

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***REGULAR MEETING***

***February 16, 2023***

***7:00 p.m.***

***THIS MEETING  
IS BEING HELD IN-PERSON***

***In the John Daly, Jr. Meeting Room  
Town Hall, 11 Rye Street, Broad Brook, CT 06016***

***AND***

***REMOTELY 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 this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the in-person meeting. Helen Totz, Assessor; Paul Anderson.

**GUESTS/SPEAKERS signing in to meeting remotely:** Noreen Farmer, MM, Peg Hoffman, Recording Secretary.

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

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The February 16, 2023 Regular Meeting of the East Windsor Board of Selectmen is being held in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

First Selectman Bowsza noted the time is 7:00 p.m., he CONVENED the Regular Meeting of the Board of Selectmen.

First Selectman Bowsza called for a motion to RECESS the Board's Regular Meeting to CONVENE the Public Hearing on the Congressionally Directed Spending Options.

**MOTION: To RECESS the Regular Meeting of the Board of Selectmen at 7:00 p.m.**

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

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

First Selectman Bowsza then CONVENED the Public Hearing on the Congressionally Directed Spending Options.

**(Minutes for Public Hearing on Congressionally Directed Spending Options posted separately.)**

First Selectman Bowsza RECONVENED the Regular Meeting of the Board of Selectmen at 8:07 p.m.

**2. PLEDGE OF ALLEGIANCE:**

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

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**4. APPROVAL OF MEETING MINUTES:**

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First Selectman Bowsza noted 2 sets of Meeting Minutes are available for approval, he called for comments or revisions from the Board. Hearing no requests for corrections he called for motions of approval.

**A. February 2, 2023 Regular Meeting Minutes:**

**MOTION: To APPROVE the Minutes of the February 2, 2023 Regular Meeting as presented.**

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

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

**B. February 2, 2023 Board of Selectmen & Board of Education Public Hearing Minutes:**

**MOTION: To APPROVE the Minutes of the February 2, 2023 Board of Selectmen/Board of Education Public Hearing as presented.**

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

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

**5. PUBLIC PARTICIPATION:**

First Selectman Bowsza noted the first opportunity for anyone present in person to speak.

**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson suggested the Eversource communication listed below regarding the trimming of trees is a waste of millions of dollars, cut them down instead. Mr. Anderson suggested for those people who want to keep the trees that are a hazard, too bad. Mr. Anderson reiterated the Eversource proposal is a piece of garbage. Mr. Anderson suggested he would like input from the Public Works Department.

**Noreen Farmer, 247 South Water Street** requested to speak remotely. Mrs. Farmer noted that she often listens to ZOOM meetings and has never had a problem hearing the meetings, but tonight, with the microphones turned up and watching from home, the audio isn't good. Mrs. Farmer noted there was a lot of

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comments during the public participation that were extremely distorted. She questioned if it's because the microphones have been turned up, as the audio is much worse than she's experienced before during the ZOOM meetings.

Mrs. Farmer also wanted to tell Mr. Anderson that she loves his common sense.

Selectman Nordell concurred, noting he's experienced the same issue; it's worse attending a meeting from his home.

First Selectman Bowsza took note of the comments, and indicated they'll work on the acoustics.

First Selectman Bowsza offered an opportunity to speak to both online participants and members of the in-person audience; no one requested to be acknowledged.

**6. COMMUNICATIONS:**

**A. Eversource Vegetation Management Letter:**

First Selectman Bowsza noted the Eversource Vegetation Plan is available in the Board's packets.

**B. State of the Scantic:**

First Selectman Bowsza noted the American Heritage River Commission, in their partnership with St. Joseph's College, have submitted their annual "State of the Scantic" Report.

**C. Brian Baude Proclamation:**

First Selectman Bowsza indicated he wanted to recognize the efforts of an East Windsor graduate; he thanked Selectman Muska for bringing this to his attention. First Selectman Bowsza called Brian Baude to the podium. First Selectman Bowsza thanked Mr. Baude for volunteering his time in the Ukraine, he suggested that's a man meeting the moment if ever there was one. First Selectman Bowsza read the Proclamation summarizing Mr. Baude's contribution.

