

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***REGULAR MEETING***

***May 18, 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 participated in the in-person meeting.

**ABSENT:** All Members of the Board of Selectmen were present in-person this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the meeting. Also present were Len Norton, **Town Engineer/Director of the Public Works Department;** Joseph Sauerhoefer, **Deputy Director of the Public Works Department;** Melissa Maltese, **Director of Recreation and Community Services;** Ruth Calabrese, **Director of Planning and Community Development;** Michael D'Amato, **Planning Consultant;** Interim Chief Hart, **East Windsor Police Department;** **Public:** Ian Neill.

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**GUESTS/SPEAKERS signing in to meeting remotely:** Douglas Thomas; Jim Thurz;  
Peg Hoffman, Recording Secretary.

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

First Selectman Bowsza called the May 18, 2023 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, CT 06016.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Deputy Selectman DeSousa lead the group in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

First Selectman Bowsza requested the addition of the following Agenda items: **(NEW BUSINESS) 9E. Review and award Playground Bid; 9F. Review and Approval of application for the exemption of the alcoholic beverage exemption for the Town of East Windsor for the Summer Concert Series; 9G. Review and approval of the USDA Certification for contracts, grants, and loans, and 9H. Discuss and authorization of the ARPA Auto Theft Grants.**

**MOTION: So moved**

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

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

First Selectman Bowsza requested taking a couple of Agenda items out of order to accommodate Staff presence. He requested taking **(NEW BUSINESS) Agenda items 9A through H in the following order: 9A, 9H, 9B, 9E, 9F, 9C, 9G, and 9D.**

**MOTION: Under Item NEW BUSINESS, Number 9, that we change the order to A, H, B, E, F, C, G, and D.**

**4. APPROVAL OF MEETING MINUTES:**

**A. April 26, 2023 Board of Selectmen Special Meeting:**

**B. May 4, 2023 Board of Selectmen Regular Meeting:**

**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 the in-person audience to make comments or raise questions on items not listed on the

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Agenda. No one requested to speak. First Selectman Bowsza then offered an opportunity to the remote participants; no one requested to be acknowledged.

**6. COMMUNICATIONS:**

**A. Mental Health Awareness Month Proclamation:**

First Selectman Bowsza noted inclusion in the Board's packets a Proclamation which he issued commencing May as Mental Health Awareness Month.

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

**A. Resignation: None**

**B. Reappointments: None**

**C. New Appointments:**

First Selectman Bowsza noted the Land Use Department has requested the Board appoint a Zoning Violations Citation Hearing Officer. After discussion with the Town Attorney the recommendation is for that appointee to be an attorney who would be familiar with the Uniform Administrative Procedures Act, First Selectman Bowsza noted Angelo Sevarino, who is an attorney, has agreed to serve in that capacity should the Board choose to appoint him.

**1. Angelo Sevarino (D), Zoning Violation Citation Hearing Officer for a term expiring May 18, 2025:**

**MOTION: To APPOINT Angelo Sevarino (D), as Zoning Violation Citation Hearing Officer for a term expiring May 18, 2025.**

**DeSousa moved/Baker seconded/DISCUSSION:** First Selectman Bowsza thanked Mr. Sevarino for his willingness to serve in this position

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

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**8. UNFINISHED BUSINESS:**

**A. Discuss and Approve Town Facilities Meeting Room Agreement:**

Joseph Sauerhoefer, Deputy Director of the Public Works Department, joined the Board.

Deputy Director Sauerhoefer recalled that he had previously appeared before the Board regarding a proposed Facilities Meeting Room Agreement, at which time the Board had requested some revisions. Deputy Director Sauerhoefer noted Melissa Maltese, Director of Recreation and Community Services, has made those revisions, additional comments related to alcohol provisions have been added by the Town Attorney. They have now specified what room would be used, and a contact person related to the room use; Deputy Director Sauerhoefer reported he's still working on the automatic lock on the building at 10 o'clock.

Selectman Muska questioned if there should be a paragraph in the beginning of the Agreement telling people how to request the rental of a room, she questioned if people are aware that they can request a use of a room. First Selectman Bowsza suggested putting a "radio button" on the left of the Town's Website that would include the policy/Agreement and the application. Selectman Muska felt that option would satisfy her.

