

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING

July 6, 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. He was joined at the in-person meeting by Deputy Selectman DeSousa and Selectman Muska.

ABSENT: Selectman Baker and Selectman Nordell were not able to join the Board this evening.

GUESTS/SPEAKERS in-person: First Selectman Bowsza hosted the meeting. Speakers included First Selectman Bowsza, Deputy First Selectman DeSousa, and Selectman Muska. Public participants were Barbara Sherman, representing the **American Heritage River Commission**; Town Engineer Len Norton, **Director of the Public Works Department**; Tom Bulkeley, Wayne Shary, and Ed Filipone.

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GUESTS/SPEAKERS signing in to meeting remotely: Bob Leach, **Chairman of the Police Commission**; Peg Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the July 6, 2023 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:00 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 to lead everyone in reciting the Pledge of Allegiance.

3. ATTENDANCE:

See Attendance noted at the beginning of the meeting.

4. APPROVAL OF MEETING MINUTES:

A. June 1, 2023 Board of Selectmen Regular Meeting:

First Selectman Bowsza noted the Board's Minutes of their Regular Meeting held on June 1, 2023 are available for approval. He called for comments or revisions, hearing no request for changes First Selectman Bowsza called for a motion of approval.

MOTION: To APPROVE the June 1, 2023 Board of Selectmen Regular Meeting Minutes as presented.

DeSousa moved/Muska seconded/DISCUSSION: None

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

B June 13, 2023 Board of Selectmen Special Meeting:

First Selectman Bowsza noted the Board's Minutes for its Special Meeting held on June 13, 2023 are also available for consideration, he called for comments or revisions.

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Selectman Muska requested a revision to comments made for her Selectmen's Report listed on page 5 of the Special Meeting Minutes, which reported that she attended the CCM Grant Writing conference. Selectman Muska indicated that she had been reviewing the East Windsor Greater Together Community Fund grant opportunities through the Hartford Foundation for Public Giving, the presentation was given by Kathy Randall who is a member of that Committee.

**MOTION: To APPROVE the June 13, 2023 Board of Selectmen Special Meeting Minutes, with the following amendment:
Page 5, under Selectmen's Reports, Selectman Muska had been reviewing the grant opportunities for East Windsor under the Greater Together Fund through the Hartford Foundation for Public Giving.**

Muska moved/DeSousa seconded/DISCUSSION: Deputy First Selectman DeSousa noted the revision of the Meeting Title from Regular to Special. First Selectman Bowsza suggested the Meeting identification would be corrected during its posting with the Town Clerk.

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

5. PUBLIC PARTICIPATION:

First Selectman Bowsza noted the first opportunity for anyone present in the in-person audience to offer comments or questions on items not listed on the Board's Agenda. No one requested to speak.

First Selectman Bowsza then offered the remote participants the same opportunity to offer comments or raise questions on items not listed on the Board's Agenda; no requested to be acknowledged at this time.

6. COMMUNICATIONS:

A. Thank you card from The Network:

First Selectman Bowsza announced the receipt of a thank you note from the The Network for Domestic Abuse for the Town's 2022 contribution.

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He noted Selectman Muska is interested in this group, he asked if she would like to offer any comments.

Selectman Muska indicated she is often in contact with Karen O'Connor, who manages this organization. This is a worthy organization which does important work for those individuals in the community who may need assistance.

B. Parks and Recreation Proclamations:

First Selectman Bowsza acknowledged the following Proclamations regarding the benefits of Park and Recreation activities, and Park and Recreation professionals:

- ❖ Town of East Windsor, PROCLAMATION, regarding the benefits to the community of involvement in Parks and Recreation programs, activities, facilities, and resources, and proclaiming July 2023 as Park and Recreation Month.
- ❖ Town of East Windsor, PROCLAMATION, recognizing the importance of Parks and Recreation professionals and volunteers, the services they provide for the community, and proclaiming July 21, 2023 as Park and Recreation Professionals Day.

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

First Selectman Bowsza noted the Board has no resignations, reappointments, or new appointments to consider this evening.

A. **Resignation:** None

B. **Reappointments:** None

C. **New Appointments:** None

8. UNFINISHED BUSINESS: None.

9. NEW BUSINESS:

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A. Discuss M&T Bank Irrevocable Letter of Credit Regarding West River Farms to include Ruth Calabrese:

First Selectman Bowsza noted receipt of a request to accept the amended agreement between M&T Bank and the Town of East Windsor regarding revision of the bond amount by \$74,000.00 to \$86,000.00 for West River Farms. First Selectman Bowsza noted the bond amount has been reviewed by the Planning and Zoning Commission, and Town Engineer Norton, who is in agreement with the amended amount of \$86,000.00 to cover Phase 1 as a maintenance bond to include work on the temporary cul-de-sac.