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Mr. Baude wanted to thank the Town of East Windsor, noting that ever since the war started in the Ukraine friends from East Windsor High School, some of whom he hasn't talked to in over 30 years, sent contributions to buy medical supplies. When he returned for 4 weeks in the Summer he was given direct medical donations to bring back with him. Mr. Baude reported his team in the Ukraine was great but he felt the team extended back to East Windsor. Mr. Baude thanked everyone for their support.

**D. Black History Month Proclamation:**

First Selectman Bowsza noted a Proclamation in the Board's packet regarding Black History Month.

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

**A. Resignation:**

First Selectman Bowsza noted Mr. Norton has served on the North Central Health District for many years, and has decided to step down from that position; he called for a motion to accept his resignation with regret.

- 1) Leonard Norton (R), North Central Health District Committee:

**MOTION: To regretfully accept the resignation of Len Norton (R), from the North Central Health District Committee.**

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

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

**B. Reappointments: None**

**C. New Appointments:**

First Selectman Bowsza noted a resident has stepped forward to fill the position on the North Central Health District Committee. **Maria Whelden**, of the Visiting Nurse Association, noted Ms. Romano had intended to be present but has been held up in Hartford speaking before

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the Legislators on nursing home administration. Ms. Whelden noted she's previously served with Ms. Romano on a similar board in Enfield. She noted she's an excellent candidate for this appointment.

1. **Valerie Romano (D), North Central Health District Committee, regular member for a term expiring February 20, 2026:**

**MOTION:** To APPOINT Valerie Romano (D), North Central Health District Committee, regular member for a term expiring February 20, 2026.

**DeSousa moved/Baker seconded/DISCUSSION:** Selectman Muska questioned if the political affiliation matters regarding this appointment? First Selectman Bowsza replied negatively.

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

8. **UNFINISHED BUSINESS:**

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

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

\*B. **Discussion of Permit Link Proposal for Development of Land Use Module:**

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

\*C. **Discuss Blight Ordinance:**

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

\*D. **Discussion of Next Steps Pertaining to Congressionally Directed Spending Awards:**

9. **NEW BUSINESS:**

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**A. Discuss Vision Government Solutions Statement of Work Agreement to Include Helen Totz:**

Assessor Totz advised the Board that in 2021 the Town started the revaluation process using the Vision CAMA system. They did an in-office conversion in November 2021 and started entering all their data regarding permits, maps, etc. At the same time, they continued working with Equality, their former CAMA software. When the revaluation was postponed in December they needed to reactivate Equality to do the current 2022 Grand List. However, they no longer have a contract with Equality so they can't put the 2022 values into the Vision system to be used as a basis to work forward with the revaluation for this year.

First Selectman Bowsza suggested Assessor Totz needs a software patch to the new system which is outside the scope of an existing contract, the cost of the patch is \$500.00. First Selectman Bowsza indicated he needs authorization from the Board to sign the work order.

**MOTION: To APPROVE and AUTHORIZE the signature of the First Selectman between the Town of East Windsor and Vision Government Solutions.**

**Nordell moved/Baker seconded/DISCUSSION:** Deputy First Selectman DeSousa questioned the 2022 amounts that you want to put in, are those the new numbers? Assessor Totz indicated the assessments are the old values that were created in the old software and now need to be moved into Vision. Vision doesn't have the permission to access another company's software.

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

First Selectman Bowsza returned to the Budget Workshop Presentation for the Assessor and Board of Assessment Appeals presented by Assessor Helen Totz.

**SPECIAL MEETING – BUDGET WORKSHOP  
Thursday, February 16, 2023:**

**PRESENTATION: Assessor and Board of Assessment Appeals:**

**ASSESSOR:**

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Assessor Totz indicated her budget is relatively flat. She's requested an increase in salaries. First Selectman Bowsza noted \$940.00 has been removed from printing and binding and \$905.00 has been added to books and periodicals. First Selectman Bowsza noted the only salary increase is for Assessor Totz, funding for her staff is reflected in another budget. First Selectman Bowsza noted compensation for clerical staff is under contract negotiation.

Selectman Muska questioned if the money to do another revaluation is in the CNR? First Selectman Bowsza and Assessor Totz concurred.

Deputy First Selectman DeSousa questioned the periodicals used to evaluate motor vehicles. Assessor Totz explained the various books required to provide accurate valuations.

**BOARD OF ASSESSMENT APPEALS:**

Assessor Totz indicated the only increase is in the recording secretary line. She anticipates more requests for appointments regarding appeals; the increase would cover additional appointments.

