

TOWN OF EAST WINDSOR  
 BOARD OF SELECTMEN  
 Regular Meeting – September 15, 2022  
 In-person and  
 ZOOM Teleconference  
 Meeting ID: 332 683 3563  
 Passcode: townhall  
 MEETING MINUTES

TOWN OF EAST WINDSOR  
 BOARD OF SELECTMEN

**REGULAR MEETING**

*September 15, 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 Baker, Selectman Muska, and Selectman Nordell were present in-person.

**ABSENT:** All Selectmen were present in-person this evening.

**GUESTS/SPEAKERS in-person:** Ruthanne Calabrese, Director of Planning &

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**Development**, Ken Rich, **Building Official**, Paul Anderson, 89 Main St.,  
Broad Brook.

**GUESTS/SPEAKERS** signing-in to meeting remotely: Noreen Farmer 247 S. Water St.,  
Broad Brook; Margaret Hoffman; Ana Rivera-Hills; Jack Stevenson; and  
Heidi.

**1. TIME AND PLACE OF MEETING:**

**First Selectman Bowsza** called the September 15, 2022 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:01 p.m. in the John Daly Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, Connecticut. The meeting is also available via remote access.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Nordell to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

First Selectman Bowsza noted a quorum was established as five members of the Board - himself, Deputy First Selectman DeSousa, Selectman Muska, and Selectman Nordell, and Selectman Baker were present in-person.

**First Selectman Bowsza** requested a motion to add two new agenda items:

- (i) A communication from the Tax Collector and Assessor pertaining to waiving of the fees to be added under agenda item 6 Communications;
- (ii) A clarification of the Review Draft Ordinance pertaining to the Police Commission under agenda item 9a.

**MOTION: To ADD THOSE ITEMS to the Agenda.**

**Muska moved/ Nordell seconded/***DISCUSSION*: None  
**VOTE: In Favor: All**

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**(No one opposed/No abstentions)**

**4. APPROVAL OF MEETING MINUTES: None**

**5. PUBLIC PARTICIPATION:**

**First Selectman Bowsza** announced the first opportunity for the public to comment, he queried the in-person audience first.

**Paul Anderson, 89 Main St., Broad Brook**, commented on the importance of timely announcement of the legal notice of agendas to the public. He stated that the longer the agendas, the more time the public needs to process it.

**First Selectman Bowsza** offered the opportunity for the remote participants to comment. No one requested an opportunity to speak.

**6. COMMUNICATION:**

- (a) Communication from the Tax Collector and Assessor pertaining to waving of the fees.

**7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:**

**A. Resignations: None**

**B. Reappointments:**

- 1. Jim Thurz (D), Planning and Zoning Commission regular members for a term expiring October 1, 2026.

**MOTION: To RE-APPOINT Jim Thurz (D), as a regular member of the Planning and Zoning Commission for a term expiring October 1, 2026**

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

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**(No one opposed/No abstentions)**

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**First Selectman Bowsza** thanked Commissioner Thurz for his continued service to the Commission for a long time.

2. Ted Szymanski (D), Parks & Recreation Commission regular member for a term expiring October 1, 2027.

**MOTION: To RE-APPOINT Ted Szymanski (D), as a regular member of the Parks & Recreation Commission for a term expiring October 1, 2027**

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

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**(No one opposed/No abstentions)**

**First Selectman Bowsza** thanked Commissioner Szymanski (D) for his continued service to the Commission for a long time.

- C. **New Appointments:** None

**8. UNFINISHED BUSINESS:**

- \* A. **Discussion of Windbrook Homes Developers Agreement**

- B. **Discussion of Blight Ordinance**

Ruthanne Calabrese introduced Ken Rich, the new Building Official to the Board. She called the Board to look at the provided copy of the Blight Ordinance on page 1 regarding the applicability of the agricultural uses that are not covered currently. It is an issue that Ken Rich pointed out with regard to Section 2-2 describing the height of the grass on page 5.