First Selectman Bowsza noted the beneficiary refers to a former employee, he advised the Board the options are to accept the proposed amendment, or to reject the amendment and request a corrected document.

Selectman Muska felt the document should be rejected and submitted correctly.

First Selectman Bowsza requested a motion.

MOTION: To REJECT the note request from M&T Bank regarding West River Farms and request that the document be resubmitted.

Muska moved/DeSousa seconded/**DISCUSSION:** Deputy Selectman DeSousa suggested the resubmitted document should reference the Planning Department rather than a specific employee.

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

B. Discuss and Approve Bid for 195-215 Wells Road Drainage to include Len Norton:

Town Engineer Norton joined the Board to discuss this project.

Town Engineer Norton reported the Town has a drainage project planned for the area of 195 – 215 Wells Road which they will start shortly. He is proposing to use Rolocut Construction, who is on the accepted bidder listed, and requested approval from the Board to sign the contract.

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First Selectman Bowsza questioned that Tabacco & Sons didn't respond to this bid proposal? Town Engineer Norton noted they are doing work at Reservoir Park and are doing another drainage project at Wells Road, he felt they didn't respond to this project as they are already committed to the other projects.

First Selectman Bowsza called for a motion regarding this project.

MOTION: To AWARD THE BID for work for drainage improvements at 195-215 Wells Road to Rolocut Construction, LLC for \$35,975.00.

Muska moved/DeSousa seconded/DISCUSSION: None

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

C. Discuss and Approve Treasurer's Office to be the Fiscal Sponsor for AHRC Grass Roots Grant to Include Barbara Sherman:

First Selectman Bowsza introduced Barbara Sherman, who is present as a representative of the American Heritage River Commission, to discuss a grant opportunity.

Mrs. Sherman reported the Grass Roots Fund provides grant opportunities for groups such as the American Heritage River Commission (AHRC) to fund projects within their communities, either for start-up projects or on-going projects. Mrs. Sherman reported she submitted a grant request for \$3,600.00 for benches to be installed along existing walking trails currently maintained by the AHRC, and has received a grant in the amount of \$3,230.00; the funds must be used between June 12, 2023 and June 12, 2024. The AHRC will make up the difference either from their budget or donated funds. Mrs. Sherman reported they are proposing to purchase 6 benches, the benches are made from recycled materials. Mrs. Sherman is requesting that the Treasurer's Office be considered the group's fiscal sponsor for this project.

First Selectman Bowsza noted the Town needs to provide an audit to this organization, which the Town has done for other groups.

Mrs. Sherman reported the paperwork has been provided to the

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Selectman's Office, the American Heritage River Commission just needs approval that the Treasurer's Office will be the group's fiscal sponsor.

MOTION: To ALLOW THE FIRST SELECTMAN to enter into the Agreement with Grass Roots Fund regarding the Treasurer's Office being the fiscal sponsor for the American Heritage River Commission for a grant submission.

Muska moved/DeSousa seconded/DISCUSSION: Selectman Muska questioned where the benches will be installed? Mrs. Sherman noted the river changes constantly, they will place the benches in locations on the existing trail, or perhaps across the river. Deputy Selectman DeSousa commended Mrs. Sherman for taking the initiative to apply for this grant. Mrs. Sherman said she has discussed the installation of the benches with DEEP, the benches will be brown which is what the State uses.

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

D. Discuss East Windsor Police Contract Agreement:

First Selectman Bowsza requested a motion to postpone discussion of this Agenda item until the Board's next meeting.

MOTION: To POSTPONE Agenda Item 9D until the next Board of Selectmen's Meeting.

Muska moved/DeSousa seconded/DISCUSSION: None

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

E. Discuss Time Carry Over Request for Chief Matthew Carl:

First Selectman Bowsza requested the Board TABLE this Agenda item until after the **EXECUTIVE SESSION.**

MOTION: To TABLE Agenda Item 9E until after the Board's EXECUTIVE SESSION.

DeSousa moved/Muska seconded/DISCUSSION: None

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

F. Discuss Agreement Between Town of East Windsor and the American Federation of State, County, Municipal Employees, Local 3583 Police Union:

First Selectman Bowsza reported the Union has ratified the contract between the Town of East Windsor and the ASCME for Local 3583 Police Union collective bargaining unit for a period to end in 2025. Noting the Board was familiar with discussions held in Executive Sessions, he called for a motion.