**No vote taken under this meeting; please refer to the Minutes of the Budget Workshop held on February 23, 2023.**

First Selectman Bowsza returned discussion to Item 9B, under **NEW BUSINESS, Board of Selectmen's Regular Meeting.**

**9. NEW BUSINESS:**

**B. Discuss Letter of Intent for Conveyance at 27 Phelps Road, Vilmadinah Gharib:**

First Selectman Bowsza reported one of the property owners at South Road who had previously been a holdout has approached the Town to accept conveyance of the property. He had her fill out a Letter of Intent; the Board needs to approve that and forward it to Town Meeting.

Selectman Baker questioned how many property owners remain who have not accepted the Town's offer? First Selectman Bowsza believed the number was 6.



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**MOTION:** To ACCEPT the South and Phelps Road land transfer acknowledgement and agreement between the Town of East Windsor and Vilmadinah Gharib for 27 Phelps Road.

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

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

First Selectman Bowsza noted that item will be on the next Town Meeting Agenda.

**C. Continued Discussion of Budget Workshop Topics:**

See previous discussion.

**D. Tax Refunds:**

**MOTION:** To APPROVE Tax Refunds in the amount of \$3,438.56.

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

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

**10. SELECTMEN COMMENTS AND REPORTS:**

**A. Jason Bowsza:**

*(See Attachment)*

**B. Marie DeSousa:**

Deputy First Selectman DeSousa reported she attended the **East Windsor Housing Authority** meeting held last night. They had a contractor come in to discuss a feasibility study for building additional apartments on 6 or 7 acres near Park Hill. The contractor recommended an additional 161 units within 3 sections of buildings to be built over 2 phases. Everything is preliminary at this point, they're reviewing this project with the Department of Housing, CFHA, and the State Representatives. Deputy First Selectman DeSousa noted they're working on the application for becoming a 501C-3 organization, and are working on their audit.

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**C. Sarah Muska:**

**(See Attachment)**

**D. Charlie Nordell:**

Selectman Nordell reported he attended the **Board of Education** Meeting, which included the presentation of various awards. They also presented a crystal apple and awards to Miss O'Connor from the Middle School and Miss Spencer from the Elementary School, and Mr. Shelton from the High School. The East Windsor Middle School's Literacy Class with Miss Whitham did a presentation, the class meets 3 times a week and the students get to pick what type of project they want to do for each quarter. The first quarter project involved a school newspaper, for the second quarter they designed and produced a podcast and recorded 3 episodes. Selectman Nordell noted he was impressed with their projects.

Selectman Nordell reported that Mr. Daryll Rouillard gave the Curriculum Report, specifically on "I-Ready Diagnostic data. The test is given 3 times a year to students in grades 1 through 8. Overall, the students identified as being at grade level in English, Language Arts increased 35 ½% over the 29% at the same time last year, and the grade level of students increased in math to 106% from the first testing this year and 11% over last year. In general, all students have increased their performance in the "I-Ready" testing.

Selectman Nordell also noted the Board of Education reviewed and approved the 2023 – 2024 calendar for next year. They also approved the following new courses: Aspire, Unified Arts, Unified PE, Creative Writing, Public Speaking and Rhetoric, Environmental Science, Sustainable Agricultural, Gifted and Talented, Digital Citizenship, and African-American Literature.

Selectman Nordell reported on February 9<sup>th</sup> he attended the **PTO Meeting**, where they finalized their efforts for the movie night which was held on February 10<sup>th</sup>. The event was a humongous turnout, they sold out all their food, First Selectman Bowsza and his family attended. Selectman Nordell suggested it was a good event, although it was the first time they attempted to do it so it needs a little adjustment. They also

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discussed other future fundraisers, including a dance for the students, a color fun-run in the Spring, and a couple of other things.

**E. Alan Baker:**

Selectman Baker indicated last week he was blissfully free of any liaison meetings. This week, on Monday, he attended the Broad Brook Fire Department Commissioners Meeting. They talked about the budget, which you saw tonight. The Fire Marshal gave his report, noting he's working through a number of items. He's making great progress working on inspections for a number of properties for which there is little record of past inspections. The truck is in the cutting shop, which means they're cutting the sheet metal for the cab; that's on schedule.

