

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***REGULAR MEETING  
Thursday, August 3, 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. Selectman Baker, Selectman Muska and Selectman Nordell were present at the in-person meeting.

**ABSENT:** Deputy Selectman DeSousa was unable to join the Board this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the meeting. Matthew Carl, **Chief of the East Windsor Police Department;** Adam Mehan, **Chairman of the Capital Improvement Planning Committee;** Public: Paul Anderson, Bill Loos, Laurie Desroisers.

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

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

First Selectman Bowsza called the August 3, 2023 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:02 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 Baker 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. July 20, 2023 Board of Selectmen Regular Meeting:**

First Selectman Bowsza noted the Minutes of the Board's Regular Meeting held on July 20, 2023 are available for approval, he called for comments or revisions from the Board. Hearing no requests for revisions First Selectman Bowsza called for a motion of approval.

**MOTION: To APPROVE the Board of Selectmen's Minutes for Regular Meeting held on July 20, 2023 as presented.**

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

**5. PUBLIC PARTICIPATION:**

First Selectman Bowsza called for comments from the in-person audience, no one requested to be acknowledged. First Selectman Bowsza then offered the remote participants an opportunity to comment; no one signed in remotely requested to be acknowledged.

**6. COMMUNICATION: None**

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

- A. **Resignation:** None
- B. **Reappointments:** None
- C. **New Appointments:** None

First Selectman Bowsza requested a motion to TABLE Discussion of **Agenda Items 8A (UNFINISHED BUSINESS: Discussion of South Road Land Lease Increase)**, and **9A (NEW BUSINESS: Discussion of East Windsor – MOU re: Retroactive Private Dute Pay)** until after the **EXECUTIVE SESSION**.

**MOTION:** So moved.

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

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

8. **UNFINISHED BUSINESS:**

A. **Discussion of South Road Land Lease Increase:**

See earlier motion TABLING this Agenda Item until after the Board's **EXECUTIVE SESSION**.

B. **Discussion and Possible Approval of MOU Between the Town and Scout Hall Building Committee, Inc.:**

First Selectman Bowsza referenced the Memorandum of Understanding (MOU) which was initially issued between the Scout Hall Building Committee, and the map commissioned by the Scout Hall Building Committee in October 2022 that accompanied that MOU. First Selectman Bowsza noted Paul Anderson, Chairman of the Scout Hall Building Committee, has noted a third amendment to the document is required. Mr. Anderson concurred, noting the 2nd amendment is null and void because the funding hadn't been acquired by the end of the year. First Selectman Bowsza noted the map outlines the area of control as well as potential for expansion if the Town chose to add a second soccer field

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in the wooded area. First Selectman Bowza indicated the current additions are MOU items 8 and 9 which references the map by job number and date, and the 3<sup>rd</sup> amendment to the document dated April 2022.

First Selectman Bowsza opened discussion to the Board.

Selectman Muska questioned if the rental fees for use of the facility would be set by the Town or the Scout Hall Building Committee? First Selectman Bowsza noted control of the building would revert to the Town and would be set by the Town to support Community Services Programs, the fees would be held separately from the General Fund.

Selectman Nordell questioned if the other building is considered their right-of-way onto the property? First Selectman Bowsza clarified that they already own that area, which is not part of this parcel, they have frontage for that area and retain ownership to that parcel. Mr. Anderson concurred that the wooded, 2 acre parcel is not currently being used and is not part of this MOU.

Selectman Baker questioned the purpose of the 3<sup>rd</sup> amendment. First Selectman Bowsza suggested it would reiterate the 2<sup>nd</sup> amendment representing the dates when funding was acquired. Selectman Muska questioned that the 2<sup>nd</sup> amendment related to the vote which didn't occur at that time? First Selectman Bowza concurred.

First Selectman Bowsza noted Legal Counsel with Pullman & Comley has suggested the Board authorize him to sign this agreement inclusive of the language updates, or return the document with the revisions for the Board's consideration. First Selectman Bowsza clarified that he did require authorization to sign the MOU so he could start the next step. Discussion followed regarding the process going forward.