MOTION: To enter into the Agreement between the Town of East Windsor and the American Federation of State, County, and Municipal Employees Local 3583 Police Union, effective July 1, 2022 through June 30, 2025, and authorize the First Selectman to sign the Agreement.

DeSousa moved/Muska seconded/DISCUSSION: First Selectman Bowsza indicated he appreciated the agreement everyone was able to come to, he felt it was fair for all parties and he appreciated the Union's willingness to resolve some long outstanding issues and move the Department and the Town forward.

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

G. Discuss and Approve Engagement Renewal Letter Between the Town and Pullman & Comley:

First Selectman Bowsza noted the Board is familiar with the renewal of the engagement letter for services with Pullman & Comley, he requested a motion authorizing him to sign this document.

MOTION: To ALLOW the First Selectman to sign the Engagement Letter between the Town of East Windsor and Pullman & Comley dated June 2023.

DeSousa moved/Muska seconded/DISCUSSION: None
VOTE: In Favor: Muska/DeSousa/Bowsza

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(No one opposed/No abstentions)

H. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$349.62

Muska moved/DeSousa seconded/DISCUSSION: None

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

10. SELECTMEN COMMENTS AND REPORTS:

A. Jason Bowsza:

First Selectman Bowsza began his report with a sad note, reporting the passing of Bob Peck who had been an active member of the East Windsor Ambulance Association since 1978. Not only was he a fixture on the ambulance but he could be found almost every morning for years in front of East Windsor High School wishing every student getting off the bus good morning and wishing them a good day ahead. He was a wonderful man, and he offered his condolences to his family.

Some additional sad news, First Selectman Bowsza noted on June 22nd the East Windsor Rotary Club held their final meeting after 52 years. We thank them for their more than half-century of service to the Town of East Windsor. They made an impact through the hundreds of members they had during that time and their countless community service projects. On behalf of the Town we thank them all for the work they've done.

On June 24th the Town held its second annual rabies clinic in this room. It's a free opportunity for 58 dogs and cats to receive their rabies vaccines at no cost, and they were able to register an additional 38 dogs. First Selectman Bowsza thanked the Fenton River Veterinary Clinic for partnering with the Town again.

First Selectman Bowsza reported next Sunday, which is a change in the regular scheduling, on July 16th, the BMX Commission will hold its annual Rubber Duck Race, and the American Heritage River Commission will be hosting their annual Cardboard Boat Race. First Selectman Bowsza noted that was a change from this coming Sunday but will now be

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held next weekend because of the weather and bacterial levels in the river. The festivities will be held at Trolley Crossing, which was formerly known as the Filter Beds, beginning at noon with the Rubber Duck Race at 1:00 and the Cardboard Boat Race starting as soon as the Rubber Duck Race is over.

First Selectman Bowsza wanted to extend congratulations to our newest Police Officer, Brittany Dixon, who graduated from the Police Academy on June 8th, and to our newest Sergeants, Zack Sherman and Chris Sheehan, on their promotions last month.

First Selectman Bowsza wanted to remind everyone that the second annual Passport Program is underway now through the end of August. He suggested this is a great way to promote local businesses and possibly win some money while you're doing it.

B. Marie DeSousa:

Deputy Selectman DeSousa reported the only meeting she had scheduled was the Economic Development Commission, who has been postponing their meetings on a regular basis due to a lack of quorum.

Deputy Selectman DeSousa also noted she had 3 meetings scheduled on the same night, she chose to go to the Board of Finance Meeting as the Board of Selectmen were on the agenda, she chose not to attend the Park Hill Meeting as they had nothing on their agenda that she hasn't reported on before.

Deputy Selectman DeSousa indicated the only other thing she had to report was she was made aware of is the (Warehouse Point) Library Association is looking for 2 new members to replace Al Floyd and Cindy Miller, who is moving out of town. If anyone is interested, with a financial background, contact the library. If you know anybody, pass the word.

C. Charlie Nordell:

Selectman Nordell was not present this evening to give a report.

D. Alan Baker:

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Selectman Baker was not present this evening to give a report.

E. Sarah Muska:

Selectman Muska noted she didn't have any liaison meetings this past week.

11. PUBLIC PARTICIPATION:

First Selectman Bowsza noted this is the second opportunity for anyone anyone present in the in-person audience to offer comments or questions on items not listed on the Board's Agenda. No one requested to speak.

