

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

**REGULAR MEETING**  
*Thursday, February 15, 2024*  
**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 First Selectman  
Alan Baker, Selectman  
Sarah Muska, Selectman  
Keith Yagaloff, Selectman

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

**ABSENT:** All members of the Board of Selectmen were present at  
this evening's meeting.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the meeting.

**GUESTS/SPEAKERS signing in to meeting remotely:** Noreen Farmer, Richard Tuller,  
Joanie Mirabelli, Tom and RuthAnne Lansner, Gabriela Resto, and Gail.

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

**TOWN OF EAST WINDSOR**

2

**BOARD OF SELECTMEN**

**Regular Meeting – Thursday, February 15, 2024**

**In-Person AND**

**ZOOM Teleconference**

**Meeting ID: 332 683 3563**

**Passcode: townhall**

**MEETING MINUTES**

First Selectman Bowsza called the February 15, 2024 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:05 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 Muska to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**4. APPROVAL OF MINUTES:**

**A. February 1, 2023 Board of Selectmen Regular Meeting**

**MOTION:** To **APPROVE** the Board of Selectmen's Regular Meeting Minutes of February 1, 2024, as presented.

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

**5. PUBLIC PARTICIPATION:**

None

**6. COMMUNICATION:**

A. Black History Month Proclamation (Attachment A).

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

**A. Resignation:**

None

**B. Reappointments:**

None.

**C. New Appointments:**

1. Anna Wasik (U), East Windsor Agricultural Commission Regular Member for the term expiring March 1, 2025.

**MOTION:** To APPOINT Anna Wasik to the East Winsor Agricultural Commission as a Regular Member with a term expiring March 1<sup>st</sup>, 2025.

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

8. **UNFINISHED BUSINESS:**

- A. Discuss and Vote on Establishing Arts and Culture as a Permanent Commission to Include Debbie Williams (Attachment B).

**MOTION:** To TABLE agenda item 8A until the next meeting.

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

9. **NEW BUSINESS:**

- A. Discuss Establishment of Negotiations Team – Dispatchers' Union:

**MOTION:** To Appoint Keith Yagaloff and Jason Bowsza to the Negotiation Team for Dispatchers' Union.

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

- B. Discuss and Approve MOU to Partner with United Way Rapid Response Fund (Attachment C):

**MOTION:** To APPROVE the Memorandum of Understanding to Partner with United Way Rapid Response Fund.

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

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Regular Meeting – Thursday, February 15, 2024**  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

4

(No one opposed/No abstentions)

**C. Discuss and Approve Community Renewal Team and East Winsor Senior Center MOU (Attachment D):**

**MOTION:** To APPROVE the Community Renewal Team and East Windsor Senior Center Memorandum of Understanding.

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

**D. Tax Refunds (Attachment E):**

**MOTION:** To APPROVE tax refunds in the amount of \$6,999.62.

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

**9. SELECTMEN COMMENTS AND REPORTS**

- A.** Jason Bowsza updated the Board on his assignment. He attended the Pension Board's quarterly meeting on February 7<sup>th</sup>. This meeting was scheduled between the Webster and Mission Square representatives. He presented his initial budget recommendations for Town services for the upcoming fiscal year. As Paul Anderson stated it is a fluid process, and new information will be brought forward, and the decisions will be made by the Board of Finance and our residents. On February 8<sup>th</sup>, the Board of Selectmen and the Board of Education had a special meeting for the presentation by the CSG (Construction Solution Group) to assess, evaluate and recommend solutions for our school buildings. This process will involve many steps and stakeholders. This Saturday is the return of the Panther Plunge to help raise fund for East Windsor fuel bank. The Town has received \$15,000 donation from the Rockville Bank Foundation towards heating assistance program. There will be a presentation from the CT Farmland Trust on February 27<sup>th</sup> at the Ellington Town Hall Annex to discuss what grants and resources are available to the farmers.

