TOWN OF EAST WINDSOR
BOARD OF SELECTMEN

REGULAR MEETING
May 4, 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

DRAFT MEETING MINUTES
******Minutes are not official until approved at a subsequent meeting******

Board of Selectmen
Jason E. Bowsza, First Selectman
Marie DeSousa, Deputy Selectman
Alan Baker, Selectman
Sarah Muska, Selectman
Charles Nordell, Selectman

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

ABSENT: All members of the Board were present this evening.

GUESTS/SPEAKERS in-person: First Selectman Bowsza hosted the meeting. Also joining the Board this evening were John Madigan, Nick Macsata, and Cal Myers, **Broad Brook Fire Department Commissioners** and **Assistant Broad Brook Fire Department Chief** Gerald Bancroft; Joseph Sauerhoefer, **Deputy Director of the Public Works Department;** Amy O'Toole, **Finance Director**; Melissa Maltese**, Director of Parks and Community Services**; Public: Paul Anderson; Tom Talamini.

TOWN OF EAST WINDSOR
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MEETING MINUTES

GUESTS/SPEAKERS signing in to meeting remotely: Michael Speciale, Connecticut Trolley Museum, Development Officer; Peg Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the May 4, 2023 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:04 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

2. PLEDGE OF ALLEGIANCE:

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

3. ATTENDANCE:

See Attendance noted at the beginning of the meeting.

First Selectman Bowsza noted the Board has been joined this evening by Scoutmaster Bill Ruggiero and Boy Scout Troop 89. He suggested the Board consider recessing the Regular Meeting for a brief time to address questions which the Scouts may have about how local government works.

MOTION: To RECESS the Regular Meeting of the Board of Selectmen for 15 or 20 minutes.

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

First Selectman Bowsza RECONVENED the Regular Meeting of the Board of Selectmen at 7:17 p.m.

First Selectman Bowsza requested to ADD to tonight's Agenda **Item 9 (NEW BUSINESS) I, Discussion of the Updated Sexual and Other Unlawful Harassment Policy,** he called for a motion regarding this Agenda addition.

MOTION: **To ADD to tonight's agenda Item 9 (NEW BUSINESS) I, Discussion of the Updated Sexual and Other Unlawful Harrassment Policy.**

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

4. APPROVAL OF MINUTES:

A. April 20, 2023 Board of Selectmen Special Meeting:

First Selectman Bowsza noted the availability of the Minutes for the Board's Special Meeting held on April 20, 2023, he asked for comments or corrections from the Board. Hearing no requests for comments he called for a motion of approval.

MOTION: **To APPROVE the Board of Selectmen's Special Meeting Minutes from April 20, 2023.**

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

5. PUBLIC PARTICIPATION:

First Selectman Bowsza noted the first opportunity for anyone present at the in-person meeting to offer comments or questions.

Paul Anderson, 89 Main Street, Broad Brook: Mr. Anderson reported he's very impressed with Public Works getting all the stop lines repainted, he suggested maybe people will use them to stop. Mr. Anderson suggested the repainting is a plus for everyone, some of them were getting pretty faded. It really looks good.

Mr. Anderson offered a quick comment on the use of the Broad Brook Fire House, he felt it's a great suggestion, it will make a great Fire House.

Mr. Anderson suggested his third comment related to the FOI billing. He noted he's studied the Statutes and the presentation First Selectman Bowsza had shared with him, and he found nothing in the Statues that precludes the Town from billing for the product created. Mr. Anderson suggested that doesn't mean it would work, and he doesn't want to cause a legal problem that will cost the Town more money, but, as a taxpayer, he would like to see these requests billed whether we collect it or not. If we don't bill for it we won't get any money for it. He didn't ask for the FOI request and he doesn't want to pay for it. Mr. Anderson indicated he knew the Board would do what they have to do.

Deputy Selectman DeSousa suggested thanks should go to the Scoutmasters who volunteer their time to bring the Scouts along and to your parents for giving you this opportunity. Deputy Selectman DeSousa noted things have changed dramatically since she was younger, those committed individuals that are working for the Scouts you should thank them every day because they're giving up time with their own family to help you guys prepare for the future. Deputy Selectman DeSousa also suggested the Scouts not be afraid to speak what's on your mind, if you don't know something ask us because that's the only way you learn. Deputy Selectman DeSousa thanked Scout Master Ruggiero for bringing the Scouts out tonight, she appreciated their involvement.

Hearing no further requests for comments from the in-person audience First Selectman Bowsza offered the remote participants an opportunity to comment; no one requested to be acknowledged.

6. COMMUNICATIONS:

A. Public Works Week Proclamation:

First Selectman Bowsza read a Proclamation signifying the week of May 21 to May 27th. 2023 as Public Works Week. First Selectman Bowsza noted the employees of the Public Works Department are part of the Town's first responder network.

B. Invitation to participate in the Memorial Day Parade:

First Selectman Bowsza noted receipt of an invitation from D. James Barton, Chairman of the Veterans Commission, inviting the Board of Selectmen to participate in this year's Memorial Day Services, being held

on Monday, May 29, 2023 at Joseph Tracy Green, Bridge Street, Warehouse Point. First Selectman Bowsza noted the services will include a parade as well.

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. ***Resignation:*** None

B. ***Reappointments:*** None

C. ***New Appointments:***

1. Michael Pillion (D), Building Commission, regular member for a term expiring August 1, 2024:

First Selectman Bowsza noted Michael Pillion has submitted his name for appointment to the Building Commission.

MOTION: To APPOINT Michael Pillion, (D), Building Commission, for a term expiring August 1, 2024.

DeSousa moved/Nordell seconded/*DISCUSSION:* First Selectman Bowsza noted he's known Mr. Pillion for a long time, he'll make a good addition to the Commission
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

8. UNFINISHED BUSINESS:

***A. Discuss and Approve Town Facilities Meeting Room Agreement to include Joseph Sauerhoefer:**

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

First Selectman Bowsza requested a motion to TABLE **Items 8B and 8C (UNFINISHED BUSINESS)** until after the **EXECUTIVE SESSION.**

MOTION: To TABLE Items 8B and 8C until after the Executive Session.