**MOTION: To APPROVE the Town Facility Agreement as presented.**

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

**B. Discussion of ARPA Projects Proposal:**

First Selectman Bowsza suggested this Item was added to the Agenda to discuss updated figures related to the needs of the American Heritage River Commission.

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Deputy Director Sauerhoefer suggested he has received updated figures on the cost of the equipment. The cost had previously been \$82,000.00, and has now gone up to \$87,000.00.

Selectman Baker reported he's priced the cost of the work proposed by the American Heritage River Commission (AHRC) for all the existing bridges on the existing trail, and including 3 bridges on the section they're currently working on (the Red Trail). There is also Town-owned land across the bridge which could use some additional work, and he would also like to include work on the "stairway" at bridge 11 to fix erosion issues at the bridge. Selectman Baker estimated that work to cost \$18,000.00+/-, he would like to put in a figure of \$20,000.00 to \$25,000.00 to cover additional increases. Selectman Baker indicated he understands the materials would be stored at the Town Garage for safety. Deputy Director Sauerhoefer suggested including \$1,000.00 for gravel as well. First Selectman Bowsza suggested his total of the estimated cost is \$112,000.00.

**MOTION: To APPROVE an amount of \$112,000.00 from the ARPA money for the Bobcat quote that we have from Joe Sauerhoefer, and all the supplies needed for the AHRC trails, and forward to the Board of Finance for a Town Meeting.**

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

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

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

First Selectman Bowsza requested the Board POSTPONE **Item 8C** until the Board's next meeting.

**MOTION: To POSTPONE Agenda Item 8C until the Board's next meeting.**

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

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

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**9. NEW BUSINESS:**

**A. Discuss Request for Revision to Farm Lease (Ian Neill):**

First Selectman Bowsza noted Ruth Calabrese, Director of Planning and Community Development, is present to answer the Board's questions.

First Selectman Bowsza recalled this lease of farmland at Town-owned property in Melrose was put out to bid, the bid respondent is present this evening. The farm lease has been updated and reviewed by Pullman & Comley, he noted he needs authorization to sign the lease or answer any questions the Board may have.

**MOTION: To ALLOW THE SIGNATURE OF THE FIRST SELECTMAN to enter into the Farm Lease between the Town of East Windsor, (landlord), and Ian Neill (tenant) for 153 Melrose Road, Broad Brook.**

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

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

**H. Discuss and authorization of the ARPA Auto Theft Grants:**

Interim Chief Hart, of the Police Department, joined the Board. First Selectman Bowsza advised the Board this \$30,000.00 grant would be used for patrols within multiple towns to combat auto thefts. Interim Chief Hart reported this grant would cover the cost of over-time for marked and unmarked cars to do speed enforcement and stop traffic for equipment violations, and could be used for covert surveillance, and possible use of the drone in the evening or late-night hours.

First Selectman Bowsza noted the increase of break-ins at auto dealerships. He noted he participated in a patrol with the Police Department on May 5<sup>th</sup>, and they were in some of those parking lots just hours prior to these break-ins. He congratulated the Police Department for having these patrols as part of their patrol efforts already. This will boost up their enforcement abilities.

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Interim Chief Hart recalled he previously appeared before the Board for approval of submission of this grant and the Rural Road Grant in November. Over the past 6 months the Police Department has brought in the DUI Grant (through DOT) for \$39,000.00, the Rural Road Grant for \$50,000.00, the Body Worn Camera Grant (through State funding) for \$16,000.00, and now the Auto Theft and Violent Crime Grant for \$35,000.00 for a total of \$140,000.00 in the past 6 months.

**MOTION: To ACCEPT the State of Connecticut Auto Theft and Violent Crime Grant on behalf of the Town of East Windsor and AUTHORIZE THE FIRST SELECTMAN'S SIGNATURE.**

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

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

**B. Discuss Memorial Tree Planting Policy to include Melissa Maltese:**

First Selectman Bowsza noted the Parks and Recreation Commission had discussed this policy at their recent meeting. He requested Melissa Maltese, Director of Recreation and Community Services, to join the Board and explain the request.