Ken Rich discussed Section 1-3 Applicability of code B.2. describing the concerns for agricultural/farm use property in relation to tall grass or overgrown vegetation that does not apply to the dwelling that is attached to a farm or a property surrounding that dwelling. Mainly, it applies to the front yards and any trash around it. It does not have to do anything with the farms themselves. So, within the tall ground when we get called for the tall grass and vegetation was central to the entire

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Blight maintenance code. However, the appointed property maintenance officer can make their own filings. The reasons for the filings could be anything related to a broken-down lawn mower to a house with major repairs. At times, it may be necessary to call it a wellness check for all types of property—residential, commercial and industrial would be included in this code. The only type of property that is not part of all arrests in our world of education is agricultural portions of commercial properties. Therefore, this code would be a helpful tool for the members of the local community and not only protect the value of the property but it is also a great way to bring out the beautiful character in each neighborhood.

**Selectman Alan Baker** asked the applicability of the residential property maintenance of the lawn care. The concern was about the varying differences of the lawn height by different households.

Ken Rich elaborated that the lawn height pertains mainly to the maintenance of the lawn rather than its particularity. This code will serve as an essential tool to enforce Blight Ordinance as a way and means to keep the pristine appearance of the community. South Windsor, for instance, has a fantastic Blight Ordinance and Enforcement regulation that aids in maintaining the beautiful neighborhoods in the entire town.

**Selectman Alan Baker** wanted an assurance that this code would not disservice the environmental awareness to the agriculture, bees and nature.

Ken Rich explained the importance of having some means to enforce the Blight Ordinance and the code related to the lawn height would be revised.

**First Selectman Bowsza** called the Board's attention to Section 1-3 Applicability to the whole commercial farming operation. He stated that the language should be "essential to a farming operation defined by 1-1q" that is the definition of farming and agricultural. He pointed out that the statute definition ought to be clear. He believed the commercial agriculture is not as relevant as farming agriculture.

**First Selectman Bowsza** read out Noreen Farmer's message: "Cutting grass every 7 days has proven to be detrimental to the pollinator biodiversity to butterflies and flowering grasses such as clover. It has been proven that if clover is given a longer cutting time would not be an eyesore but results in a healthy environment."

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**Selectman Baker** agreed with Noreen Farmer's message as an excellent point. He stated that this year the clover has been blooming on the Rye Street benefiting bees and their honey local honey production.

Ruthanne Calabrese pointed out page 6, Section 2-2.2.i Vegetation of any type which, in the opinion of the Property Maintenance Officer is injurious to public health or safety. She had a suggestion stating to "Dead, decayed, diseased or damaged trees that constitute a hazard or danger to persons or property; as determined by the Tree Warden."

The Board agreed with the suggestion.

**Selectman DeSousa** asked whether marijuana could be considered as vegetation at the residential properties.

Ruthanne Calabrese responded that it would be appropriate to grow it indoors but would look into it.

**Selectman Muska** requested a clarification on Section 2-2.7 that states that "A condition which is negatively impacting neighborhood property values." She believed that it was too vague and could be open to personal individual interpretation.

Ruthanne Calabrese responded that it could be removed. The next item is on page 10 item 3. Our Town Attorney suggested to keep it simple when related to the regulation and enforcement. Therefore, she and Ken had decided to state as "any remedial actions completed by the Town." And, that, "Review of established Blight and Property Maintenance Fine Schedule."

Ruthanne Calabrese mentioned the importance of having the Blight Ordinance. Current ZEO report illustrated increased number of houses needing strict enforcement of Blight ordinance.