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

B. Discuss and Vote on Contract Between the Town and Jennifer Sanchez:

See motion above.

C. Discuss and Vote on Updated Conflict Counsel Engagement Letter with Updike, Kelly and Spellacy (UKS) For Representation Before the Connecticut Siting Council on Solar Matters:

See motion above.

9. NEW BUSINESS:

A. Discussion of Use(s) of Broad Brook Fire Department Complex:

Joining the Board this evening were Broad Brook Fire Department Commission Chairman John Madigan, Broad Brook Fire Department Commission Vice Chairman Nick Macsata, and Assistant Chief of the Broad Brook Fire Department Gerald Bancroft. Fire Commissioner Myers was present in the audience.

Broad Brook Fire Department (BBFD) Chairman Madigan advised the Board the Broad Brook Fire Department Commissioners and members of the Broad Brook Fire Department are appearing before the Board to request the sole use the Broad Brook Fire Station at 125 Main Street once the Senior Center moves to the Community Center on Abbe Road. He noted the Department is in need of additional space to accommodate the part-time day staff and weekend staff as they perform their firefighting duties out of this station. The Department also needs to provide offices for the Fire Marshal, the Fire Commissioners, Captains, and Lieutenants. BBFD Commissioner Madigan suggested they believe having the additional space will enable them to carry out their firefighting duties effectively. He suggested the Broad Brook Fire Department Commissioners request the current lease agreement be amended to

accommodate their request, they believe the change will benefit the Broad Brook Fire Department and the community as well. He noted the Broad Brook Fire Department plays a vital role in protecting the residents and having exclusive use of the fire station will allow them to continue to do so in the most efficient manner possible.

Assistant Fire Chief Bancroft suggested even though this additional space would help them they would still be short on space. BBFD Commissioner Macsata indicated the building is woefully inadequate regarding NFPA and ADA compliance standpoints, this would get the Department a lot further along in its existing condition.

Selectman Baker questioned that they were looking at this as a transitional thing; the Commissioners concurred. BBFD Commissioner Macsata noted the Commission is working through an RFP for a long-term architectural assessment and strategic assessment from a professional architect to develop a long-term strategy for the Fire Department, this would get them to a good starting point for that.

First Selectman Bowsza suggested the Board would review the lease and continue discussion on this request. Selectman Baker questioned if there was a current lease on the building? BBFD Commissioner Macsata noted there's currently a 100-year lease which set out various parts of the building for the Senior Center versus the Fire Department, this would be an amendment to that lease to remove the Senior Center from use of the building and leave the sole use for the Fire Department.

The BBFD Commissioners thanked the Board for their consideration.

B. <u>Discuss and Approve Pension Plan Webster Fee Proposal to Include Amy O'Toole:</u>

Selectman Baker advised the Board that the Pension plan has been managed by Webster Bank for approximately 10 years. Some time ago the Pension Board considered putting management of the Pension plan out to bid, or ask Webster to sharpen their pencil, which they did. Selectman Baker noted the Pension Board met last night, they calculated that for the time Webster has been managing the plan it's been averaging 7.6% or 7.7% return, he noted the Pension has been managed well by Webster Bank.

Finance Director O'Toole noted Webster has indicated they'll give the Town a 17% discount, which they would make effective April 1st.

First Selectman Bowsza called for questions or comments from the Board; no one requested to be acknowledged. First Selectman Bowsza called for a motion approving the Pension Board's recommendation.

MOTION: **To ACCEPT the recommendation of the Pension Commission to extend the Webster Bank fiduciary services necessary to maintain the pension liabilities.**

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

C. Discuss and Approve CIP Project Close-Out/Funding Transfer Request:

First Selectman Bowsza noted that Finance Director O'Toole has reviewed funding for various CIP Projects and found two which have been completed which resulted in an excess balance after completion. Finance Director O'Toole has identified excess funds of $2,500.00 for the MUNIS conversion, and $99.00 for Parks and Recreation, she is recommending moving those excess funds to the CNR Unallocated line.

First Selectman Bowsza also noted Finance Director O'Toole also noted the price to replace gas tanks at the DPW garage has gone up by approximately $30,000.00, she would like to take $30,000.00 from the CNR Unallocated line and transfer it to the gas tank replacement project. Deputy Selectman DeSousa requested specifics of the increased cost, Joseph Sauerhoefer, Deputy Director of DPW summarized the increases in the project costs, which included the cost of the replacement tanks.

First Selectman Bowsza requested two separate motions approving the funding requests.

MOTION: **To AUTHORIZE the Treasurer to transfer $2,577.12 to the Unallocated CIP Account #30054111-573900 to cover the MUNIS conversion and transfer $99.00 from**

the completed Parks and Recreation project to CIP Account #30054111-573900.

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

MOTION: To AUTHORIZE the Treasurer to transfer $30,000.00 from the Unallocated CIP Account #30054111-573900 to the Town Properties-Gas Tanks and Pumps Account #30054304-573105 to cover the increased expenses.

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

D. Discussion of Playground Installation Bid and Funding:

First Selectman Bowsza recalled that Representative Foster secured $800,000.00 for the installation of lights at the Abbe Road facility and a playground at East Windsor Park. The Town is working with the BSC Group regarding the playground at East Windsor Park, and the bids have come back significantly higher than the architect projected which were quotes for $786,000.00 and $801,000.00. First Selectman Bowsza indicated the Town has $500,000.00 through the State's Bond Fund via Representative Foster's request, should the Board consider moving forward with the project the Town would have to provide another $330,000.00. He noted Finance Director O'Toole has identified a way to fund the project without affecting the Town's operating budget.

Finance Director O'Toole suggested taking the additional funding from the excess debt paid down a couple of years ago. She noted $100,000.000 of this funding source has been used previously for general assistance for people displaced by a fire and $165,000.00 was used for body cameras and dash cameras for the Police Department. First Selectman Bowsza suggested if the Board didn't use these funds they would be returned to the General Fund at the end of the year. He noted the current policy is to maintain 10% to 20% of the operating budget, should these funds be returned the fund balance would increase to 24%. He suggested this is a

good opportunity to finish a good community project using a portion of the fund balance.