**MOTION: To APPROVE the Memorandum of Understanding between the Town of East Windsor and the Scout Hall Building Committee, Inc. effective August 3, 2023, and AUTHORIZE THE FIRST SELECTMAN to sign the document.**

**Muska moved/Baker seconded/DISCUSSION: None  
VOTE: In Favor: Baker/Muska/Nordell**

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

**9. NEW BUSINESS:**

**A. Discussion of East Windsor – MOU re: Retroactive Private Duty Pay:**

See earlier motion TABLING this Agenda Item until after the Board's  
**EXECUTIVE SESSION.**

**B. Discussion of CIP Allocation Recommendation:**

Adam Mehan, Chairman of the Capital Improvement Planning Committee, joined the Board for discussion of potential/proposed CIP projects for this Fiscal Year.

Please refer to the detailed presentation under the Board's YouTube video of this meeting. Following is a summarization of the presentation, including Board comments.

Mr. Mehan noted 3 dozen projects came before the CIP Committee, the total value of those projects was nearly \$16 million which included some multi-year projects. The initial ask for this Fiscal Year was \$7.2 million, after review and ranking of the projects the initial ask was \$1.9 million. After passage of the budget the CIP Committee was given \$1.188 million. Mr. Mehan noted some projects didn't make the list, which doesn't mean they aren't of value, but the money only goes so far.

Mr. Mehan reviewed his spreadsheet, noting the various projects and their ranking.

- GIS system, requested funding \$25,000, allocation \$10,000.
  - Replacement of Police vehicles, requested funding \$108,472, allocation \$96,000.
  - Police Department additional space to locker room to accommodate female officers, requested funded \$148,975, allocation \$50,000.
- Selectman Muska questioned the status of the locker space in relation to female officers, Chief Carl indicated they currently have one locker available for the female officers but have several vacancies in staffing which could require additional lockers should the vacancies be filled by female officers.

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- Public Works, ongoing vehicle replacement, requested funding \$300,000, allocation \$250,000.
- Assessor's Office, State-mandated revaluation, requested funding \$40,000, allocation \$40,000.
- Board of Education, Broad Brook Elementary School Boilers, requested funding \$250,000, allocation \$200,000.
- Public Works, pavement management, requested funding \$1 million, allocation \$450,000.
- Public Works, ongoing maintenance and replacement drainage projects, requested funding \$150,000, allocation \$50,000.
- Public Works, ongoing chip sealing, requested funding \$75,000, allocation \$0.00.
- Town property, vehicle replacement/Senior bus, requested funding \$30,000, allocation \$15,000.
- Planning and Zoning, public record scanning, requested funding \$50,000, allocation \$17,000.
- DPW, equipment replacement, requested funding \$20,000, allocation \$0.00.
- Park and Recreation, replace concrete pads for gazebo space, requested funding \$10,000, allocation \$10,000.

**TOTAL PROJECT FUNDING PROPOSED \$1,188 MILLION.**

First Selectman Bowsza clarified the control of the funding for an approved project is managed by the department head requesting the project, the \$1.188 million is a direct allocation to a general account, the CIP's recommendation and the Board's approval of those recommendations will identify which fund within the CNR Fund those funds would be transferred to, at which point they fall under the control of the relevant department.

Mr. Mehan suggested the CIP Committee considered bonding for the following projects:

- Senior Center Broad Brook Fire Department Roof Replacement
- Public Works Building Roof Replacement
- Additional pavement management
- High School Track Replacement

First Selectman Bowsza then reviewed funding options he is asking the Board to consider:

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- Police Department, cruiser replacement, 2 new fully-stocked 2023 cruisers can be purchased for an additional \$12,472.00. Chief Carl indicated that the 2024 models coming out shortly are \$10,000 higher than the replacement vehicles being considered under this proposal.
- Locker Room renovation – First Selectman Bowsza suggested that while that project is necessary it's part of a larger project regarding what the footprint for the Town Hall Annex will look like in the future. He and Chief Carl discussed forgoing that project this year, and using that funding for the new cruisers.
- Public Works equipment replacement - First Selectman Bowsza indicated he is also proposing to move \$50,000.00 in funding for the Police Locker Room renovations to the Public Works equipment replacement line to fund equipment replacement.

CIP Chairman Mehan noted the CIP Committee had discussed funding options extensively, he felt the Committee would support First Selectman Bowsza's funding recommendations.

First Selectman Bowsza called for comments from the Board.