**C. Establishment of Redevelopment Authority (former casino site)**

**First Selectman Bowsza** discussed the Resolution with the Board. He addressed the concerns related to (vi) on page 2. He stated that there were two corrections—one pertaining to the address of the property. It was not 17 Bridge St., but 5 Prospect Hill Road. It would be amended with the correction pending the Board's approval and head to the Town's meeting. He suggested a policy change in (viii) on page 8,

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to include Board of Selectmen before the Town Planning and Zoning Commission for the second correction.

**First Selectman Bowsza** asked the Board for any questions or suggestions.

**Selectman Muska** pointed out for the reasons of transparency and accountability, if the individuals listed under the Name of Appointed Member did not need to get approved by the BOS. She had received questions from the local residents on how these individuals were selected for this Agency.

**First Selectman Bowsza** responded that these people were seated by the Board and that they were chosen by their expertise and knowledge. There was one vacancy to be filled. He would fulfill the role of CEO of this Agency. Denise Menard has a Municipal Management experience in several municipalities; Robert Rybick is the employer of the large company in the town in addition to having a degree in MBA; Christopher Mickey is an engineer; Michael Yost is a professional working for the Capital Region Redevelopment Authority with specialization in Economic Development and Redevelopment; and, Erika Frank is a Program Manager for the Harvard Foundation for Public Giving. He had been waiting to hear from a couple of candidates with the commercial property experience to fill in the last vacancy.

**Selectman Muska** asked if there was a set timeframe for the terms of these candidates. It seemed that the terms looked like five-year terms. Moreover, was there a time frame for the entire project; or, was it an open-ended at that time.

**First Selectman Bowsza** responded that it could be an open-ended project; based on the conversation with the Town Attorney, it could take between 12 and 18 months.

**Selectman Muska** asked whether employing secretary and other officers would require the Board to provide them with budget in the next budget cycle. And, how these funds would be implemented.

**First Selectman Bowsza** responded that a few things ought to take place:

- i. Added appropriation within the current year for the operational expenditure;

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- ii. Inland wetland Water Course Agency has a Recording Secretary;
- iii. Paying for the wetland delineation would need to be appropriate from someplace else;
- iv. They need to be given preliminary operation money;
- v. The Town Meeting ought to take place in order to appropriate the money for any professional consultation funds;
- vi. The Town Attorney gave the expectation that it would be separate budget process and might go through the CR process;
- vii. The next budget cycle would appropriate a Recording Secretary funding.

**Selectman Baker** requested clarification on article five that relates to the adoption of by-laws and procedures—whether would they be brought before this Board for approval or adoption.

**First Selectman Bowsza** responded that article five would be guided by Robert's rule and that it would cap the requirement of certain number of members for the quorum.

**MOTION to approve** the draft of the resolution.

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

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**Selectman Muska** commented on the positive progress and successful step of this resolution.

**First Selectman Bowsza** commented on the resolution's statutory process involving the approval by the legislative authority and the delegation of the funds and the action taken by the Committee. It had been very inclusive community-based process; therefore, it was important to get it rolling.

**9. NEW BUSINESS:**



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**A. Review Draft Ordinance**

**First Selectman Bowsza** elaborated on the reasons of the Ordinance's much needed revision. The amended Town Ordinance would set a course of consistent provisions and responsibilities for the Commission.

MOTION to **approve** the amended Draft Ordinance No 71-1 and send it to the Town Meeting.

**Baker moved/Muska seconded/ *DISCUSSION:***

**Selectman Muska** commented on the importance of this Board's work to not only reacting to the problem but getting fixed efficiently.

**First Selectman Bowsza** pointed out to the seven points of the Ordinance and that only five of them maintain the status quo compared to the two that required corrections to make them uniformly consistent with the terms of the Charter. The one relating to the appointments and employment agreements with the non-bargaining police unit department employees. The second clarifies the role for the finance in terms of the budget process. Therefore, this is the codification of the ordinance amended with the conformity of the Town Charter.

**Selectman DeSousa** commented on the work done by the First Selectman – it was put together well and executed professionally.