Selectman Baker questioned if the project has been reviewed regarding delaying implementation of any components of the project? First Selectman Bowsza indicated that option has been reviewed but the project would have to be rebid, which risks further increased costs. Finance Director O'Toole noted items were already removed from the bid solicitation to get the price under the $500,000.00. First Selectman Bowsza also noted a constituent is insisting on the installation of screening on the site which has increased the project cost as well.

MOTION: To AUTHORIZE the Treasurer to transfer the $330,000.00 to be utilized to offset the additional cost of lighting and playground project.

DeSousa moved

First Selectman Bowsza clarified that the transfer of funds for this project is a function of the Board of Finance, he is bringing the request for support of the project to the Board for their concurrence.

Selectman Baker questioned if the Town has any other plans for that money; Finance Director O' Toole indicated not that she was aware of

Deputy Selectman DeSousa withdrew her motion.

The consensus of the Board was to support the project for lighting and playground improvements.

E. <u>Discussion of ARPA Project(s) Proposal Review:</u>

First Selectman Bowsza reviewed his PowerPoint presentation of potential projects review (See attachment).

First Selectman Bowsza advised the Board there is discussion at the Federal level of recalling unused ARPA funding. He noted the Town sent out a Town-wide survey to 9,000 people or households and received 700 responses back. He reviewed the various projects identified by the

constituents as desirable. Those projects could be categorized into the following common interest groups: hard infrastructure, quality of life, private community investment, tourism, environmental quality, and hazard pay. First Selectman Bowsza clarified that the original ARPA funding was $3.5 million, the total funding used to date is $2.1 million ($1.2 million on ERASE Grants and $924,000.00 on the Community Center), the remaining available funds are $1.4 million, and the total recommended project funding is $1,300,000.

Please review PowerPoint presentation for detailed description of projects and their cost, following is a summarization:

- Revitalization of Osborn Field and Volunteer Park – includes installation of pickleball courts and improvements to Volunteer Park along the Connecticut River - $500,000.00

- Geriatric Social Worker – funds the position for 3 years, the social worker could work with other mental health professionals - $300.000.00

- Replacement of 3 emergency generators (Public Works Garage, Town Hall Annex/Police Department, and the new Community Center) - $150,000.00

- Senior Center Bus, existing State-subsidized replacement programs have paused, repair of current in-service bus estimated to be $50,000.00 - $130,000.00

- Engineering costs for replacement of the East Windsor High School track – significant availability of grant opportunities for shovel-ready projects - $120,000.00

- Walking trails/associated equipment which could be used for creation of walking trails or assistance through Town staff to other Town organizations (such as the American Heritage River Commission) to expand walking and plowing sidewalks on Town owned properties - $100,000.00

First Selectman Bowsza noted projects approved by the Board would be recommended to the Board of Finance for their consideration and eventual vote at a Town meeting.

Fance Director O'Toole noted the current balance remaining is $2,043,756.92 versus proposed project costs reviewed by First Selectman Bowsza of $109,394.50.

First Selectman Bowsza opened discussion on the various projects. *The Board initially agreed to move forward with the replacement of the Senior Bus, and the engineering costs for replacement of the tract at the East Windsor High School.*

First Selectman Bowsza then called for discussion on any of the remaining projects.

Selectman Baker questioned the cost of the generators? Deputy Director Sauerhoefer suggested about $60,000.00 each installed. Installation of switches can't be determined until the generator is installed. Deputy Director Sauerhoefer indicated he is requesting replacement of generators at the Town Hall Annex/Police Department, the Public Works Department, and the new Community Center. *The consensus of the Board was in favor of replacement of the generators as discussed.*

Selectman Muska opened discussion on the Geriatric Social Worker. She cited concern for implementation of the position of Geriatric Social Worker. She agreed the Town needs the position but this proposal is for temporary funding for a 3-year position without a plan for continuing funding and continued implementation for Senior residents. Selectman Muska indicated she felt she didn't have enough information regarding what the Geriatric Social Worker would be doing, or what the process is implementing the position to make a decision tonight.

Deputy Selectman DeSousa agreed with Selectman Muska's concern for the Town's ability to fund the position down the road. First Selectman Bowsza asked Finance Director O'Toole for comments regarding durational funding of this position. Finance Director O'Toole also cited concern regarding resident's reliance on assistance on a position which was funded for a short period of time, she also cited the Town's ability to find an employee willing to work on a position that was dependent on

grants. Finance Director O'Toole suggested the bigger concern was the residents' reliance on the assistance of the Social Worker and then the position is no longer available. Melissa Maltese, Director of Recreation and Community Services noted her office currently assists aging residents work through the issues of aging in place. She indicated the need for services is growing and is difficult for her Staff to manage because of the increased workload and the difficulty working with residents who may have limited capacity to understand the issues involved. She suggested her Staff are not social workers, she agrees the position is needed.

First Selectman Bowsza suggested that if this item isn't funded via this proposal then the Board is not addressing a "need" we know we have, the 3-year funding will give the Town an understanding of the need and how to fund the position going forward. Selectman Baker questioned why the position hadn't been included in the 2023-2024 budget, First Selectman Bowsza recalled the Board of Selectmen and Board of Finance had been cognizant of keeping the budget as least impactful on the taxpayers as they could be. First Selectman Bowsza suggested funding the Social Worker for this short period gives the Boards 3 years of information as to the need and success of the position which gives the next Boards the ability to make a data driven decision on the continuance of the position. Deputy Selectman DeSousa agreed that this proposal will give the future Boards data to base a decision for a future budget period.

Selectman Baker agreed the position is needed but is also concerned with the Town's ability to continue funding after this initial period. He suggested looking at it as a "pilot program" which is temporary and would provide an awareness to the user/resident, whom he is most concerned with, that the program is currently temporary.

Selectman Muska likes Selectman Baker's suggestion regarding the pilot position, but isn't ready to move forward tonight, she would like more information before making a decision. Selectman Muska also felt the taxpayer should approve the new position.