**TOWN OF EAST WINDSOR**

5

**BOARD OF SELECTMEN**

**Regular Meeting – Thursday, February 15, 2024**

**In-Person AND**

**ZOOM Teleconference**

**Meeting ID: 332 683 3563**

**Passcode: townhall**

**MEETING MINUTES**

- B. **Marie DeSousa** updated the Board on her assignments. No liaison meetings since our last meeting and has nothing to report. She wants to put out there starting at noon this Saturday, there will be a Panther Plunge and she and her family will be there. She went to the BOE the night before as they discussed the CSG special meeting. Their first meeting in relation to the school update will be March 4<sup>th</sup> to move forward and they will come back with the preliminary to move forward together. The High School put out a newsletter for the first time and they are trying to get all the schools to put out a newsletter. There will be a section on it with class instructions for Italian, 3d Art, and many classes. Adding 8 more classes/subjects.
- C. **Sarah Muska** updated the Board on her assignments. She did not have much to report due to her overwhelming schedule. She attended the Warehouse Point Fire Department on February 5<sup>th</sup>. They are working on their budget proposals. The Arts and Culture Commission was cancelled due to snowstorm.
- E. **Keith Yagaloff**  
"The broad brook fire department is in their space analysis. The Arts and Culture Committee did not have a meeting due to the snowstorm. They will be discussing our proposal next Tuesday and will come back to us for discussion."
- F. **Alan Baker** reported on his Agriculture Commission. They are looking at feasibility of taking money from the farm lease to apply for repair of COVID properties for Tobacco farms. They are currently reviewing it and working on putting up a Community Garden shed. They are talking about farmer's coffee and opening it at the same time as Community Garden shed. The Conservation Commission is looking at open space property. It highlighted the need for the policy to make sure that everyone is well informed what property is and how the process would be. They also talked about the specific statutes defining what scenic road is. He missed the wetlands meeting as he was at the BOS meeting. The Pension for the last year of return was 17 percent. We accounted for that, and we do not make any decision on a single year. I am concerned we took in 1.2 million and then we had the same amounts of withdrawals. We must make sure the contribution is maintained. We had a deeper dive into the fiduciary side of tracking the performance of every single stock contribution. And, they have educators that inform us of how the pension is doing and how it works. Our plan is one of the best planned and managed.

**10. PUBLIC PARTICIPATION:**

**TOWN OF EAST WINDSOR**

6

**BOARD OF SELECTMEN**

**Regular Meeting – Thursday, February 15, 2024**

**In-Person AND**

**ZOOM Teleconference**

**Meeting ID: 332 683 3563**

**Passcode: townhall**

**MEETING MINUTES**

Tom Buckley, 8 Kings Court, Broad Brook, asked about the old school's roof. Were the roof and the building in a good condition?

**11. EXECUTIVE SESSION - Pursuant to C.G.S. 1-200 (b) (Penske matter)**

**MOTION:** To GO INTO EXECUTIVE SESSION.

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

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

First Selectman Bowsza noted the Board had gone into EXECUTIVE SESSION AT 7:29 p.m.

The Recording Secretary signed out of the meeting at 7:29 p.m.

First Selectman Bowsza reported the Board of Selectmen have exited the EXECUTIVE SESSION AT 8:31 p.m.

**11. ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 8:31 p.m.

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

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

Respectfully submitted,

-----  
Sabohat Khalilova, Recording Secretary, East Windsor Board of Selectmen

## TOWN OF EAST WINDSOR PROCLAMATION

WHEREAS: During Black History Month, we celebrate the vast achievements and contributions made by Black Americans to our country; and

WHEREAS: the Black History Month 2024 theme, African Americans and the Arts, explores the key influence African Americans have had in the fields of "visual and performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression"; and

WHEREAS: National Black History Month has its origins in 1915, half a century after the Thirteenth Amendment abolished slavery, when historian and author Carter G. Woodson founded the Association for the Study of African American Life and History; and

WHEREAS: Since 1976, every U. S. President has officially designated the month of February as Black History Month; and

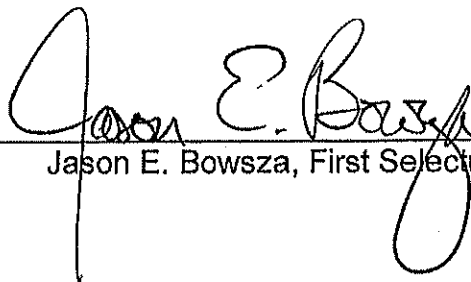
WHEREAS: the Town of East Windsor recognizes that Black history is American history, and that Black culture, stories and triumphs are at the core of who we are as a nation.