Selectman Baker reported on Tuesday night he attended the Planning and Zoning Meeting. They approved a small kennel on Kreyssig Road which was a Public Hearing. They also opened a Public Hearing for a truck terminal on Prospect Hill Road which is behind that driveway at Sofia's Plaza. That was continued as there is a lot of documentation and detail that wasn't included in the application. That will be reheard at the next meeting as well. During their Business Meeting, they heard a presentation from our Planning Consultant on a low-income housing plan.

Selectman Nordell questioned if the truck terminal would be a new facility, or is it taking over the old facility? Selectman Baker noted the property is owned by Carl Crane, when he purchased it years ago it was a truck terminal. He was logging there and there have been a number of different things in there. Basically, he's rehabbing that trucking depot to be a trucking facility again. Selectman Nordell recalled when it used to be a truck terminal. Selectman Baker noted things have changed and it's going to be difficult, he felt the Planning and Zoning Commission will be discussing that application for a couple of meetings.

**11. PUBLIC PARTICIPATION:**

First Selectman Bowsza noted this is the second opportunity for anyone to speak. He queried the in-person audience first.

**Patricia Shary, Depot Street:** Mrs. Shary wanted to commend everyone at the big table because you just sat there and listened to all that stuff and never

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wavered. Some of it made her blood pressure shoot up; she didn't feel she'll be able to sleep tonight. Mrs. Shary advised the Board they did a good job.

**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson suggested a couple of things came up tonight over the course of the discussions, not only in the Board of Selectmen's Meeting. He noted he heard during the Selectmen's Budget that money is going to the North Central Health Department, and we've appointed someone to the North Central Committee. Mr. Anderson suggested North Central has an incredible problem with record keeping, and he gets concerned about giving them money and then when you go to get information, they know nothing; that's unacceptable. Mr. Anderson suggested we have to put a stop to that; that's got to get fixed. Mr. Anderson indicated he didn't know how that should be done but it needs to be fixed. Mr. Anderson suggested whatever money they're getting they're not putting it to good use, in his opinion. You're told there are no records; how can that be? Mr. Anderson suggested that doesn't make sense. Mr. Anderson suggested that come the first of July don't give them any money, tell them it's in escrow. When you give us a plan for fixing the problem we'll give you the money. Mr. Anderson suggested he wants to see it get better, he felt it was pretty bad currently.

**Tom Bulkeley, Kings Court, Broad Brook:** Mr. Bulkeley noted Mr. Anderson brought up the issue of tree trimming, he questioned why people in town plant trees under utility lines to begin with? Is there any control over that, can't the Town do something? First Selectman Bowsza suggested Eversource tries to encourage people if they're going to plant trees to do that with trees of a certain height, which is below the height of power lines. But the Town can't tell someone you can't plant something, unless it's an invasive species which the State will have you remove. Mr. Bulkeley questioned if the Town could pass an ordinance prohibiting that? First Selectman Bowsza noted he's not sure of the legalities of that. Mr. Bulkeley cited people have planted 8 or 10 trees on Norton Road 10 feet from where the utility lines comes down. Selectman Nordell suggested Eversource just cut down a whole bunch of trees on Main Street that they didn't like.

First Selectman Bowsza offered the opportunity to speak to others in the in-person audience; no one requested to speak. First Selectman Bowsza then offered the opportunity to comment to the online participants, no one requested to be acknowledged.

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First Selectman Bowsza noted the Board would hold an **EXECUTIVE SESSION** this evening; he called for a motion.

12. **EXECUTIVE SESSION** – Pursuant to C.G.S. 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. Discussion of Attorney-Client Privileged matters. Discussion of contract matter. Action possible.

**MOTION:** To GO INTO EXECUTIVE SESSION at 8:46 p.m. Pursuant to C.G.S. 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. Discussion of Attorney-Client Privileged matters. Discussion of contract matter. Attending the Executive Session will be First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell.

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

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

LET THE RECORD SHOW the Recording Secretary signed out of the Meeting at 8:46 p.m.

First Selectman Bowsza reported the Board had exited the Executive Session at 9:31 p.m. He noted no action will be taken this evening.

First Selectman Bowsza called for a motion to adjourn.

13. **ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 9:31 p.m.