Selectman Nordell realizes the need for the position and also likes Selectman Baker's suggestion but is concerned with finding someone willing to hire on for a temporary position. Selectman Nordell also wished the Boards had considered funding the position in the budget. Finance Director O'Toole recalled department heads were requested not to

request any new positions, First Selectman Bowsza recalled that Director Maltese had come through with flat-funded budgets as requested.

First Selectman Bowsza suggested he'll work with Director Maltese and Finance Director O'Toole to develop more information. *The consensus of the Board is there is a need, although their concern is how to fund the position.*

First Selectman Bowsza called for comments on the Improvements at Osborn Park or the Walking Trails equipment.

Deputy Selectman DeSousa opened discussion on the Improvements at Osborn Park, she questioned the cost of the pickleball court? First Selectman Bowsza noted the cost has been estimated at $200,000.00. Deputy Director Sauerhoefer cited they've improved the sidewalk down to the gazebo and the water. He noted they've also regraded baseball fields and soccer fields for younger kids. Selectman Baker indicated he'd like to see a sidewalk connecting to Osborn Park from downtown Warehouse Point.

The consensus of the Board was agreeable to move forward with funding through the ARPA for Osborn Park/Volunteer Park.

First Selectman Bowsza noted the last item for discussion is the Walking Trails. To prepare the trails the Town would need to purchase this equipment. Selectman Baker noted the only actual hiking trail in town is the trail maintained by the American Heritage River Commission, Town owned land is adjacent to the trail, and the American Heritage River Commission has already spent money on repair of the bridge. He felt people should know they're voting on improving the Melrose State Park Trail system. First Selectman Bowsza indicated Finance Director O'Toole suggested funding the walking trails and the equipment as a package.

Selectman Nordell questioned what attachments would be included? Deputy Director Sauerhoefer noted their first project is to create walking trails at the Kogut property, the attachments will include a snowblower to clear snow-shoeing trails.

First Selectman Bowsza indicated he'll return to the Board with additional information.

First Selectman Bowsza summarized that *the consensus of the Board was to move forward with the replacement of the Senior Bus, engineering costs for replacement for track at the East Windsor High School, Revitalization of Osborn Field and Volunteer Park, replacement of generators at an estimated funding value of approximately $900,000.00.*

MOTION: **To ADVANCE to the Board of Finance for consideration with ARPA funding the following projects – Senior Bus at $130,000.00; East Windsor High School track replacement engineering at $120,000.00; Emergency Generator replacement at $150,000.00; Osborn/Volunteer Park improvements at $500,000.00, and if approved by the Board of Finance to send to Town Meeting.**

Muska moved/Baker seconded/*DISCUSSION:* Deputy Selectman DeSousa suggested that in reviewing the survey requests she found several of those projects have been completed through other resources already.
VOTE: **In Favor: DeSousa/Baker/Muska/Nordell**
(No one opposed/No abstentions)

First Selectman Bowsza requested POSTPONEMENT of Agenda Item 9F **(NEW BUSINESS)** regarding approval of a bond release for West River Farms as he has concerns with a pending wetlands issue.

MOTION: **To POSTPONE Item 9F – Discuss and Approve West River Farms Bond Release until the Board's next meeting.**

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

F. **Discuss and Approve West River Farms Bond Release:**

See motion above.

G. **Discuss and Approve Connecticut Trolley Museum 2023 Neighborhood Assistance Act (NAA) Program Proposal:**

First Selectman Bowsza advised the Board that last year the Town partnered with the Connecticut Trolley Museum to acquire a Neighborhood Assistance Act Grant, they received a $40,000.00 grant which was offset by a donation from CIGNA. Michael Speciale, Development Officer for the Connecticut Trolley Museum, joined the Board remotely. Mr. Speciale reported the Trolley Museum received $45,000.00 from CIGNA which they used to replace the Museum lighting with high efficiency interior and exterior lighting fixtures and along the parking lot which made a dramatic difference in the appearance of the Museum.

Mr. Speciale advised the Board they would now like to apply for a Neighborhood Assistance Act Grant, but need the Board's blessing to apply. If the Board approves the grant submission First Selectman Bowsza will send the application to the State and the Trolley Museum will get on a list of approved projects. This grant would be used to install a ductless heating and cooling system in the Visitor Center Office areas. Mr. Speciale noted when the Museum was built in the 1990s there wasn't consideration given to efficiency, so they are currently cooling the interior office space with window air conditioners and they have electric baseboard heat. Under this grant they are proposing to install a new heating and cooling system at an estimated cost of $18,000.00. If the project is approved Mr. Speciale will solicit businesses to contribute the money in December, which will earn the businesses a 100% tax credit on their business tax return.

First Selectman Bowsza noted the work involved on the Town side is extremely minimal but it's an opportunity for the Town to support the Trolley Museum as they solicit corporate contributions. First Selectman Bowsza suggested if the Board agrees he would need confirmation of the Board's agreement in these Meeting Minutes, and the next step is to set a Public Hearing.

The consensus of the Board was to assist the Connecticut Trolley Museum apply for the Neighborhood Assistance Grant for energy efficient cooling and heating in the Museum Office area. No motion made until the Public Hearing is set.

H. <u>Tax Refunds:</u>

MOTION: To APPROVE Tax Refunds in the amount of $6,379.07.

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

I. Discussion of the Updated Sexual and Other Hostile Environment Policy:

First Selectman Bowsza reported CIRMA visited the Town to offer a training session on diversity, equity, belonging and inclusion. Current policies are being reviewed through the Senior Staff Meetings, employees are being asked to sign the policies, which will then be returned to the First Selectman's Office annually.

First Selectman Bowsza noted during discussion of the current policies a hostile work environment could also occur between a board or commission member and a municipal employee, or between a member of the public and a municipal employee. First Selectman Bowsza suggested his intent is to have all boards and commissions review this updated policy and confirm their acquiescence to the policy so they understand they also have a role in creating a respectful work environment for professional Staff, and that they are held to the same standards as employees.