Selectman Baker questioned if the \$50,000 moved from the locker room renovations to the Public Works equipment line would have paid for the engineering costs related to the renovations? Selectman Baker agreed to the funding proposed for the 2 Police replacement vehicles. Selectman Baker suggested he's also disagreed with the assumption that the GIS system is currently adequate, noting the Wetlands Commission just approved a wetlands map which he felt wasn't adequate, he cited concern for shorting funding for GIS upgrades as it's used by so many Town departments. Selectman Baker questioned the replacement of the concrete pads for the Park and Recreation Department? First Selectman Bowsza cited the funding would replace 2 concrete pads near the gazebo. Selectman Baker suggested referenced the CIP project rating system, his recommendation would be to take the \$10,000.00 for the concrete pad replacement, which has the lowest project rating, and move that to funding for the GIS System.

Selectman Muska agreed with Selectman Baker, she would like to see something done with the renovations to the Police Locker Room as it's been an issue for some time and hasn't been addressed. Selectman Muska asked questioned what vehicle would be replaced for the Public Works Department, First Selectman Bowsza indicated it would be a dump truck. Selectman

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Muska questioned the status of the replacement of the Senior buses, as she thought the Town recently received a grant. First Selectman Bowsza concurred with the awarding of the grant, the Town also paid for an additional bus through the ARPA allocations, and also received an additional grant through the Department of Aging and Disability, he indicated the Town will be able to replace all 3 Senior buses. First Selectman Bowsza also noted other Town vehicles whose replacement would fall under the Public Works Department. Selectman Muska suggested moving proposed funding from the Senior Bus replacement, which appears to be adequately funded.

**MOTION: To APPROVE the Board of Selectmen’s recommendations to the Capital Improvement Planning Committee and forward the recommendations to the Board of Finance.**

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

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

**C. Tax Refunds:**

**MOTION: To APPROVE Tax Refunds in the amount of \$1,204.34**

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

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

**10. SELECTMEN COMMENTS AND REPORTS:**

**A. Jason Bowsza:**

First Selectman Bowsza reported he attended National Night Out on Tuesday, which was a great success, and included a great showing from many organizations in Town. He left the event with this renewed pride in reinvigoration with everyone being together and having a good time. Maybe that was in part because the weather was only 75 degrees and beautiful and sunny but maybe it was also reflective of some positive things moving forward. He thought it was a great Night Out and he was proud to be a part of it although he spent time chasing around a two-year old and a four-year old that didn’t allow him to socialize much.



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First Selectman Bowsza indicated otherwise it's been relatively quiet, that's all he has to report.

**B. Marie DeSousa:**

Deputy Selectman DeSousa was not present at this meeting, no report submitted.

**C. Sarah Muska:**

*(See Attachment)*

**D. Charlie Nordell:**

Selectman Nordell reported he also attended National Night Out since the last meeting. He agreed the weather and attendance were all great. It's unfortunate AHRC (American Heritage River Commission) and BMX (Skatepark) Commission didn't get the same weather for their events. They had the Cardboard Boat Race in the Reservoir, and they had kids playing with the Rubber Ducks in a pool and people got their prizes. Selectman Nordell indicated that as others have said it was a great time seeing so many people participating in National Night Out.

**E. Alan Baker:**

Selectman Baker reported that between work and personal travel he's missed all three of his liaison meetings since the previous Board meeting, but he did read the Minutes. Selectman Baker suggested nothing big is going on but, Wetlands did receive an application for 74 Newberry Road which is probably the most significant activity of the Land Use Boards going on right now. The application is for trucking, and will be heard next month. Planning and Zoning closed a Public Hearing which they have to hold when they're considering a Text Amendment, and they approved a small application for a subdivision.

**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.

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**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson offered an observation that the National Night Out Police Department table and display was set up by female officers, it was a very pleasing display.

Mr. Anderson also reported that the splash pad has become a major issue, he understands the pad will have to be replaced as it's unsafe, it's so slippery that people have to wear shoes to use it. First Selectman Bowsza clarified that people always had to wear shoes/sandals to use the splashpad, as that's been a manufacturer's recommendation. It's also a liability issue for the Town. Mr. Anderson didn't understand that splashpads have that issue.

**Bill Loos, 44 Melrose Road, Broad Brook:** Mr. Loos cited concern for elevations at the Scout Hall Building. He referenced a plan submitted by J. R. Russo in October 2022 which concerns him regarding the elevations as they relate to drainage functions at the Scout Hall property. Mr. Loos expressed his concerns in detail, indicating he felt the facility would experience problems regarding runoff from parking lots and run off into wetlands to the rear of the property and the farm property to the west. Mr. Loos felt the Russo plans are in error. Mr. Loos indicated he brought the plans to the Wetlands Commission, which said they never reviewed the plans. He cited comments from one of the Wetlands Commissioners regarding water coming up through the floor. Mr. Loos suggested he felt J. R. Russo is in error for not providing storm drains. Mr. Loos questioned if it was customary for the Wetlands Commission to not review proposed building plans?