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

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

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

Respectfully submitted, -----  
Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

**ATTACHMENTS:**

- A. First Selectman Bowsza's Report
- B. Selectman Muska's Report

Deputy First Selectman DeSousa's Report, Selectman Nordell's Report and Selectman Baker's Report transcribed in the Meeting Minutes.

# Attachment A

## First Selectman's Report – February 16<sup>th</sup>, 2023

On February 3<sup>rd</sup>, I met with Town staff regarding next steps for the revamping of the Youth Service Bureau. More will be forthcoming on that shortly. I attended a press conference at the state Capitol with the intention of advocating for increased education funding for local school districts.

Tonight was busy at the Board of Selectmen's budget workshop and regular selectmen's meeting. We began at 5:30 with our first budget workshop. At 6:30, a public hearing was held regarding the Town of East Windsor -Broad Brook Fire Department's budget request. At 7pm, the Board of Selectmen held a public hearing to discuss options available to the Town pertaining to the Congressionally Directed Spending award provided by Congress for the renovation of Scout Hall.

As we head into income tax filing season, the Town is pleased to partner with AARP to provide assistance to residents in our community. AARP tax preparation services are being offered at the East Windsor Senior Center from now until April 10<sup>th</sup>. Participants need to be East Windsor residents aged 60 and over. There is no charge for the tax preparation assistance. Call the Senior Center to make an appointment at 860-292-8262.

Heating costs are affecting many lower income households in our area, especially with fuel prices this winter. To help raise money for local heating assistance programs, the Town is sponsoring our Panther Plunge for the first time in several years. The plunge will be at East Windsor Park on Saturday, February 18<sup>th</sup> at 1pm. Prizes will be given out for the largest donation by team, by individual, and for best costumes. All proceeds will benefit the East Windsor Fuel Bank. Anyone interested in signing up to take the plunge can reach out to Parks and Recreation at 860-627-6662.

We are now accepting applications for summer Parks and Rec jobs. We have openings in the snack bar, gate house, we're looking for lifeguards, camp counselors. Applications can be found on the Town's website.

And just a reminder: the Town recently passed a new elderly property tax credit program. The Assessor's office is accepting applications from February 1<sup>st</sup> through May 15<sup>th</sup>. There are income qualifications associated with this program, but qualifying households will receive a \$250 tax credit on their July tax bill. The state elderly homeowners' program will follow the same enrollment schedule of February 1<sup>st</sup> through May 15<sup>th</sup>. Contact the Assessor's office for more information.

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**BOARD OF SELECTMEN – 2/16/2023 - ATTACHMENT B**

Selectmen's Report - February 16, 2023

The Economic Development Commission's meeting on February 7, 2023 was canceled.

On February 9, 2023 I attended the Veterans Commission meeting. The Commission is looking to make the Memorial Day parade larger this year and are considering offering a prize for best float to encourage more participation.

There was a lot of discussion on this year's road race. The group voted to keep the registration fees the same as last year's. They also received a quote from another timing company, but chose to stay with the same company they've been using this year and are discussing options of sprucing up the look of the Start and Finish Line and also looking to modernize their email list and ways of communication with participants. Also, the Commission is considering replacing T-shirts given to runners with another item; maybe a grocery bag or something that might be more widely utilized. Options will be discussed at their next meeting.

There was a fire that was deliberately set at the Fayette Masonic Lodge in Ellington in early January causing some damage. The Commission voted to donate \$250.00 to the Ellington Masons towards the rebuild.

I was unable to attend the Arts and Culture Committee meeting on Tuesday due to a work commitment, but they are still accepting entries to their Photography Contest through April 14, 2023 and are working on an event to be held on May 20, 2023 at East Windsor Park.

The Panther Plunge is this Saturday at East Windsor Park beginning at 1:00PM and all proceeds benefit the East Windsor Fuel Bank.

Parks and Recreation are looking for sponsors for their Bunny Breakfast, which will be held on April 1st this year. Cost for a placemat sponsor is \$100.00 per business. They are also accepting donations of baskets of goodies to be raffled off at the event. If you're interested, please contact Parks and Recreation at 860-



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627-6662. All proceeds from this event go towards scholarships for the Summer Fun Camp at East Windsor Park.

Submitted With Sincerity,

Sarah A. Muska, Selectman  
[smuska@eastwindsorct.com](mailto:smuska@eastwindsorct.com)

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