First Selectman Bowsza noted the updated policy has been reviewed by Pullman & Comley, who have submitted comments. After discussion with this Board regarding comments he'll then distribute it to the various boards and commissions for their review and sign off.

Paul Anderson, speaking from the audience, as Chairman of the Water Pollution Control Authority, questioned if that agency would be included in the review; First Selectman Bowsza replied in the affirmative.

Deputy Selectman DeSousa questioned what would happen if an appointed official refused to sign the policy? First Selectman Bowsza suggested that refusal would weigh heavily on the person's reappointment.

Selectman Nordell questioned if new appointees will be asked to sign the policy; First Selectman Bowsza replied in the affirmative.

Selectman Baker questioned if the Selectmen's Office will be tracking a list of the people who have signed the policy? First Selectman Bowsza replied in the

affirmative, noting the Town is taking the steps necessary to document its risk management process, and advise the people involved in local government of their responsibilities.

Deputy Selectman DeSousa questioned if training was available for members of boards and commissions regarding their actions as a board or commission member? First Selectman Bowsza suggested he can advise Deputy Selectman DeSousa of the training available.

First Selectman Bowsza called for further comments or concerns regarding the amendments suggested? If not he called for a motion.

MOTION: To ACCEPT the amended Town of East Windsor Sexual and Other Unlawful Harassment Policy

Baker moved/Muska 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 Selectman DeSousa indicated she had no report this evening as she has been out of town.

C. Alan Baker:

Selectman Baker reported he wasn't able to attend the ***Planning and Zoning Commission*** but did review all the Minutes. They approved the Affordable Housing Plan and reviewed a draft Resolution regarding the Town's position for the State siting of solar panels. He suggested the most impactful thing they're working on is a Public Hearing on for a trucking terminal at 118 Prospect Hill Road that backs up to the adjacent neighborhood. He noted no one has shown up from the neighborhood, and cited concern for the beeping of back-up alarms. That Public Hearing has

been continued until May 9th, which gives people the ability to comment. On May 9th the Planning and Zoning Commission will also be discussing the playground at Reservoir Park.

Selectman Baker noted the ***Wetlands Commission*** was canceled this month due to the lack of applications.

Selectman Baker also noted ***the Pension Board*** met last night, a presentation was made by the representative for the OPEB (Other Employment Benefits) plan. He noted pension negotiations are coming up for Public Works, the Water Pollution Control Authority, Supervisors, and Nurses.

D. Sarah Muska:

(See Attachment)

E. Charlie Nordell:

Selectman Nordell reported the ***BMX Committee*** met on April 24th, they're investigating seeking assistance from a company, Event Ease, who will advertise announcements of events, sponsors, and assist with managing payments for events. He noted the Committee has been having a difficult time updating their Facebook and social media.

The ***Rubber Duck and Cardboard boat event*** is scheduled for July 9th. They're also planning their second annual bottle and can drive which will take place July 8th and September 9th. They also finalized plans for their Golf Tournament which will occur at Grassmere on May 20th; they believe they are full already. This has been a goal for them for some time; they've really done a good job of putting the event together.

Selectman Nordell reported Monday was the ***Warehouse Point Fire Department meeting***. They responded to 63 calls last month and the Fire Marshall completed 19 inspections on that side of town. Their budget vote is this coming Monday at 7:00 o'clock at Station One.

Selectman Nordell noted he attended the ***Board of Education*** Meeting on the 26th. They held their 3rd Quarter Awards at the beginning of the meeting. The last day of school is June 13th this year. The East Windsor

School Model Congress is planning an overnight field trip to AIC in Massachusetts.

11. PUBLIC PARTICIPATION:

First Selectman Bowsza noted this is the second opportunity for anyone present at the in-person meeting to speak.

Tom Talamini, Rice Road: Mr. Talamini agreed with the Public Works Department regarding establishing the first walking trail on the Kogut property as it's flat and easily accessible.

Hearing no requests from additional in-person participants to speak First Selectman Bowsza offered an opportunity for the remote participants to speak; no one requested to be acknowledged.

12. EXECUTIVE SESSION – Pursuant to C.G.S. 1-200 (6)(a), Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting, (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 contact matter. Action possible:

First Selectman Bowsza requested a motion to go into **EXECUTIVE SESSION.**

MOTION: To GO INTO EXECUTIVE SESSION at 9:15 p.m. Pursuant to C.G.S. 1-200 (6)(a), Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting, (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 contact matter. Action possible. Attending the Executive Session will be First Selectman Bowsza, Deputy Selectman

DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell, and Bob DeCrecenzo

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

First Selectman Bowsza reported the Board will take up two items for discussion after exiting the **EXECUTIVE SESSION**.

LET THE RECORD SHOW the Recording Secretary signed out of the Meeting at 9:15 p.m.

First Selectman Bowsza reported the Board had exited the Executive Session at 10:50 p.m. He noted there are two items of business for discussion by the Board of Selectmen. The first item for discussion is Agenda Item 8B, Discuss and Vote on Contract Between the Town and Jennifer Sanchez, First Selectman Bowsza called for a motion.

MOTION: To AUTHORIZE the First Selectman to sign a contract between the Town and Jennifer Sanchez with adjustments.

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

First Selectman Bowsza noted the second Agenda Item for discussion is Discuss and Vote on Updated Conflict Counsel Engagement Letter with Updike, Kelly and Spellacy (UKS) For Representation Before the Connecticut Siting Council on Solar Matters, First Selectman Bowsza called for a motion.

MOTION: To AUTHORIZE the First Selectman to sign the updated Conflict Counsel Engagement letter with Updike, Kelly, and Spellacy for representation before the Connecticut Siting Council on Solar Matters.

Baker moved/Muska seconded/*DISCUSSION:* First Selectman Bowsza noted that the Town is engaging Updike, Kelly, and Spellacy to make sure the Town's best interests are represented when the Siting Council is discussing the siting of

solar, that we have done more than our fair share in terms of helping the State meet its renewable energy goals, and if legal representation is the remedy that we need to pursue that that's something we collectively feel needs to be done.
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

First Selectman Bowsza queried the Board for any additional business to come before the Board?

