

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING

Thursday, July 20, 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 Muska and Selectman Nordell were present at the in-person meeting, Selectman Baker joined the Board remotely.

ABSENT: All Selectman were present this evening as noted above.

GUESTS/SPEAKERS in-person: First Selectman Bowsza hosted the meeting. Also present were: Amy O'Toole, **Finance Director**. Public: Paul Anderson; Wayne Shary.

GUESTS/SPEAKERS signing in to meeting remotely: Selectman Baker, Tom Lansner; Peg Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

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First Selectman Bowsza called the July 20, 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 Selectman Nordell lead everyone in reciting the Pledge of Allegiance.

3. ATTENDANCE:

See Attendance noted at the beginning of the meeting.

First Selectman Bowsza requested the addition of Agenda item **9H – NEW BUSINESS: H. DOT EVPS Equipment letter for Route 140 (Bridge Street) North and Southbound Ramps.**

MOTION: So moved.

DeSousa moved/Muska seconded/DISCUSSION: None

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

First Selectman Bowsza also requested the postponement of Agenda Item **9D – NEW BUSINESS: D. Discussion of South Road Land Lease Increase** until the Board's next meeting.

MOTION: To POSTPONE Agenda Item 9D until the Board's next meeting.

Muska moved/Nordell seconded/DISCUSSION: None

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

4. APPROVAL OF MEETING MINUTES:

A. June 28, 2023 Board of Selectmen Special Meeting:

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First Selectman Bowsza noted the availability of of the Board's Special Meeting Minutes for June 28, 2023, he called for comments or revisions. Hearing no requests from the Board he called for a motion of approval.

MOTION: To APPROVE the June 28, 2023 Special Meeting Minutes of the Board of Selectmen as presented.

Muska moved/DeSousa seconded/DISCUSSION: None

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

B. July 6, 2023 Board of Selectmen Regular Meeting:

First Selectman Bowsza also noted the Meeting Minutes for the Board's Regular Meeting held on July 6, 2023 are also available, he called for comments or revisions. No requests for changes were requested, First Selectman Bowsza called for a motion for approval.

MOTION: To APPROVE the July 6, 2023 Regular Meeting Minutes of the Board of Selectmen as presented.

Muska moved/DeSousa seconded/DISCUSSION: None

**VOTE: In Favor: DeSousa/Muska
Opposed: No one
Abstained: Baker/Nordell**

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.

Paul Anderson, 89 Main Street, Broad Brook: Mr. Anderson noted approval of the Scout Hall Lease Amendment, which was approved June 24th, hadn't appeared on the Selectman's Agenda again for this meeting. Mr. Anderson suggested the Lease Agreement isn't drastically different than what was filed last Fall, he suggested people were getting discouraged by the delay. Mr. Anderson felt inclusion of approval of the Lease Agreement on the Board's August Agenda would be prudent.

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First Selectman Bowsza reported this would be included as an Agenda item as soon as the Title Search was signed off on.

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.

6. COMMUNICATIONS: None

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignation:

1. Joe Blackwood (D), Diversity Council
2. Ana Rivera (D), Diversity Council

Selectman Muska questioned if the resignations were received in writing; First Selectman Bowsza reported both residents resigned via e-mail.

MOTION: To ACCEPT the resignations of Joe Blackwood and Ana Rivera from the Diversity Council at their request.

DeSousa moved/Nordell seconded/DISCUSSION: None

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

B. Reappointments:

1. Robert Leach (R), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024
2. Richard Pippin, Jr. (R), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024
3. Denise Menard (D), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024
4. Adam Mehan (D), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024

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5. Heather Spencer (R), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024
6. Peter Larese (U), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024
7. David Swaim (D), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2024

MOTION: To REAPPOINT to the Capital Improvement Planning Committee Robert Leach, Richard Pippin, Jr., Denise Menard, Adam Mehan, Heather Spencer, Peter Larese, and David Swaim, as regular members for terms expiring July 31, 2024.

Muska moved/DeSousa seconded/DISCUSSION: None

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

8. Valerie Galinski (U), Agricultural Commission, alternate member for a term expiring August 1, 2026.

MOTION: To REAPPOINT Valerie Galenski to the Agricultural Commission as an alternate member for a term expiring August 1, 2026.

Muska moved/Nordell seconded/DISCUSSION: None

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

C. New Appointments: None

8. UNFINISHED BUSINESS:

A. Discuss and Vote on Deputy Police Chief Transition Agreement:

First Selectman Bowsza requested to **TABLE** Agenda Item **8A** until after the Board's **EXECUTIVE SESSION.**

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MOTION: To TABLE Agenda Item 8A until after the Executive Session.