Director Maltese advised the Board that the Parks and Recreation Commission was approached by a couple of residents who are interested in donating either a memorial tree or bench in honor of family members who have passed away. The Parks and Recreation Commission decided to create a policy to allow these memorials while setting parameters regarding what would be allowed. The Commission wanted some oversight regarding the donation so it's of a quality the Town can maintain. Director Maltese referenced the examples of benches and trees in the packet given to the Commission, she indicated they're looking for permission from this Board to move forward with the policy and assist the families with their donations.

First Selectman Bowsza questioned if all the benches would be installed on pads? Director Maltese suggested the pads are for maintenance purposes, Deputy Director Sauerhoerfer agreed.



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Deputy Selectman DeSousa questioned if someone could donate a statute? First Selectman Bowsza suggested the policy before the Board is for trees and benches, to consider something else would require the Board to not allow the proposed policy until it was revised.

First Selectman Bowsza called for a motion regarding the Memorial Tree and Bench Policy.

**MOTION: To APPROVE the Town of East Windsor Memorial Bench and Tree Policy.**

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

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

**E. Review and Award Playground Bid:**

Joe Sauerhoefer, Deputy Director of the Public Works Department, joined the Board.

Deputy Director Sauerhoefer advised the Board that the Board of Finance approved the project last evening. The project has been put out to bid, and there are two companies who submitted bids. His recommendation would be to go with Tabacco and Sons Builders as they have worked on playgrounds previously, while the other company didn't seem to have a lot of experience working on playgrounds. Tabacco and Sons is also the lowest bidder.

First Selectman Bowsza noted Planning and Zoning Commission has approved the project. He called for questions or comments from the Board, or a motion for approval.

**MOTION: To ENTER INTO A CONTRACT with Tabacco and Sons Builders, Inc. for the installation of the playground equipment at East Windsor Park and AUTHORIZE THE FIRST SELECTMAN to sign the contract as they were the lowest bidder on the project.**

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

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

(No one opposed/No abstentions)

**F. Review and Approval of application for the exemption of the alcoholic beverage exemption for the Town of East Windsor for the Summer Concert Series:**

First Selectman Bowsza noted the Board had allowed the exemption of the prohibition of alcoholic beverages on Town property for the past two years, and there have not been any problems with residents bringing alcoholic beverages to the Summer Concert Series. He noted the application has been reviewed and signed off by the Chief of Police, it does not require the signature of the Fire Marshal.

He called for questions from the Board.

**MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the Application for the exception for alcoholic beverages for East Windsor Park for the Summer.**

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

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

Director Maltese requested amending the motion to specify the Summer Concert Series.

**Selectman Baker AMENDED his motion, Selectman Nordell AMENDED his second.**

***AMENDED MOTION:* To AUTHORIZE THE FIRST SELECTMAN to sign the Application for the exception for alcoholic beverages for East Windsor Park for Summer Concert Series.**

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

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

**C. Discussion on RFPs to include Len Norton:**

First Selectman Bowsza noted the Town has updated it's "On-Call" Bid Policy, which requires that the "On-Call" services need to be re-bid. Town Engineer/Director of Public Works Len Norton joined the Board to review and seek approval of the various "On-Call" contractors.

➤ **Wells Road – Roadway Construction and Drainage:**

Town Engineer Norton reported he disqualified 2 bidders because they didn't properly complete the bid form. Tabacco and Sons Builders, for whom he received excellent reviews, was the lowest qualified bidder. Town Engineer Norton noted he heard the Board hire Tabacco & Sons to do the work for the playground at Reservoir Park, he reiterated that he had received excellent reviews on their work.

First Selectman Bowsza questioned when Town Engineer Norton anticipated beginning the work? Town Engineer Norton indicated he would actually prefer starting work after school ceases for the year as they'll be rerouting traffic and they may need to replace a 36-inch culvert at the intersection of Winkler and Wells Road. He noted they would be reconstructing the road to its full depth, which means they'll be changing the elevation of the road and removing the existing road while repaving the new road and improving drainage for several properties in the area.