Wayne Shary, Depot Street: Mr. Shary suggested a couple of issues came up recently. One was the cinemas in Warehouse Point. The second was the second was the old mill, which Mr. Shary felt took more precedence because of the contaminated soil there. Is that right? Why are we just sitting on that? How do we know it isn't spreading somewhere else? Mr. Shary suggested he knows a lot has been done with that but and a lot of people have their eyes on it but he questioned the next step. Mr. Shary indicated it's very concerning to him.

First Selectman Bowsza noted there are multiple parties involved as well as litigation and administrative approvals taking place so there is progress being made on it but none of it is possible to be publicly shared. First Selectman Bowsza also noted it isn't the Town's property so we're the third party in a lot of that. The property owners and several State and Federal agencies are having ongoing conversations on that.

Mr. Shary questioned if there was anything people in Town could do to help? First Selectman Bowsza suggested we're a party to it but we're not the owner, we're not the authority. It falls to the State. Mr. Shary questioned if it would involve DEEP? First Selectman Bowsza cited several State agencies. Mr. Shary questioned if the Health Department was involved? First Selectman Bowsza suggested he had not had conversations with the Health Department, but had had discussions with DEEP and the EPA. Mr. Shary felt there have to be rats down there; First Selectman Bowsza suggested none have been reported. Mr. Shary felt it was sitting there like a timebomb. First Selectman Bowsza reported when he was able to share information he would, the Town is currently working with the owner of record, their consultant, and State officials.

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Mr. Shary then questioned the cinemas? First Selectman Bowsza suggested that was private property and the owners are not interested in selling that property. He noted in the State budget we have seen an increase in the Pequot grant for the next 2 years so the Town will be seeing a million dollars per year to make up for the loss of tax revenue, which if you do the math, makes us whole due to the lack of construction on that property to date.

Deputy Selectman DeSousa wanted to clarify that while the Town is receiving money from the State that doesn't mean something is going to happen on the property in that time, resolution could be several years away.

Tom Bulkeley, Kings Court: Regarding the approval of the beer and wine at the park last year, was that a carryover to the next year? First Selectman Bowsza indicated that's approved by the Board of Selectmen annually, with dates specified. The application form notes the date of the function is specified, the Park and Recreation Director submits an application noting the dates of the Summer Concert Series which is approved by the Planning and Zoning Commission, the Chief of Police, and the Fire Marshal, and the Board of Selectmen. It's a waiver for the dates specified on the application. Mr. Bulkeley questioned that that had already occurred; First Selectman Bowsza suggested that was approved in April.

Ed Filipone, Scantic Road: Mr. Filipone questioned what Item 9 was on the Agenda? First Selectman Bowsza indicated it was discussion of Time carryover for Chief Matt Carl.

Wayne Shary, Depot Street: Mr. Shary questioned the process for the consumption of alcohol on Town property. First Selectman Bowsza suggested the Board of Selectmen can waive consumption of alcohol on Town property, but under no circumstances can the Town sell alcohol.

First Selectman Bowsza then offered the remote participants the same opportunity to offer comments or raise questions on items not listed on the Board's Agenda

Bob Leach, 39 Church Street, (Chairman, East Windsor Police Commission): Mr. Leach questioned what Item 9D was? First Selectman Bowsza indicated that was a contract matter which was not ready for public discussion. Mr. Leach question that the Board had no idea what the contract consisted of or who it affects? First Selectman Bowsza reiterated the information was not ready for public discussion at this time.

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Hearing no further requests for comments First Selectman Bowsza called for a motion to go into **EXECUTIVE SESSION**, noting there would be action following the **EXECUTIVE SESSION**.

- 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.

MOTION: To GO INTO EXECUTIVE SESSION at 7:36 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, and Selectman Muska.**

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

LET THE RECORD SHOW the Recording Secretary signed out of the Meeting at 7:36 p.m.

First Selectman Bowsza reported the Board had exited the **EXECUTIVE SESSION** at 7:53 p.m. He suggested the Board would take up Item 9E (Time carryover request for Chief Matt Carl).

MOTION: To TAKE UP AGENDA ITEM 9E.

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

9. NEW BUSINESS:

E. Time Carry Over Request for Chief Matt Carl:

MOTION: To APPROVE the Memorandum of Agreement between the Town of East Windsor and Matthew J. Carl, Chief of Police, regarding the carry over of previously approved vacation time, and AUTHORIZE the signature of the First Selectman.

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

Noting no further items to discuss, First Selectman Bowsza called for a motion to **ADJOURN** this meeting.

13. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 7:54 p.m.

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

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