Muska moved/Nordell seconded/DISCUSSION: None

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

9. NEW BUSINESS:

A. Discussion of Appendix G Provisions to Non-Affiliated Employee Participation to Include Amy O'Toole:

First Selectman Bowsza noted inclusion in the Board's packet of an amendment to Appendix G which is pertinent to non-affiliated Pension employee participants, this document accepts the revisions made to the plan in 2017 or 2019, and includes the Chief of Police in the non-affiliated employee category. First Selectman Bowsza called for comments, or a motion to approve the amendment.

MOTION: To ACCEPT amended change to Appendix G Provisions to Non-Affiliated Employee Participation dated June 1, 2023.

DeSousa moved/Muska seconded/DISCUSSION: None

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

B. Discussion of Milliman Software Tool License Agreement – Pension Refund Calculator:

First Selectman Bowsza reported there are a significant number of employees in the Pension space who have not been vested and who no longer work for the Town. This occurs in many cases to Board of Education employees who come in for a short time and have moved on but have made some contribution to a Pension plan. Currently, when the Town clears those previous employees there is a fee incurred, Milliman has agreed to the use of their software program to remove those previous employees. There is no cost to the Town, First Selectman Bowsza needs the Board's approval to sign the agreement.

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Selectman Nordell questioned if the Board of Education needs to sign this agreement, First Selectman Bowsza indicated the Board of Education has no role in the administration of the pension functions.

MOTION: To ALLOW THE FIRST SELECTMAN, Jason Bowsza, to enter into a legal agreement between the Town of East Windsor and Milliman, Inc. for use of their software license agreement.

DeSousa moved/Muska seconded/DISCUSSION: None

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

C. Discussion of Establishment of Negotiation Team(s) for DPW Labor/Pension Agreement(s), WPCA Pension Appendix, and Supervisors' Pension Appendix:

First Selectman Bowsza noted various labor agreements are coming up for negotiation, the Board needs to appoint representatives from this Board to those negotiating teams. He called for volunteers.

Selectman Baker suggested as a member of the Pension Board he would like to be involved in the Pension negotiations. First Selectman Bowsza called for a motion to appoint Selectman Baker as a member of the Pensions Negotiation Team for DPW and the WPCA and the Town of East Windsor, and the Supervisors' Union for the Town of East Windsor.

MOTION: I'll make that motion.

DeSousa moved/Nordell seconded/DISCUSSION: None

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

First Selectman Bowsza called for a motion to appoint Deputy Selectman DeSousa to the DPW Labor and Pension Negotiating Team.

MOTION: To APPOINT Deputy Selectman DeSousa as a member of the DPW Labor and Pension Negotiation Team.

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Nordell moved/Baker seconded/DISCUSSION: Paul noted he had a procedural question. He noted with the appointment of Selectman Baker as a Pension representative, Mr. Anderson wanted to clarify that the WPCA doesn't negotiate with the Pension Board, the Union does. First Selectman Bowsza acknowledged Mr. Anderson's comment.

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

D. Discussion of South Road Land Lease Increase:

See motion made earlier in this meeting postponing discussion of this Agenda Item until the Board's next meeting.

E. Discuss and Approve Emergency Management Stipend Pertaining to Assistant Treasurer Kim Prostka-Scavatto:

First Selectman Bowsza gave a history of past employees who have assisted the Emergency Management Team administratively. He noted Assistant Treasurer Gayle Carolus had assisted most recently, going forward Assistant Treasurer Carolus and Assistant Treasurer Prostka-Scavatto would like to split the work.

MOTION: To APPROVE the Emergency Management Stipend Pertaining to Assistant Treasurer Kim Prostka-Scavatto and Gayle Carolus of \$1,000.00 or \$500.00 for each employee.

DeSousa moved/Baker seconded/DISCUSSION: Selectman Muska questioned that this stipend applied to Gayle Carolus for services in the past? First Selectman Bowsza indicated the stipend of \$1,000.00 for Gayle Carolus will end June 30, 2023, going forward the stipend will be split between the two employees.

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

F. Discussion of Wells Road Hold Harmless Agreement Regarding Trolley Museum Crossing:

First Selectman Bowsza noted there is repair work necessary at the Wells Road crossing at the Connecticut Trolley Museum. Repair work for Wells

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Road for the Town is scheduled to begin next week, the Trolley Museum approached the Town and inquired if the work at the Trolley Crossing could be included in the Town's paving schedule. First Selectman Bowsza suggested the cost of the work is small and can be incorporated into the Town's work. The Town has requested the Trolley Museum sign a Hold Harmless Agreement to avoid future liability to the Town.