WHEREAS: the Town of East Windsor is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

NOW, THEREFORE, in recognition of African Americans – past and present – in our community I, Jason E. Bowsza, First Selectman of the Town of East Windsor, Connecticut, do hereby proclaim February 2024 to be

### BLACK HISTORY MONTH

I encourage all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful, and prosperous for all.



Jason E. Bowsza, First Selectman

**Section 1. Establishment:**

There is established an Arts and Culture Commission for the purpose of promoting and stimulating general interest among citizens of the Town in the arts and culture.

**Section 2. Purpose**

The Commission shall be responsible for promotion of the arts in the community, including but not limited to recognition of local artists and their work. The Commission shall work to enhance knowledge, enjoyment and appreciation of arts and culture in East Windsor, and promote and stimulate general interest in the arts and culture in the town.

**Section 3. Term of Office:**

The Commission shall consist of seven (7) regular members and two (2) alternate members, who shall be electors of the Town and shall be appointed by the Board of Selectmen. Terms shall be staggered so that three (3) members are appointed each term. Members shall be appointed for a term of four (4) years. In addition, there may be as many non-voting associate members as desired by the Commission. For membership purposes, minority representation shall not apply to this Commission.

**Section 4. Powers and Duties:****The Commission:**

- (a) Shall encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for East Windsor residents by hosting and/or promoting community activities and showcasing East Windsor's cultural events;
- (b) Shall make recommendations to the First Selectman and Board of Selectmen concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities;
- (c) May coordinate the publication of a community calendar of events and any other appropriate publications which will showcase the quality arts, cultural, tourism and family-oriented activities occurring locally;
- (d) May collaborate with other Town boards and commissions, departments, and local businesses, as well as the community at large, to identify both indoor and outdoor communal areas throughout East Windsor that can be aesthetically enhanced by establishing art installations, creating community events, and promoting tourism.
- (e) Shall report its activities to the Board of Selectmen not less than annually, but may report more regularly as deemed necessary and appropriate.
- (f) May establish such by-laws, rules and regulations as are necessary to achieve its purpose as set out herein.



- (g) Funding for the Commission shall be administered by Town Finance Department and adhere to Town fiscal policies

The Commission may charge a fee for any activity that it conducts. Such revenue shall be credited to an account for use by the Commission on future projects or to offset the expenses of such activity.

Section 5. - Officers.

A chairperson, vice-chairperson, and secretary shall be elected by members of the Commission from among their members. Officers will be elected annually, at the January meeting of the Commission.

Section 6. - Meetings and agenda.

The Arts and Culture Commission shall be empowered to determine the time and place of its meetings and agenda.

Section 7. - Appeals

The Commission shall have the authority to determine the suitability of the artistic content to be displayed, including rejecting artwork deemed to be lewd, vulgar, "hate speech," overtly political, and/or excessively violent. All questions regarding the legality and/or constitutionality of any rejected submission, by the submitting artist or any member of the public, shall be reviewed by the Town Attorney and then, after an opinion is rendered by the Town Attorney, decided by the Board of Selectmen.



## Memorandum of Understanding

Between [Agency Name]  
and

United Way of Central and  
Northeastern Connecticut

United Way of Central and Northeastern Connecticut

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the [Agency Name] (Partner Agency) and United Way of Central and Northeastern Connecticut (United Way). The terms of this agreement shall be for the period commencing on November 15, 2023, and expiring when the funds referenced below are spent down.

### Background

United Way is committed to supporting economic mobility for individuals and families in our region through the Rapid Response Fund. One way we do this is by providing direct financial support to ensure that families can secure or stabilize their housing.

### Eligibility

United Way will work with Partner Agencies to implement the Rapid Response Fund. Eligible agencies include local municipalities, school districts and 501c3 nonprofit organizations that serve our 52 town service area. To receive funds, organizations must have completed this Memorandum of Understanding.

Partner Agencies will identify eligible individuals (Participants) to receive funds and submit information via online form to the United Way. Funds will be distributed via up to \$500 electronic gift cards through Usio, a third-party vendor (Pay Provider) and their "Akimbo" card program. These e-cards will be sent **directly to the Participant** via email, and not to the referring agency. See Appendix A for full process details.