13. ADJOURNMENT:

MOTION: To ADJOURN this meeting at 10:52 p.m.
Nordell moved/Muska seconded/*DISCUSSION:* First Selectman Bowsza suggested the motion is non-debatable.
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

First Selectman Bowsza reported the meeting is ADJOURNED at 10:52 p.m.

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

ATTACHMENTS:

A. ARPA Project(s) Proposal Review
B. First Selectman Bowsza's Report
C. Selectman Muska's Report

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

TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Regular Meeting – May 4, 2023
In-Person AND
ZOOM Teleconference
Meeting ID: 332 683 3563
Passcode: townhall
MEETING MINUTES

BOARD OF SELECTMEN – May 9, 2023 - ATTACHMENT

First Selectman's Report – May 4, 2023

On April 20th, I met with Hartford Community Court Judge Carasquilla at the Hartford Court. I was joined by Community Services Director Melissa Maltese, Deputy Police Chief Matt Carl, and Police Department Social Worker Brittany Brice. Judge Carasquilla and her team gave us an overview of the role that the Community Court plays in the region, now inclusive of the Town of East Windsor. The court handles cases pertaining to municipal ordinance violations, substance abuse, mental health issues, and has a heavy focus on community-based minor offenses. The court also provides an opportunity for additional social work resources to the Town. The judge was very gracious with her time, and I hope to have her as a guest at a future Board of Selectmen meeting.

That same day, I went to the state capitol to meet with leadership of the Energy and Technology Committee to advocate for local control concerning the siting of grid scale solar projects. Under existing law, municipalities have no say in the siting or zoning conditions of these projects. I was joined by the Council of Small Towns, as well as municipal leaders from Canterbury and Brooklyn. I appreciate Representative Foster facilitating the discussion with Representative Steinberg, and being so open and collaborative as we search for a solution that will give towns like East Windsor a voice concerning these developments. The Town is also working with the law firm of Updike, Kelly and Spellacy to advocate for the Town's interests before the Siting Council. On

April 25th, I had the opportunity to visit with constituents at Park Hill and talk with them about their concerns. On May 3rd, I did the same thing at East Windsor Senior Center. These visits are wonderful feedback opportunities where I get to hear directly from residents at those locations about what their concerns may be. I was happy to see that attendance at both events continues to grow.

Later that same day, I met with Erin Horanzy, the new librarian at the Warehouse Point Library. Erin has only been on the job for about two weeks, but I was immediately impressed by her energy (which is contagious), her interest in becoming more involved in our community, and her savvy understanding of how to work collaboratively together with the Town. I think she is going to be an outstanding fit for the Warehouse Point Library.

On April 27th, I was pleased to join seniors and volunteers at the East Windsor Senior Center for their annual volunteer appreciation lunch. We celebrated two dozen people who tirelessly give of themselves provide Meals on Wheels services to residents in East

Windsor five days per week. One of those volunteers, Kathy Crouch, has been delivering meals weekly since 1981! That's a tremendous service to the community. We thank Kathy, and all our generous volunteers.

We are still seeking small businesses that may be interested in participating in the second annual Small Business Passport program. Any interested local restaurant or retail establishment can contact my office or the East Windsor Chamber of Commerce for details.

In light of horrible news that permeates constantly around mass shootings, our Emergency Management Team has been working to develop an active shooter response training that would provide training to all of our first responders: police, fire, ems, public works, community services, and public school staff. We met with representatives from the Town of Tolland and Tolland County Dispatch to review the training they offer, and are looking into resources recommended by the FBI National Academy. The hope is to provide comprehensive training this summer, and continue it regularly.

On May 8th, the Greater Together Community Committee will be hosting a meet and greet at the Town Hall Annex at 6:30pm. Come and meet with committee members to learn more about what the funding opportunities allow for, or to learn what types of projects have been funded in the past and what the committee may be looking for in this year's submissions.

On May 9th, the voters in East Windsor will vote on the annual budget proposal prepared by the Board of Finance. This year's proposal includes a mill rate decrease of 1/10 of a mill, from 34.38 to 34.28. Polls will be open at the usual places from 6am to 8pm

Finally, as many of you know, the Town is in the process of selecting a new Chief of Police after the retirement of former Chief DeMarco after 19 years of service. The process has been expansive, and the Town has utilized the services of a professional executive recruitment firm. As that process nears its conclusion, there will be an opportunity for the general public to meet the four finalists for the position. There will be a public meet and greet on May 15th from 6:30 to 8 at Scout Hall, located at 28 Abbe Road. All are welcomed to attend, and the executive recruiter will be on hand to intake feedback from the general public as the finalist is selected

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BOARD OF SELECTMEN – May 9, 2023 – ATTACHMENT

Selectmen's Report - May 4, 2023

I attended the Arts and Culture Committee April meeting. The meeting was mainly focused on finalizing the details for the Arts and Culture Day event to be held on Saturday, May 20th from 12:00-4:00PM at East Windsor Park. There will be vendors displaying their art, acoustic music, demonstrations and activities. There will also be a community artwork piece that says East Windsor has heART.

There has been some collaboration with the Connecticut Trolley Museum and the Broad Brook Center for the Arts. There's currently three high school students working on the car cards of local businesses that will be displayed in one of the trolleys.

Committee member Sharon Aprea painted a sample of the mural that will be displayed at the Elementary School to receive feedback from the group and to be sent to the school for approval.

On April 13, 2023 the Veterans Commission met. The Veterans Commission is hosting a contest and theme for this year's Memorial Day Parade, which will be on May 29th. The theme is Most Patriotic. The 1st place winner will receive a $250.00 donation to a charity of the winner's choice and 2nd and 3rd place will receive trophies. If you or your group are interested in participating, please contact Chairman Jim Barton at djbarton422@gmail.com. The deadline to be put in the program is May 19, 2023.

The Commission unanimously decided to donate $750.00 to the East Windsor High School Music Program and will be awarding Katie Wyse with a $500.00 contribution for singing at the Memorial Day parade and as a thank you for always making an effort to sing at Veterans Commission events.