Selectman Baker clarified that the Wetlands Commission would only review plans if something was proposed within the 150 foot wetlands buffer, they don't do anything with parking lot runoff or stormwater runoff if there are no wetlands in the area, those are Planning and Zoning issues. Mr. Loos continued at length with his contention that there are wetlands in the area, Selectman Baker reiterated that the building would have to be located within a wetlands area for the Wetlands Commission to review the plans. Mr. Loos reiterated his contention that there is a problem with the Russo plans, and there is an elevation issue at the Scout Hall property.

**Laurie Desroisers, 101 Reservoir Avenue:** Ms. Desroisers referenced a document she had recently reviewed and quoted Selectman Baker's comments regarding if a project requires an Inland/Wetland Permit that a portion of the activity will fall within the upland review area. Ms. Desroisers indicated Selectman Baker had said there were no significant concerns with the project. Selectman Baker reviewed

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the document provided by Ms. DeRosiers, noting this was a decision made by the Wetlands Agent who works in the Planning Office, he reiterated this review did not go before the Wetlands Commission.

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 one requested to be acknowledged.

First Selectman Bowsza called for a motion to go into EXECUTIVE SESSION, which would include the Board and Chief Matt Carl.

- 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 8:02 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, Selectman Baker, Selectman Muska, and Selectman Nordell, and Matthew Carl, Chief, East Windsor Police Department.

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

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

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LET THE RECORD SHOW the Recording Secretary signed out of the Meeting at 8:02 p.m.

LET THE RECORD SHOW First Selectman Bowsza reported the Board has EXITED the EXECUTIVE SESSION at 10:05 p.m.

First Selectman Bowsza called for discussion on Agenda Item 8A  
**(UNFINISHED BUSINESS: Discussion of South Road Land Lease Increase).**

**MOTION: To AUTHORIZE THE FIRST SELECTMAN to increase the Master Ground Lease from \$56 to \$63 per month effective September 1, 2023, and provide notice to those who fall under this program.**

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

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

First Selectman Bowsza then called for a motion to discuss Agenda Item **9A (NEW BUSINESS: Discussion of East Windsor – MOU re: Retroactive Private Duty Pay).**

**MOTION: To MOVE TO APPROVE the Memorandum of Understanding between the Town of East Windsor and the American Federation of State County and Municipal Employees Local 3583 Police Union and AUTHORIZE THE FIRST SELECTMAN TO SIGN.**

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

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

Noting no further business to discuss, First Selectman Bowsza called for a motion to ADJOURN this Meeting.

**13. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 10:06 p.m.**

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**Baker moved/Muska seconded/DISCUSSION:** First Selectman Bowsza indicated the motion is not debatable. He called the Meeting ADJOURNED at 10:07 p.m.

**VOTE:**           **In Favor:     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**

**BOARD OF SELECTMEN – 8/3/2023     ATTACHMENT A**

Selectmen's Report - August 3, 2023

On July 24, 2023 the Building Commission had a very short meeting and there were no new school or town updates discussed.

The Board of Education had a brief meeting on July 26, 2023, which I was unable to attend, but I followed up with a BOE member and was informed that they discussed their financials for the end of the fiscal year and expect to end the year in the positive. They also discussed a few resignations that were received and plans for hiring for the new school year.

On Tuesday evening, I attended National Night Out at East Windsor Park. We couldn't have asked for better weather. What really left an impression on me was having the Chief of Police Matthew Carl and Superintendent of Schools Dr. Patrick Tudryn in attendance. I don't recall seeing anyone that held those positions at this event in past years. These two individuals are dedicated to our community and it really showed on Tuesday night. It was also great to see Chief Arcari with the Broad Brook Fire Department and many members of the Warehouse Point Fire Department there with their trucks. The collaboration between the Police Department, Parks and Recreation and the other organizations that attended was remarkable and it was great to see so many families in attendance. It was a wonderful night for East Windsor! I'd like to commend Melissa Maltese and the Parks and Recreation Department for doing a great job in hosting this event again this year!

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Submitted With Sincerity,

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