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**B. DISCUSS COLLINS NON-DISCLOSURE AGREEMENT**

MOTION was made to **Table** agenda 9B to the next session.

**Muska moved/Baker seconded. DISCUSSION: None**

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**C. TAX REFUNDS**

MOTION was made to **approve** the tax refunds totalling to \$4,074.32

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**Muska moved/Baker seconded. DISCUSSION: None**

**VOTE: In Favor: Baker/DeSousa/Muska/Nordell**

**10. SELECTMEN COMMENTS AND REPORTS:**

- A. Jason Bowsza (Attachment A)**
- B. Marie DeSousa** reported on attending the Police Commission the previous night and that everyone participated in it. For more information please, look for the minutes of that minutes on the Town's Website.
- C. Sarah Muska**—On September 6, 2022 the Economic Development Commission met. The Commission is still looking for additional members. There is space for one regular member and two alternates. Town Planner Ruthanne Calabrese went over a change in zoning regulations for the tenants on Route 140 in the B3 Zone. The requirement for a special use permit for a change-of-use for tenants in an existing plaza will now just require an administrative zoning permit. This change will promote business growth and ease the burden on new business owners.

The Veterans Commission meeting last Thursday was canceled and they are meeting tonight, but I unfortunately couldn't attend, as it conflicts with our Selectmen's meeting.

On September 12, 2022 I attended the Parks and Recreation Commission meeting. The Commission approved a Memorial Bench and Tree Policy, which will now be forwarded on to this Board for final approval. Park Director Melissa Maltese gave a Summer and Fall Program update. 101 different campers registered for Summer Camp throughout the Summer, 65 were residents and 36 were non-residents. There was an average of 49 campers per week and we had 51 returning campers and 50 new campers. There were 48 totally different swimmers that participated in the four offered swimming lesson sessions. A thorough seasonal report from East Windsor Park will be given at the next meeting.

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RFQs will be going out this week for the design of lights at the Abbe Rd. soccer field and the all-inclusive playground at East Windsor Park. These were the two projects that were approved by the State Bond Commission and this is the stage of the process currently.

The removal of the fence and lights at the softball field is beginning in the near future at East Windsor Park. This is due to the decline in interest of people playing this sport.

Mrs. Maltese stated that she worked with the school system to help prepare an ESSER grant for a drama program that would utilize the bandshell at East Windsor Park. If awarded, the school system would receive \$150,000 this fiscal year and another \$150,000 next fiscal year for this program.

Also, following up on some issues at Prospect Hill Park brought up by Chairman Szymanski... Mrs. Maltese noted that they have been addressed. The trees were trimmed by the basketball hoop and a company came out to give a quote on the court repair.

It's also time to get creative for this year's Scarecrow Contest. This year's theme is people's choice. Please call 860-627-6662 to register your scarecrow if you wish to participate and set it up in front of Town Hall between October 15-18, 2022.

On September 13, 2022 I attended the Arts and Culture Committee meeting. The Board was joined by new member Sharon Aprea. The Community Art project that was created at National Night Out will be displayed in the lobby at the East Windsor Police Department.

The Committee is excited to be working with the school system on the following projects: High School: pallot graduation project and fabric weave on the tennis court fence and Broad Brook Elementary School: a 4<sup>th</sup> grade rock river project as a landscape in front of the gym and a one book, one school mural.

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There will be a media day for the Trolley Museum Mural on Saturday, October 15, 2022 at 10:00AM. The public is invited to attend.

Chairman Debbie Williams will be submitting an application on behalf of the Committee for the Greater Together Community Grant, which is due Thursday, September 15, 2002 today!

I attended the Planning and Zoning and Police Commission meetings that have already been discussed tonight.

- D. **Charlie Nordell** reported that he attended PTO meeting the previous week and the organization was in desperate need of new members. He had also attended Warehouse Point Fire Commission, and they were also in need of new volunteers.
- E. **Alan Baker** reported that the meeting for Wetland Commission was cancelled. He attended Planning and Zoning Commission past Tuesday. They postponed 115 Scantic Road planning. Ruthanne Calabrese provided ZEO report concerning the blight ordinance.