The Commission had nine applicants for the two scholarships they award to an EWHS senior, each in the amount of $1,000 and they did review them and chose the scholarship recipients. The winners will be announced in June.

Yesterday, Chief James Barton of the Warehouse Point Fire Department took me on a tour of the Fire Department Headquarters building next to the firehouse. It was nice to see their emergency operations area and their preparedness in case

of a tragedy or emergency. Eventually the space that was freed up will be used for sleeping quarters and give fire personnel more space now that the offices are moved to a separate location.

Last night, Selectman Nordell and I attended the Tip A Cop Event to benefit the Connecticut Special Olympics at the Maine Fish Market. It was great to see several of our officers, as well as Interim Deputy Chief Matt Carl there. $998 was raised in three hours. There is also a Torch Run associated with this, which will take place on June 1st, where we will have a team running from the Enfield Town line to the South Windsor Town line to pass the torch.

The Kid's Fishing Derby, sponsored by the Broad Brook Angling Club is this Saturday, May 6th at East Windsor Park. Registration is from 7:00-8:00AM and the Derby is from 8:00-11:00AM. The event is open to kids 15 and under and there will be prizes awarded for first fish caught, largest fish caught, as well as first person to catch their four fish limit in each age group.

Please remember to vote if you are in the Warehouse Point Fire District on Monday night at 7:00PM at Station One and the Town and BBFD Budgets on Tuesday between 6AM-8PM at your usual polling location.