First Selectman Bowsza questioned if the funding would come out of the next Fiscal Year budget. Town Engineer Norton suggested he has some funding available currently in the CNR Fund to initiate the project.

**MOTION: To AWARD the Wells Road roadway construction bid to Tabacco and Sons Builders and AUTHORIZE THE FIRST SELECTMAN to sign the document.**

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

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

➤ **On-Call – various tree work:**

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Town Engineer Norton reported he received two respondents for the RFP for the tree work, Asplundh and Distinctive Tree Care, Inc., who is the current vendor and does a wonderful job for the Town. Town Engineer Norton reported he used Asplundh in the past because they're on the State bidder list but they weren't as quick to respond to the call. Town Engineer Norton noted there is an hourly rate to respond to the call and then an hourly rate to cut the tree down, while the hourly rates are good Asplundh doesn't want to give a price for removing a tree. Town Engineer Norton reported that with Distinctive Tree Care they give the Town a rate to cut the tree down and chip up the branches but DPW does a lot of the clean-up work which saves the Town a lot of money.

Town Engineer Norton reported that with all the services he's bringing before the Board he would like the ability to go with the lowest bidder, but if they're unable to respond as required he would like the ability to call the next qualified bidder.

**MOTION: To ENTER INTO AN AGREEMENT with Asplundh and Distinctive contractors for "on-call" work for various trees.**

**DeSousa moved/Baker seconded/DISCUSSION:** Selectman Nordell questioned that these two firms were the only two who responded, Town Engineer Norton replied in the affirmative.

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

➤ **On-Call Plumbing Services:**

Town Engineer Norton reported he received responses from two bidders, Building Environmental Systems, LLC was the low bidder. He reported he received good reviews on this contractor but they're located in Collinsville, Connecticut which is 45 minutes away. He noted water could be a significant problem, if the lowest bidder can't respond as quickly as necessary Town Engineer Norton would like the ability to use the second bidder, Dan Kellner Company, LLC, who is located in South Windsor. He noted Dan Kellner Company is the Town's current vendor, and treats the Town well. Town Engineer Norton reiterated this is an "On-Call" list, he would like the ability to call whichever vendor will be able to respond appropriately.

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**MOTION: To ACCEPT THE ON-CALL PLUMBING BIDS to Building Environmental Systems, LLC, and Dan Kellner Company, LLC.**

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

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

➤ **On-Call Carpenter/Painter Services:**

Town Engineer Norton reported the lowest bidder is the current vendor who provides reasonable services and maintains reasonable costs. First Selectman Bowsza noted there has been one respondent to this RFP, Town Engineer Norton replied in the affirmative, he suggested there really isn't an emergency situation that would require the response the other services do.

**MOTION: To AWARD THE ON-CALL CONTRACTOR carpenter-painter bid to L&S Builders.**

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

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

➤ **On-Call Services – Excavation:**

Town Engineer Norton noted that he received multiple responses to this RFP. The lowest over-all bidder was Cota Construction, he noted Holden Construction and Rolocut Construction are also very competitive. He suggested the important work to consider regarding pricing is the replacement/repair of catch basins and catch basins covers.

Town Engineer Norton advised the Board that in their current situation DPW had experienced problems with one bidder responding as needed, and found they relied on Cota and Holden significantly. Town Engineer Norton suggested his process for this work would be to give each contractor a set of plans for the work proposed and ask for their cost for the project. He reiterated his request would be to have the ability to call Cota, Holden, or Rolocut on an "On-Call" basis.