MOTION: To AUTHORIZE THE FIRST SELECTMAN to enter into an Agreement between the Town of East Windsor and the Connecticut Electric Railway Association, Inc.

DeSousa moved/Muska seconded/DISCUSSION: Selectman Nordell wanted to clarify that if someone questioned why the Trolley Museum wasn't paying for this work he understood that when similar work occurred last year a mistake was made and they paved up to the wrong side of the rail which caused an issue for the Trolley Museum. First Selectman Bowsza indicated there had been enough issues with the paving company who did the work last year that the Town has chosen to no longer use them.

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

G. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$675.64.

Muska moved/Nordell seconded/DISCUSSION: None

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

H. DOT EVPS Equipment letter for Route 140 (Bridge Street) North and Southbound Ramps:

First Selectman Bowsza reported the DOT is doing a repair project on the I-91 bridge which enables them to trigger the lights on the off-ramps on Bridge Street to manage the traffic. They will install the equipment and pay for the installation, the Town will be responsible for the maintenance thereafter. Selectman Nordell questioned if the trigger would be at the highway or on Bridge Street, discussion from a member of the audience

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indicated the triggers would be installed in emergency vehicles owned by the Town.

MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the Agreement Letter regarding the DOT regarding EVPS Equipment for Route 140 (Bridge Street).

Nordell 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:

First Selectman Bowsza noted that on July 7th Representative Foster and he were pleased to welcome Senator Blumenthal to East Windsor to meet with residents of the School Hill neighborhood to discuss the benefits of options to extend city water into that neighborhood, which consists of Elaine Drive, Helena Drive, and portions of Old Ellington Road and Windsorville Road. The \$1.2 million in Federal funds coupled with funds from the State's Community Investment Fund will ensure this much needed project will be completed with no local tax dollars.

On Saturday, the 15th, First Selectman Bowsza participated in a State Emergency Preparedness discussions with State agencies and municipal representatives from the region in anticipation of flood levels and thunderstorms. It appears the State will be spared from the worst of the anticipated weather.

On Monday, the 17th, I was pleased to be a guest reader at the Summer Camp at East Windsor Park. With the theme centered around community I brought some of my son, Eliot's, favorite books to share with the 20 or so kids that were participating in that activity. First Selectman Bowsza noted the Park was absolutely packed that day, kids and families were enjoying the waterfront, splashpad, and various picnic areas. We're very much looking forward to the installation of the new playground up there in the coming weeks, we've already done a walk-through for that so that project will be starting very soon. Sign-ups for the 2023 Summer Camp Program are still open through next Friday, forms are available through.

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Social Services. To participate in the program, you must be income-eligible, must be an East Windsor resident, and your children or child must be registered in East Windsor schools. Social Services is also taking applications for renters' rebate through September 28th. This is an income-based thing where you need to have met age or disability criteria by December 31st, 2022, you can find out more about that program at Social Services.

First Selectman Bowsza noted a week from Tuesday is our National Night Out, which is coming up quickly. This is an annual community-building campaign which promotes community partnerships and camaraderie and makes neighborhoods safer places to live. Park and Rec is organizing the event again, they're looking for organizations who would be interested in hosting a booth, you can reserve a spot by calling Parks and Recreation until July 25th.

First Selectman Bowsza noted there are a number of Summer construction projects underway that residents should be aware of. The Town is doing paving on various side roads this year. Connecticut Water Company is doing the water main replacement on Main Street which will probably continue until October. Every single crossing from Wesley Road to Highland Avenue needs to be cut, piped, and replaced.

Connecticut DOT will be milling and resurfacing Route 5 from the South Windsor line to Newberry Road. That project will be done mainly at night and is scheduled to begin on August 9th and continue through September 6th. As you're out and about keep an eye out for those projects to keep everyone safe.

B. Marie DeSousa:

Deputy Selectman DeSousa reported she attended the Police Commission Meeting on July 12th, they reviewed their budget for expenditures and everything appears to be in order. The Traffic Authority was concerned about the Department of Public Works putting up digital signs on Rockville Road, they don't know where that stands. A member of the audience indicated it would be completed by the end of the day tomorrow.

Regarding the monthly report from the Deputy Chief, one dispatcher has left so there are currently a total of 5 openings in the Police Department.

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They discussed that the Prospect Hill project was working well as far as the 225 pump system.

C. Charlie Nordell:

(See Attachment)

D. Alan Baker:

No Selectman's Report, Selectman Baker was on vacation.

E. Sarah Muska:

(See Attachment)

11. PUBLIC PARTICIPATION:

First Selectman Bowsza noted this is the second opportunity for anyone present in the in-person audience to offer comments or questions on items not listed on the Board's Agenda.