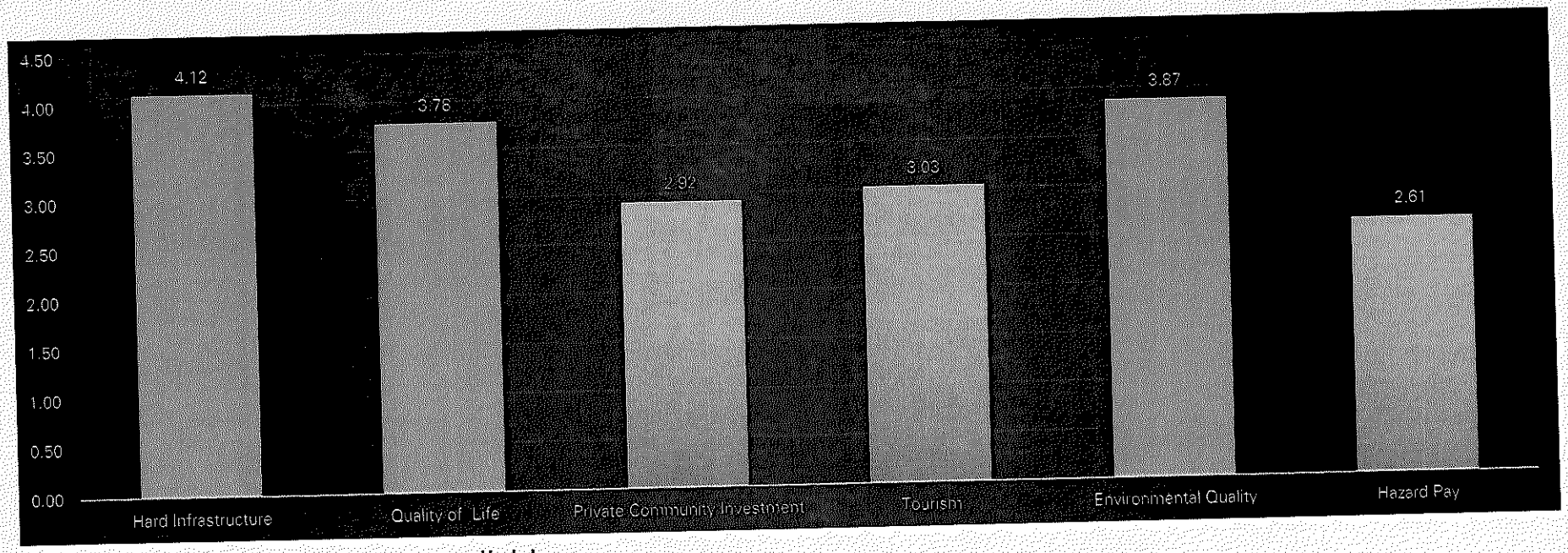
Submitted With Sincerity,

Sarah A. Muska, Selectman
smuska@eastwindsorct.com

ARPA FUNDING RECOMMENDATIONS - REVISITED

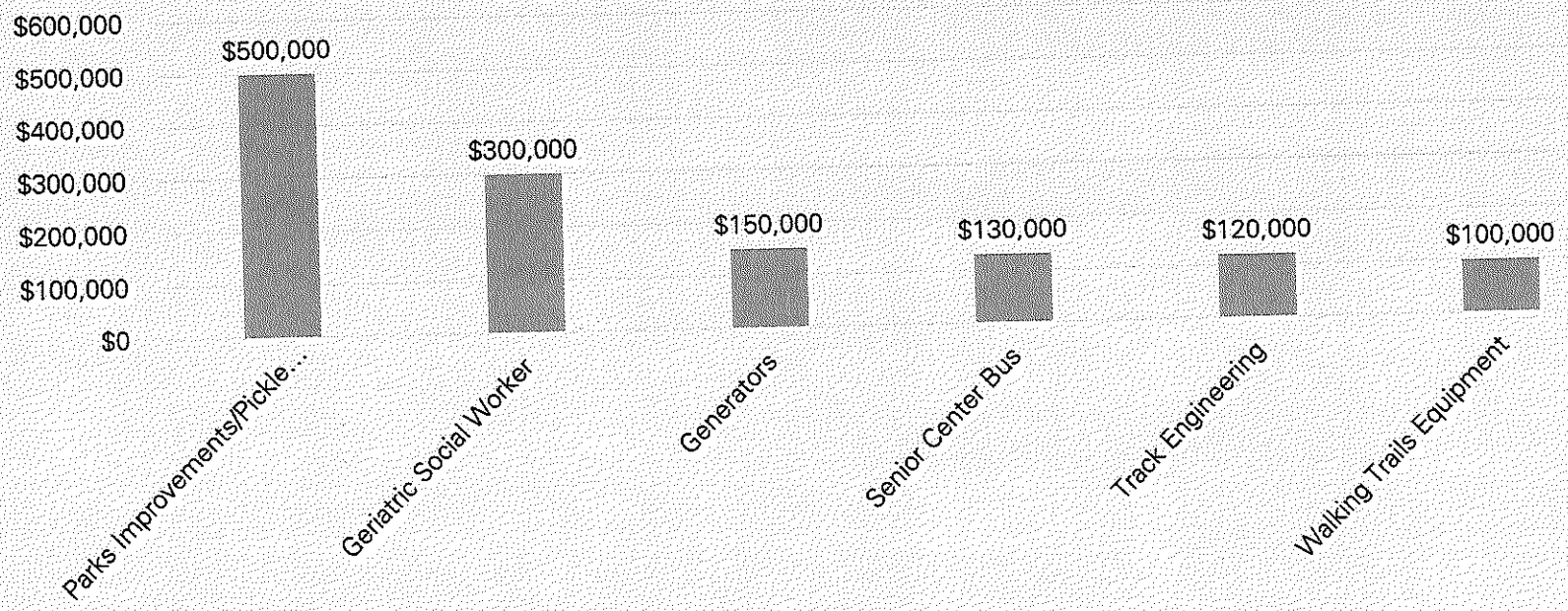
activities at the park	dredge BB pond	new PD	roads	tree trimming
ADA improvements	dredge Butternut pond	new playground	roof repairs	trees at park
Address homelessness	economic development	new textbooks	route 5 traffic	trolley museum
air conditioning at BBES	economic redevelopment	new town hall	sand volleyball	update HS gym
Ambulance	emergency radio	open space conservation	school hill water project	veterans support
Annex renovations	energy efficiency	outdoor activities	school improvements	walking trails
Art	entertainment	outdoor recreation	school sports	waterline expansion
BB Mill remediation	environmental projects	paper shredding	school supplies	waterfront improvements for kids
BB police substation	EV charging stations	park improvements	sell EWMS	well water contamination
BBFD	EWHS track	parks programming	senior transportation	well water testing
BBFD roof	farmland preservation	pay for condo streetlights	sewer expansion	WHPFD Staff
beautification	Fiber optic	PD staff	sidewalks	youth programming
before/after school tax break	food insecurity	PD upgrade	skate park improvements	
better recycling	greencycle space	pickleball	small business assistance	
better use of vacant land	hazard pay	plant trees	solar panels	
bike path	high school track/tennis courts	trees on town property	speed mitigation	
blight	historical society	playground	sports facilities at EWHS	
blue ditch	horseback riding areas	playground expansion	sports field improvements	
broad brook pond	housing assistance	plow private roads	streetlights	
broadband	improve dog park	police hazard pay	streetscape improvements	
bulk waste collection	improve dog pound	police staffing	summer concert series	
buy Lawrence Farm	increase social services	public transportation	support churches	
casino	indoor gym w/track	public water expansion	support boyscourts	
community Center	infrastructure maintenance	public/senior transportation	tax break	
computer literacy classes	landfill	quality of life projects	tax rebates	
court lighting at Osborne Field	lanscape at Park Hill, Town Buildings	rails to trails	tax relief	
cut income/sales tax	library funding	recreation	tennis courts	
dam @ EW Park	litter removal	recreational fishing	tourism	
daycare scholarship	mental health	refugee shelter	town hall annex renovations	
digital signage	mill site remediation	reimbursements for teachers	town pool	
direct payments	police, fire, Town employees	replace HS track	town radio system	
disc golf	move skate park	road improvements	trade school classes	
downtown revitalization	new ambulance facility	road paving	traffic deterrants	
drainage projects	new BBFD firehouse	road repair	tree maintenance near powerlines	

SURVEY RESULTS AVERAGE SCORE



*With 5 being the highest available score

ARPA FUNDING OPPORTUNITIES - REVISITED



STATUS OF FUNDS

- Original Allotment from US Congress: $3.5 million
- Total Funding Used to Date: $2.1 million ($1.2 million on ERASE Grant, $924,000 on Community Center)
- Available Funds: $1.4 million
- Total Recommended Project Funding: $1,300,000

REVITALIZATION OF OSBORN FIELD/VOLUNTEER PARK

- Parks Project in Warehouse Point
- Distributes quality of life investment across town
- Pickle Ball Courts
- Specifically requested in the survey
- $500,000

GERIATRIC SOCIAL WORKER

- Funds the position for three years
- Provides critical intervention to a high risk, high service demand population
- Directly addresses effects of the pandemic and related economic downturn
- Mental health intervention was a popular request in the community survey
- $300,000

EMERGENCY GENERATORS (3 IN TOTAL)

Public Works (replacement), Town Hall Annex (replacement), Community Center (new installation)

Allow continuity of government during a disaster or emergency, and support Emergency Operations Center operability

$150,000

SENIOR CENTER BUS

- Senior Transportation specifically cited in Community Survey as a priority
- High-demand service
- Existing state-subsidized replacement programs have paused
- Repair cost on old in-service bus could be as high as $50,000;
- $130,000

ENGINEERING OF EWHS TRACK REPLACEMENT

- Existing track is in a considerable state of disrepair
- Federal/State grant funds could be used to finance the repair costs – if it is engineered
- Track is used by EWHS students, but by the general public as well
- $120,000

WALKING TRAILS/ASSOCIATED EQUIPMENT

- Very popular survey response
- Expands passive recreation offerings in East Windsor
- Relatively low-cost improvement
- Once acquired, the equipment could have other applications
- $80,000

NEXT STEPS

1) BOS to approve any/some/all project recommendations, or offer any alternatives for consideration

2) BOF to approve any/some/all project recommendations

3) Town Meeting to issue final approval on any project in excess of $20,000

- No referendum required on any project below $1 million (i.e. none on this recommendation list)