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**MOTION: To ACCEPT Cota Construction, Holden Constructon, and Rolocut Construction for the on-call excavation services for the 2023 rates.**

**DeSousa moved/Muska seconded/DISCUSSION:** Selectman Nordell questioned if there was a cap on these projects. He referenced previous repairs made at the Broad Brook dam. Town Engineer Norton clarified that the dam reconstruction project had gone out to bid, while the emergency project was the wall along Depot Street. The contractor for both projects was the same and got the Town out of a jam at South Water Street when a 20 inch sewer main was at risk of failing; we've had a good experience with that contractor and they've treated the Town fairly. In a case like that the Board would have to rely on DPW coming in, making a recommendation and seeking approval. Selectman Nordell reiterated his question if there's a cap where the contractor has to return to the Board, note that we're dealing with an emergency situation, quote a price, and seek approval, or does the contractor have carte blanche because he's on the preferred On-Call list? Town Engineer Norton replied in the negative, First Selectman Bowsza noted there isn't a cap in the policy which the Board has recently approved. Selectman Nordell felt the policy should include a cap. Town Engineer Norton cited he understands Selectman Nordell's concern but Town Engineer Norton indicated he would have to return to the Board to seek approval for anything costing over \$20,000.00 because projects exceeding that threshold would have to go out to bid. Selectman Nordell suggested that the \$20,000.00 figure would be the cap; Town Engineer Norton agreed. Deputy Director Sauerhoefer noted that the DPW follows the policy if a project exceeds \$20,000.00 then it has to go out to bid.

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

➤ **On-Call Services – HVAC:**

Town Engineer Norton reported Thermodynamics Mechanical Services was the lowest bidder, and has kept his prices for three years. He received very good references on this company's work. Town Engineer Norton reported they use Farenheit Mechanical Services for work at the Town Hall, and Dan Kellner Company for roof-top units at the Annex. He requested the ability to use all three vendors as necessary. Deputy

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Director Sauerhoefer concurred that Farenheit has done an excellent job straightening out past problems with the Town Hall's HVAC system.

**MOTION: To AWARD THE ON-CALL HVAC BIDS to Thermodynamics Mechanical Services, Inc., Dan Kellner Company, Inc., and Farenheit Mechanical Services, Inc.**

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

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

➤ **On-Call Services – Electrical:**

Town Engineer Norton reported Mercury Electric was the lowest bidder, Latex LLC was the next lowest bidder, and Advanced Electrical Systems is number three. He noted he received two references for Latex LLC, who does mostly signalization and highway lighting. Regarding Mercury Electric Town Engineer Norton noted he received one reference that people were generally pleased with service and quality, and a second response less favorable. Town Engineer Norton reported Advanced Electrical Systems is the Town's current vendor, he treats the Town well and is very responsive, his recommendation would be that Advanced Electrical Systems is the most qualified bidder.

Discussion continued regarding the pricing of the various vendors. Town Engineer Norton noted Scott's Electric, who is located in Ellington and is the vendor for East Windsor's schools, he suggested considering Scott's Electric as a back-up to Advanced Electrical Systems.

**MOTION: To AWARD THE ON-CALL ELECTRICAL SERVICES BID to Advanced Electrical systems, LLC, and Scott's Electric.**

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

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

➤ **On-Call Services – Pavement Restoration:**

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Town Engineer Norton reported Ondrick Materials was the lowest bidder, B&W Paving was the next lowest bidder. He noted there is a State bid vendor, Golasso Materials, but they've not taken very good care of the Town in the past. They'll come out, mill a road, and leave it in that condition for a month before they pave it, he cited Tromley Road and Omelia Road as an example. Town Engineer Norton also noted past experience with the State's number two vendor, who also left work unfinished for some time. He noted he received very good references for Ondick Construction, his recommendation is to use Ondick Construction based on their proposal and the good references. He would also like to begin work after the close of school to avoid disruption of bus traffic.

**MOTION: To SIGN A CONTRACT FOR PAVEMENT  
RESTORATION PROJECTS with Ondick Materials.**

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

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

**G. Review and approval of the USDA Certification for  
contracts, grants, and loans:**

First Selectman Bowsza noted documentation provided for the Board regarding the Congressionally Directed Spending Award the Town received. He noted he's putting together the necessary paperwork for the USDA, one of the requirements is a signed version of Certification for Contracts, Grants, and Loans, which says the Town won't use the Federal money for lobbying purposes.

First Selectman Bowsza referenced the document before the Board and requested a motion authorizing his signature.