**11. PUBLIC PARTICIPATION:**

**Noreen Farmer, 247 S. Water St.,** addressed the issue of lawncare and the natural habitat for bees and butterflies. She agreed with Selectman Baker concerns regarding the height of the lawn and over-restrictive use of blight enforcement could result in negative impact to pollinator biodiversity.

- 12. EXECUTIVE SESSION** – Pursuant to C.G.S. Sec. 1-200 (6)(b), strategy and negotiations with respect to pending claims or pending litigation, (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.

**First Selectman Bowsza** requested a motion for the Board to into Executive Session, attending the Executive Session would be the Selectmen.

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**MOTION:** To GO INTO EXECUTIVE SESSION at 8:18 p.m. Attending the Executive Session will be First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell.

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

**LET THE RECORD SHOW** the Recording Secretary signed out of the meeting at 8:19 p.m.

First Selectman Bowsza noted the Board has exited the Executive Session at 9:11 p.m.

The Board resumed the session at 9:09 p.m.

First Selectman Bowsza requested to discuss agenda item 9.B. Collins Non-Disclosure Agreement.

**MOTION:** To AUTHORIZE the First Selectman to sign the Non-Disclosure Agreement with Collins Aerospace

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

**MOTION** was made to add an agenda item 9D. Approval of Supplemental check run for deposits into the M&T bank.

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

**MOTION:** To AUTHORIZE the First Selectman to sign the Non-Disclosure Agreement with Collins Aerospace

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

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

**12. ADJOURNMENT:**

**MOTION: Motion to ADJOURN.**

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

**First Selectman Bowsza noted the Meeting adjourned at 9:11 p.m.**

Respectfully submitted,  
Sabo Maniscalco, Recording Secretary, East Windsor Board of Selectmen

First Selectman's Report – September 15, 2022

Over the last few weeks, I have attended regularly scheduled coffee hours at both the Senior Center and Park Hill. In both cases, seniors in our community asked some great questions and joined in a robust conversation about things happening in our town. I try and meet at least once per month at the Senior Center, typically on the first Wednesday of the month at 12:30, if anyone would like to join.

At our last Selectmen's meeting, I had presented another opportunity for the Town to partner with graduate students in Westfield State University's MPA program. This semester, I'll be working with students studying organizational behavior to do an assessment of two particular strengths in town government (economic development activities and public communication) and explore ways to add synergies to and between those two topics. That project will be ongoing through the first week in December and will culminate with a presentation to the Board of Selectman at that time.

According to state statute, municipalities in Connecticut are required to do a property revaluation every five years. That process is currently underway. Based on towns around us, we should expect to see a pretty considerable increase in property values here in our town. Higher property values would mean that our mill rate would be lowered commensurately. Higher values may also mean individual increases in property taxes. While we do not yet have the results of the reval, I want to be up front with taxpayers in East Windsor that they absolutely have the right to appeal any valuation that they feel is incorrect. Please pay attention to the Town website and the Board of Assessment Appeals meetings to ensure that you are aware of appeal deadlines. I will share more on the timing of things as information becomes available.

Last week, the Town supported an ESSER grant application submitted by the Board of Education that would establish an all-ages summer theater program. I was pleased to submit a letter of support, and the Town would be delighted to host the program as an added enhancement to the improvements that have been made to East Windsor Park, particularly with the utilization of the band shell for youth theater activities. Thanks to the Board of Education and Dr. Tudryn for the vigorous pursuit of the grant funding.

While speaking about the Board of Education, I want to give them credit for some of the academic additions they have implemented in the district this school year. Dr. Tudryn shared with me that the Talented and Gifted Program is back; the Broad Brook Elementary School is offering literacy workshops; and (what I think is a very cool addition) the high school is now offering an American Sign Language course. As the parent of two future students in our school district, I am really encouraged to see the things that are starting to happen in our school system.