### Obligations of the Partners

As a Partner Agency of the United Way, [Agency Name] will commit to:

- Assign a staff member as a primary contact to the United Way to:
  - Stay in contact with United Way representative.
  - Follow directions on identifying Participants and gathering necessary information to process payments.
- Identify Participants, who must meet **all** criteria listed below:
  - Individuals living in ALICE households (including those in poverty)
    - Additional information about ALICE thresholds can be found here:  
<https://www.unitedforalice.org/household-budgets/connecticut>
  - Individuals in need financial assistance for pay for:

- Rent/ housing costs
- Utilities
- Food/ hygiene products (including diapers)
- Other expenses that allow a family to secure or stabilize housing
- Communicate to Participants the process of receiving and using e-cards.

### **Obligation of United Way**

United Way of Central and Northeastern Connecticut will:

- Work with Usio to set up the funds in their Akimbo program.
- Weekly, upon receiving the Participant referrals, submit Participant information to Usio for processing.
- Provide additional support to Participants who are having technical issues with the Akimo system.
- Provide program reporting on card usage and data tracking.

### **Unused Funds:**

All prepaid cards expire 12 months after distribution. Upon expiration of the applicable prepaid card, any funds that are unspent by any Participant, including those never received by a Participant due to errors in accessing phone numbers or user-error, will be returned to the Pay Provider.

### **Confidentiality:**

United Way agrees to keep each Participant's name, email, and phone number confidential and disclose it only to the Pay Provider to carry out the program terms. Notwithstanding the foregoing, the United Way may disclose such information if required by a court, government agency or other regulatory body.

### **Understanding**

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

1. Each Partner will work together in a coordinated fashion for the completion of the project listed herein.
2. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
3. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.

4. This Memorandum will be effective upon the signature of both Partners.
5. Any Partner may terminate its participation in this Memorandum by providing written notice to United Way of Central Northeast Connecticut.

United Way of Central and Northeastern Connecticut

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[AGENCY NAME]

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix A: Referral and Disbursement Process

### For Partner Agencies:

Partner Agencies will identify individuals to receive direct financial assistance (Participants). Participants must meet **all** criteria listed below:

- Individuals living in ALICE households (including those in poverty)
- Individuals in need financial assistance for pay for:
  - rent/ housing costs
  - utilities
  - food/ hygiene products (incl. diapers)
  - other expenses related to securing or stabilizing housing
- Communicate to Participants the process of receiving and using e-cards. (see below)

By referring a Participant to United Way, the Partner Agency is confirming that the individual served meets the above requirements. Referrals will be completed via online form with the following information:

#### *Referring Agency Information*

1. Referring Agency Name
2. Referring Staff Person Name
3. Referring Staff Person Email
4. Referring Staff Person Phone Number

#### *Participant Information*

5. Participant Full Name
6. Participant Email
7. Participant Phone
8. Amount Requested (up to \$500)
9. Participant ZIP code (for tracking purposes only)
10. Reason for Requesting (for tracking purposes only)

Rental/ Housing Assistance

Utilities Assistance

Food Assistance

Other: \_\_\_\_\_

If there are any issues with the form submission process, Partner Agency staff should contact Russell Hansen, Director of Impact and Engagement Operations, at [rhansen@unitedwayinc.org](mailto:rhansen@unitedwayinc.org)

Participant information entered in the webform during the week will be collected every Tuesday at 9:00 am processed and sent to Usio by the end of the same day. This will initiate an email with 48 hours to the Participant from [akimbo\\_card@akimbocard.com](mailto:akimbo_card@akimbocard.com) with instructions on how to get their electronic gift card. **Please tell recipients to be on**

**the look-out for this email/sender, which may end up in their spam folder.** The subject line of the email will note "Your cash assistance from United Way" Recipients must activate their electronic gift card within 30 days. Funds will expire after 12 months. More information about Usio's Akimbo products can be found at <https://help.akimbocard.com/hc/en-us>.