**MOTION: To AUTHORIZE THE FIRST SELECTMAN TO  
SIGN RD INSTRUCTION 1940-2A1 –  
CERTIFICATION FOR CONTRACTS, GRANTS,  
AND LOANS.**

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

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



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**D. Tax Refunds:**

**MOTION: To APPROVE Tax Refunds in the amount of \$1,165.89.**

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

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

**E. Review and award Playgroud Bid:**

See Discussion and vote above.

**F. Review and Approval of application for the exemption of the alcoholic beverage exemption for the Town of East Windsor for the Summer Concert Series:**

See Discussion and vote above.

**G. Review and approval of the USDA Certification for contracts, grants, and loans:**

See Discussion and vote above.

**H. Discuss and authorization of the ARPA Auto Theft Grants:**

See Discussion and vote.

**10. SELECTMEN COMMENTS AND REPORTS:**

First Selectman Bowsza noted the Board has a consultant waiting online to assist during the **EXECUTIVE SESSION**, he requested the Selectmen forward their written reports to the Recording Secretary for inclusion in the Minutes rather than give verbal reports.

**A. Jason Bowsza:**

*(See Attachment)*

**B. Marie DeSousa:**

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Deputy Selectman DeSousa wanted the Minutes to reflect that Park Hill (the Housing Authority) would like any discussion regarding the water the line project for School Hill which would be extending into Park Hill, any discussion that takes place should include the Housing Authority. First Selectman Bowsza indicated he'll pass that information on to Town Engineer Norton.

**C. Sarah Muska:**

*(See Attachment)*

**D. Charlie Nordell:**

No report submitted.

**E. Alan Baker:**

No report submitted.

**11. PUBLIC PARTICIPATION:**

First Selectman Bowsza noted this is the second opportunity for anyone present in the in-person audience to offer comments or raise questions on items not listed on the Board's agenda, no one requested to be acknowledged. First Selectman Bowsza then offered the same opportunity to the remote participants; none of the remote participants 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 contract matter. Action possible.**

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

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**MOTION:** To GO INTO EXECUTIVE SESSION at 8:19 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 contract matter. Action possible. Attending the Executive Session will be First Selectman Bowsza, Deputy Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell, Bob Leach, Doug Thomas, and Tom Riordan.

**Muska moved/Nordell 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 8:19 p. m.

LET THE RECORD SHOW First Selectman Bowsza noted the Board had exited the EXECUTIVE SESSION at 11:23 p.m.; no further action will be taken. First Selectman Bowsza called for a motion to ADJOURN.

**13. ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 11:23 p.m.

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

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

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

**ATTACHMENTS:**

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

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**BOARD OF SELECTMEN – 5/18/2023 - ATTACHMENT**

**First Selectman's Report – May 18, 2023**

On May 5th, I participated in a ride-along with East Windsor Police Corporal Byron Smith for an entire shift, from 3pm to 11pm. Over the course of the tour, we did standard patrols around the western half of East Windsor, did standard speed enforcement, assisted another police department in finding a vehicle of interest, responded to a missing persons complaint, and responded to other local calls for service. I came away from the experience even more impressed with our police department and its officers. I really enjoyed my time with Corporal Smith, and was grateful to him for welcoming me along for the day.

On May 6th, I was invited to a Houses for Heroes event at the home of a former Vietnam POW in East Windsor. Liberty Bank, working with the Houses for Heroes organization, spent the day doing yard improvements, power washing, and ramp installation projects at a private home. The homeowners were gracious enough to invite me to the event. They were connected to Houses for Heroes by Officer Nicole Devlin.

On May 8th, the Greater Together Community Fund held a meet and greet to welcome past recipients of their local grants, and to showcase the successes borne from those grant awards. It was heartening to see the great work being done in our community by private and charitable organizations. There will be another round of grant funding availability in the near future.

On May 9th, the Town budget was approved at referendum with more than 80% in favor. The resultant budget will bring a mill rate decrease of 1/10 of a mill in the next fiscal year.

On May 15th and 16th, we held a rigorous interview process for our next Chief of Police. Four finalists were engaged in two full days of activities, including a welcome breakfast with Town leaders, a tour of the community, panel discussions with Town department heads and representatives of the Police Department, a community meet and greet, and nearly two-hour interviews (each) where they presented their Year One visions for the police department and answered interview questions from the selection committee. Previously, the candidates were subjected to questionnaires, pre-recorded video interviews, and psychological assessments. We hope to announce our new police chief very soon.