Last Thursday, the Boards of Selectmen and Education held a Freedom of Information Act training session, presented by Attorney Mark Sommeruga, who is in the process of writing his

SIXTH book on the topic. The law has changed a little bit to accommodate for the advent of things like hybrid meetings. Thanks to the Board of Education for suggesting the joint topic, which was attended by board and commission members, town staff, and members of the public.

I am sure many people have seen road crews working around town lately, stringing wires from telephone poles. This project is being run by Frontier which will extend high speed broadband access all over East Windsor. This will help tremendously when anyone working from home needs to participate in virtual meetings, or as we continue to integrate the Internet of Things into our daily lives. The work should be completed in late October or early November, with access to the new service likely available by the end of the year.

Yesterday, I attended the groundbreaking ceremony for the new Windsor Locks train station project. Once completed, the enhanced commuter rail line is expected to have a TEN to ONE return on investment in terms of regional economic enhancements, according to the Capitol Region Council of Governments.

Earlier this year, the State created the Community Improvement Fund (CIF) grant, designed to make meaningful, transformative improvements in qualifying communities (East Windsor is one). They will be awarding \$875 million over the next five years, with two application periods per year. For the first round, which was due in July, the Town applied for \$3.8 million to cover the outstanding project costs for the community center project. While we do not yet know if we have been awarded the funds, we are working on formulating ideas for our next application. Planning staff and I met with Linda Collins from the East Windsor Housing Authority today to discuss the potential to run city water into the Park Hill complex, and that idea may be expanded to include the School Hill Water Association, depending on awards from other funding sources. If there are other community improvement ideas that anyone has, please email me with suggestions.

The Town is getting ready for this year's energy season. Anyone interested can contact East Windsor Social Services to schedule an appointment. The program is designed to assist low-income households heat their homes during the cold weather months. Certain income guidelines apply based on the number of people above the age of 18 years old living in each home.

There will be an elder law event at the Ellington Senior Center on Monday, September 19<sup>th</sup> from 5pm to 6pm. The discussion will include emergent legal areas of concern to the elderly, and feature presentations from Attorney General William Tong, Representative Jaime Foster, and others. East Windsor residents are welcome to attend. Contact East Windsor Senior Services to register.

This weekend is the Four Town Fair, which will be held at the fairgrounds in the Town of Somers. The fair runs tomorrow through Sunday. The annual Four Town Fair Parade will be Saturday morning. There is lots of fair fun to be had for children and families this weekend.

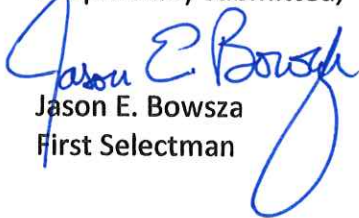


Coming up on October 1<sup>st</sup> is the Annual Walk for Abby and vendor shop, with more than thirty vendors confirmed this year. The event will be held at East Windsor Park, with registration beginning at 8:30am and the walk kicking off at 10am. Registration is \$25 per adult and \$15 per child. Anyone interested can go to the Abby's Helping Hand Facebook page for more details.

Mark your calendars for this year's Haunted Highway at East Windsor Park. That event will be on October 27<sup>th</sup> from 5-7pm, and town offices, businesses and local organizations interested in hosting a booth this year should contact Parks and Recreation. This is a great way of spreading some cheer to hundreds of East Windsor kids and have a lot of fun doing it.

And finally, just a reminder that the Town is running our Small Business Passport Program. We have twenty participating small businesses, and the purpose of the program is to encourage people to buy local. Passports are available at any participating location, or at the Town Hall. A full list of participants can be found on the Town website.

Respectfully submitted,



Jason E. Bowsza  
First Selectman