#### **For Participants:**

After working with the referring agency, Participants will receive an email from [akimbo\\_card@akimbocard.com](mailto:akimbo_card@akimbocard.com) to the email address provided. The subject line of the email will note "Your cash assistance from United Way". Please check your spam folder to ensure that you receive the email. The email will provide further instructions on how to redeem your electronic gift card on [www.akimbocard.com](http://www.akimbocard.com). More information about Usio's Akimbo products can be found at <https://help.akimbocard.com/hc/en-us>

You must follow instructions to **activate your electronic gift card within 30 days of receipt**. Once you activate the electronic gift card, you have 12 months to use it before the remaining balance on the card expires.

The card can be used for online payments or added to your virtual card to your mobile wallet (such as Apple Wallet or Google Wallet) for stores that accept mobile pay options. The funds provided are for immediate needs, such as utilities, food, or hygiene products (including diapers). Please note that cards cannot be used to get cash back in store, at an ATM, or bank. The cards cannot be used to purchase alcohol or tobacco products or for gambling.

**MEMORANDUM OF UNDERSTANDING ("MOU")**  
**EAST WINDSOR SENIOR CENTER**  
**TOWN OF EAST WINDSOR**

This Memorandum of Understanding (MOU) agreement entered into as of the 1<sup>st</sup> day of October 2023 through September 30, 2024 whereas the Community Renewal Team, Inc., of Hartford, CT ("CRT") desires to obtain the services ("Services") of the Town of East Windsor ("Town or City") acting through its Senior Center, located at 125 Main Street Broad Brook, CT 06016 with mailing address: 11 Rye Street, Broad Brook, CT 06016 ("Host Site").

CRT and Host Site mutually agree as follows:

1. A nutrition meal site of the CRT Elderly Nutrition Program will be housed at the Host Site for three (3) hours per day Monday through Friday;
2. On days in which the CRT Elderly Nutrition Program is offered, the Host Site will ensure that an area at the complex is available from 10:00 a.m. – 1:00 p.m.;
3. Lunch will be served during ½ hour period falling between 12:00 (noon) and 12:30 p.m., depending on delivery schedule to be determined by CRT.;
4. The kitchen at the Host Site shall be licensed by the Local Health Department, and the license shall be attached to this MOU, along with a current Fire Inspection Certificate as Exhibit A and B.
  - a. Prior to expiration, the host site shall be responsible for providing CRT with a current license.
  - b. Host Site is responsible for the license renewal or associated fees, including any late fees. If said license expires and a current license is not provided, CRT will stop providing meals until a current license has been provided.

The Host Site agrees to provide the following:

1. Dining Room space in the Community Room;
2. Use of licensed kitchen facilities, including a sink, oven and refrigerator, during CRT agreed available hours;
3. Locked storage space for consumables, additional locked refrigerator space as needed and custodial services;
4. Access to internet service if available to update and send meal and participant related data daily;
5. Host site provides all kitchen equipment, including oven, refrigerator, steam table, carts;
6. Host site agrees to pay for repair and maintenance of all kitchen equipment; and
7. Notify CRT @ 860-560-5828 by 12:00 p.m. daily with the following day's meal count. If call is not received, CRT will estimate the number of meals needed based on the previous day's meal count. When the total monthly meal count results in unconsumed meals at or exceeding 1½ % of the total monthly meals and the criteria listed below are met, the Town will be billed at a rate of \$14.85 per unconsumed meal.
  - If CRT identifies that the percentage of unconsumed meals reaches 1½% of the total meal count at the end of a month, the Director of Nutrition and CRT Nutrition

staff will work with the site in an effort to prevent this condition from recurring. This would be considered Month 1.

- Then at the end of the next month (Month 2), CRT will review the unconsumed meal count to determine if it is below the 1½% threshold.

- If the Month 2 count is below the 1½% threshold, then no action is necessary.
- If the Month 2 count is consistent with Month 1 (at or above 1½%), the Director of Nutrition and CRT Nutrition staff will again work with the site in an effort to prevent this condition from recurring.

- Then at the end of the next month (Month 3), CRT will review the unconsumed meal count to determine if it is below the 1½% threshold.

- If the Month 3 count is below the 1½% threshold, then no action is necessary.
- If the Month 3 count is consistent with Months 1 and 2 (at or above 1½ %), that makes 3 consecutive months of 1½% rate of unconsumed meals.

Should this happen (3 consecutive months with 1½% or greater rate of unconsumed meals), the town will be billed for those unconsumed meals for each of those 3 months at a cost of \$14.85 per meal and will continue for all subsequent months until the monthly unconsumed meals percentage is below 1½%.

