Services and move some of their money to a fund that can be used by that department for specific needs. For the next meeting, the group hopes to be prepared with criteria for Mrs. Maltese to use if approached with a need from a Veteran that is an East Windsor resident. The goal is to be able to provide quick assistance, instead of having to wait to vote on the expenditure at the next meeting. If the individual meets the criteria already established then there will be a quick turnaround.

On March 14, 2022 the Parks and Recreation Commission met. The BETA Group has held two community outreach events seeking feedback from the public on what the community would like to see at our parks throughout Town. The Parks and Recreation staff has sent a list of priorities to the BETA Group for pricing, some of those priorities include: walking trails, signage, receptacles, a lighting structure and playgrounds. After pricing, a third discussion will be held.

There is an updated East Windsor Parks and Recreation brochure of all our amenities and facilities that will be included in the Welcome Packet that goes out to new residents through the First Selectman's Office.

Park Director, Melissa Maltese has been notified that the Parks and Recreation Department will be the recipient of a \$560,000 Urban Act Grant through the State Bond Commission for new drainage to replace the outlet intake structure at East Windsor Park.

The Department is hiring for a Camp Director and Assistant Camp Director for Summer Camp, along with other positions. If you or someone you know may be interested, please fill out an application, which is available in the First Selectman's Office or at the Parks and Recreation Office at the Town Hall Annex.

The Breakfast With the Easter Bunny will be Saturday, April 9, 2022 at the Senior Center which will be co-sponsored by the East Windsor Rotary Club. The deadline is April 1, 2022 for businesses interested in sponsoring the event and the money raised goes into the program scholarship fund.

Submitted With Sincerity,

Sarah A. Muska, Selectman
smuska@eastwindsorct.com...