Wayne Shary, Depot Street: Mr. Shary advised the Board he had heard reports of bear sitings at the Park.

Paul Anderson, 89 Main Street, Broad Brook: Mr. Anderson thanked the Board for holding an efficient meeting.

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.

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.

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MOTION: To GO INTO EXECUTIVE SESSION at 7:39 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, and Deputy Chief Roger Hart.

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 7:39 p.m.

First Selectman Bowsza noted the Board had exited the **EXECUTIVE SESSION** at 7:48 p.m. He requested the Board take up Agenda Item 8A (**UNFINISHED BUSINESS: Discuss and Vote on Deputy Police Chief Transition Agreement).**

MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the Transition and Separation Agreement and Release between the Town of East Windsor and Roger Hart.

Baker moved/DeSousa seconded/DISCUSSION: First Selectman Bowsza thanked Deputy Chief Hart for his service, it's been a pleasure working with you over the years, First Selectman Bowsza indicated he's learned a lot. Selectman Baker echoed First Selectman Bowsza's comments, he thanked Deputy Chief Hart for his years of service and wished him well in the future.

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

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First Selectman Bowsza noted there were no further items to discuss, he called for a motion to **ADJOURN** this meeting.

13. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 7:49 p.m.

Nordell moved/Muska seconded/DISCUSSION: None

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

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

ATTACHMENTS:

- A. Selectman Muska's Report
- B. Selectman Nordell's Report

First Selectman Bowsza and Deputy Selectman DeSousa's Report transcribed in the Meeting Minutes; Selectman Baker had no report this evening.

**BOARD OF SELECTMEN – 7/20/2023 – ATTACMENT
SELECTMAN MUSKA**

Selectmen's Report - July 20, 2023

On July 10, 2023 I attended the Parks and Recreation Commission meeting. Three families have inquired about having a tree planted or a bench made in memory of their loved one since we approved the Memorial Tree Planting Policy a few meetings ago.

July is Parks and Recreation Month and the theme is "Where Community Grows." Each day, there will be an activity or something special happening at one of our parks in Town and you can follow along on a calendar that is available on the Parks and Recreation Facebook page. July 21st is Parks and Recreation Professional's Day. As of this meeting, we were into week two of Summer Camp and have reached capacity for all weeks. Each week of camp, there will be a

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reverse field trip, where a guest comes to the park, rather than the campers being transported elsewhere. This was something that was implemented during the Covid-19 pandemic and has worked out rather well.

The waterfront at East Windsor Park was closed for a few days due to high levels of bacteria per the North Central Health Department. Everyone who entered the park was offered the resident rate to offset the inconvenience. This is possibly due to storm water runoff and animal feces. It is important to note that the splash pad was open during this time and not affected. Fox61 News came by and interviewed some park attendees and gave positive comments about the park.

Park Director Melissa Maltese noted that Enfield Day Care and Enfield Family Resource Center were renting out East Windsor Park two days that week and they were happy to welcome them to Town and that these are two of our largest rentals.

The Summer Concert Series has been well attended on Thursday nights thus far. National Night Out will be held on August 1st this year and the Broad Brook Fire Department will hold their annual car show at East Windsor Park on Labor Day weekend.

The Arts and Culture Committee meeting on July 11, 2023 was canceled.

On July 13, 2023 I attended the Veterans Commission meeting. The group is planning ahead for the Annual Veterans Day Road Race, which will be on November 11th this year. Fundraising letters are out and money is starting to come in. Next month the group will be deciding on shirt quantities and the color for this year's shirt.

The Commission went over how this year's Memorial Day program ran and discussed ways to improve for next year. That included doing a sound check, the line up order, addressing gaps between marchers and possibly offering water at the green for marchers after the parade.

The Commission voted to contribute \$2,000 towards the roof that was just replaced at the American Legion Post 40.

Have a great weekend and I'm looking forward to the Rubber Duck and Cardboard Boat Race being rescheduled!

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Sarah A. Muska, Selectman
smuska@eastwindsor.com

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SELECTMAN NORDELL
Selectman's Report for 7/20/2023

On July 10th I attended the Warehouse Point Fire District Special Meeting. The district residents unanimously approved the Fire Commission to enter a four year lease agreement for the acquisition of a 2022 Ford Expedition which will serve as the Fire Chief's vehicle. The Fire Commission's regular meeting for the month of July was canceled.

On July 19th I attended the Board of Finance meeting. The most significant of subjects to come from that meeting was an extra million dollars given to the town. The state of CT added 1 million dollars to our regular state pilot funding. The extra 1 million will be received this year and next year in lieu of the state blocking the town of East Windsor from getting a casino.