CRT agrees to provide the following:

1. Congregate meals and only serving utensils/disposable items necessary for serving these meals to the site. These meals are specifically for the elderly citizens who have made a reservation at least twenty-four hours prior to the meal hour.
2. A digital thermometer to record food temperatures
3. CRT ensures that there is a Café Coordinator who will be responsible for the operation of the meal site in accordance with local, state and federal regulations. If there is no Café Coordinator available, the site will assist CRT with serving the meal program to the best of their ability.

The Café Coordinator will:

- a. Be on site at the service location during the hours of 10:00 a.m. – 1:00 p.m.
- b. Complete inventory and ordering of all paper goods;
- c. Complete and submit to CRT the registration request during the hours of 10:00 a.m. – 1:00 p.m. via the agreed upon method (e.g. phone call, email or software application);
- d. Supervise volunteers and schedule tasks including cleaning up and meal distribution;
- e. Arrange for collection and submission of client donations to CRT. The suggested donation for anyone 60 years of age or older or the spouse of someone 60 years of age or older is \$3.00 or whatever the individual



- can afford. No one will be denied a meal due to his/her ability to donate;
- f. Complete and submit to CRT all reporting forms required by CRT via email, fax or software application as agreed upon with CRT.
4. Monthly menus for the newspapers and to the center before the first of the month;
  5. Training to staff and volunteers as necessary to ensure compliance with program regulations. All training will be signed off by the Café Coordinator, Volunteers, and CRT's Nutrition Manager. Upon completion of training, copies of the training sheets will be posted in the kitchen area, and the originals will be filed in the site folder at CRT;
    - a. Quarterly Training is provided at 555 Windsor Street, Hartford, CT four (4) times a year;
    - b. Annual Food Safety Training provided once a year at 555 Windsor Street, Hartford, CT. This is mandatory for all Café Coordinators and recommended for Senior Center Director responsible for food handling at the Host Site; and
    - c. Nutrition Education each quarter of the year by CRT's Registered Dietitian.
  6. General liability insurance that covers all nutrition meal sites, volunteers and CRT staff at the site(s). CRT will provide a copy of the Insurance Certificate naming host site as an additional insured. The host site will provide a copy of their general liability insurance naming CRT as an additional insured party.

#### Mutual Indemnification:

1. The Host Site and CRT shall mutually indemnify, defend and hold harmless each agencies' officers, employees, agents, representatives, successors, and assigns absolutely harmless from any and all costs, losses liabilities, claims, damages, and expenses including attorney's fees and litigation costs irrespective of whether litigation is actually commenced, proceedings and causes of action of every kind and nature or sort, direct, indirect and consequential, resulting from or arising out of, either directly or indirectly, the Services to the extent that such claims arise out of or were caused by the negligence, gross negligence, or willful misconduct of, or from any breach of the Agreement by, either the Host Site or CRT.
2. All obligations to insure, defend, indemnify and hold harmless as provided herein shall survive the termination of this MOU, for whatever reason or cause, and shall persist until such time as all applicable statutes of limitation have expired in connection with any claim that may be indemnified or contemplated hereunder.

#### Relationship of Parties:

There is no employer relationship between the Parties to this agreement. CRT is an independent contractor.

Termination;

1. Either party can terminate this agreement for any reason by providing 30 day written notice.
2. CRT is dependent upon the annual grant funds from the Federal Government and the State of Connecticut to administer this program. In the event that the Federal Government and/or the State ceased to make grant funds available for this program this Memorandum of Understanding shall terminate. The complete close out of the program will depend on the close-out instructions provided by said funders and CRT will act accordingly.
3. Should there be a reduction in funding or insufficient funding to meet the demands of the program; CRT will consult with the funder to redesign the program to best address the need.

This MOU represents the agreement between CRT and the Town of East Windsor for the period of October 1, 2023, through September 30, 2024 ("Initial Term") and it shall continue thereafter on a month to month basis ("Extended Term") unless CRT and/or the City/Town sends in writing to the other party to this agreement that the agreement shall terminate as of the end of the current month.

At all times during the Initial Term and the Extended Term, the Host Site shall conduct all work pursuant to and described herein in accordance with all applicable federal, state, and local laws and ordinances.