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Coming up this Saturday, the East Windsor Arts and Culture Committee will host Arts and Culture Day at East Windsor Park. This FREE event will take place from 12-4, rain or shine. There will be food samples from 5 local restaurants, art demonstrations and activities (some of which are make and take), local artist vendors, 3 local music acts, plus a collaborative community art project. The first 50 kids who attend the event will receive a free T-shirt that they can decorate. Grab your umbrella and join the East Windsor Arts and Culture Committee for this fun, free event!" Also coming up, East Windsor's Summer Concert series will kick off on June 15th at East Windsor Park, with concerts being held on Thursdays weekly through the end of August. We hope you will come, bring your family and a picnic, and enjoy our beautiful park and some live music. More details to follow.

Respectfully submitted,  
Jason E. Bowsza First Selectman

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**BOARD OF SELECTMEN – 5/18/2023 - ATTACHMENT**

Selectmen's Report - May 18, 2023

On Monday, May 8, 2023 I joined First Selectman Jason Bowsza and Selectman Charlie Nordell at the East Windsor Greater Together Community Fund Committee Meet and Greet at the Town Hall Annex. I wanted to note how nicely done this event was. It was well attended, offered a wonderful opportunity to network and it showcased the previous grant recipients. It was really great how each awardee had a display showing what project they used the funds on and addressed the room to discuss it. I learned about all of the truly wonderful things that have been made possible throughout Town because of this program. Some examples include a dinosaur garden at the Warehouse Point Library, Parks and Recreation offering a session of swimming lessons free of charge to Town residents and Tim Misluk's Eagle Scout Project, which are the covered shelters at the Abbe Rd. Soccer Complex. The East Windsor Greater Together Community Fund has awarded \$27,000 to six projects in 2021 and \$40,000 to eleven projects in 2022, with a third round of grants anticipated in the Fall of this year.

Earlier that night, I attended the Parks and Recreation Commission meeting. The First Selectman was in attendance and discussed the Sexual and Other Unlawful Harassment Policy approved by this board with the group. The final draft of the Memorial Tree Planting Policy, that we approved tonight was discussed and accepted by the membership.

Park Director Melissa Maltese noted that the playground at East Windsor Park was on the Planning and Zoning Commission agenda for the following night. Maybe Selectman Baker has an update on that.

Season passes to East Windsor Park are now on sale. The park has a tentative opening date of June 10th and a closing date of August 27th. The Summer Concert Series will be on Thursdays again this Summer, with the first being on June 15th. There will also be a concert on National Night Out, Tuesday, August 1st.

Summer Camp is about 75% full and unfortunately there are many families requesting scholarships for financial hardships. Mrs. Maltese is working on grant opportunities, payment plan options and possibilities within the Youth Service Bureau.

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There will be a volleyball camp offered in conjunction with Windsor Locks for one week in August, dates to follow soon.

On May 9, 2023 the Arts and Culture Committee met. The photography contest deadline was May 12th. As of this meeting, there were thirty one photos submitted across the seven categories. There will be gift cards awarded to first and second prize in each category and the judges are Jason Bowsza, Courtney Katja and Lindsay Vigue.

Unfortunately, some of the collaborative projects with the school system have come to a halt and are currently at a standstill. Chairman Debbie Williams is waiting to hear back on when and how to proceed forward from school administration.

Don't forget this Saturday, May 20th is Arts and Culture Day at East Windsor Park from 12:00-4:00PM. The event is free to attend. There will be live music from local artists, food samples from local restaurants, local art vendors, live demonstrations, a make and take origami station and the first fifty kids, twelve and under will receive a free t-shirt. The group is really excited to put on this event, so I hope you all will stop by and support them!

I was unable to attend the Board of Education and Veterans Commission meetings due to work commitments. Just a reminder that the Memorial Day parade will kick off at 10:00AM on Memorial Day from the Town Hall Annex area.

Submitted With Sincerity,

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