Community Renewal Team, Inc.

Name: Lena Rodriguez

Title: President/CEO

Sign

Date

2/5/2024

Town of East Windsor

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sign

Date



**BROAD BROOK FIRE DEPARTMENT**  
Office of the Fire Marshal  
Inspection Report



**Status**  
Completed

**Inspected by**  
Richard Austin

**Completed at**  
10/27/2023 08:44:56

Business Address	Suite	City	State	Zip
125 MAIN ST	#EAST WINDSOR	BROAD BROOK	CT	06016
SENIOR CENTER				

**Business Name**  
East Windsor Senior Center

Next inspection scheduled to be conducted on or after 01/17/2024.

### Inspection Signatures

**Occupancy Contact Signature**

---

Melissa Maltese  
860-698-1450  
Mmaltese@eastwindsorct.com

**Inspector Signature**

---

Richard Austin  
Fire Marshal  
--  
Raustin@bbfd.org



EASTWIN-01

APIPENBACHER

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Connecticut Interlocal Risk Management Agency 545 Long Wharf Drive 8th Floor New Haven, CT 06511-5950	<b>CONTACT NAME:</b> Anton Pipenbacher	
	<b>PHONE (A/C, No, Ext):</b> (203) 946-3700	<b>FAX (A/C, No):</b>
<b>INSURED</b>  Town of East Windsor and East Windsor Board of Education East Windsor Town Hall, 11 Rye Street Broad Brook, CT 06016	<b>E-MAIL ADDRESS:</b> apipenbacher@ccm-ct.org	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Connecticut Interlocal Risk Management Agency	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		
<b>NAIC #</b>		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LAP 2023013390 09	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
COMMUNITY RENEWAL TEAM (CRT) IS AN ADDITIONAL INSURED SOLELY WITH RESPECT TO THE MEALS FOR SENIORS PROGRAM THAT THE TOWN OF EAST WINDSOR SENIOR SERVICES DEPARTMENT COORDINATES WITH CRT AS PER WRITTEN CONTRACT.

## CERTIFICATE HOLDER

## CANCELLATION

Community Renewal Team, Inc.  
555 Windsor Street  
Hartford, CT 06120

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



LUKE A. BRONIN  
MAYOR

CITY OF HARTFORD  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH DIVISION  
131 COVENTRY STREET  
HARTFORD, CONNECTICUT 06112  
TELEPHONE: (860) 757-4760  
FAX: (860) 722-6677  
www.hartfordct.gov



Ebony Jackson-Shaheed, MPH  
Director of Health and Human Services

## Food Service Establishment License

Date Issued: 09/22/2023

Expiration Date: 06/30/2024

Account Number: HHS-FSER-2023-000449

License Type: Class 4

Issued To: Christopher Zieler

Name of Establishment: COMMUNITY RENEWAL TEAM

Address: 555 WINDSOR ST  
HARTFORD, CT 06120

This license expires on the above date and it may be revoked at any time by the city of Hartford, Department of Health and Human Services for failure to comply with applicable rules and regulations.

*This license must be displayed in a prominent public place.*

Director of Health & Human Services or Designee  
*Not Transferable*

# North Central District Health Department

East Windsor - Enfield - Ellington - Suffield - Vernon - Windham - Windsor Locks - Stafford

## Food Service License

### East Windsor Senior Center

125 Main Street

East Windsor

Owner:

### Town of East Windsor

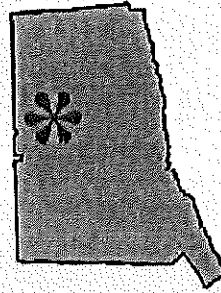
Class 2

Number 2406

Est. Code R-2

This License Expires On The Expiration Date Above And May Be Revoked By The Department Of Health For Failure To Comply With Applicable District And/or State Regulations.

**This License Is Not Transferable.**



*Patrice A. Sulik*

Director Of Health

**DISPLAY IN A PROMINENT PLACE**

To: Ten From: Heidi 2-12-24

Process Refund Record (s) TOWN OF EAST WINDSOR Int Date: 02/12/2024 Page: 1  
Condition(s) : Bill : 2022- --  
Bill Name  
Dist/Susp/Bank Address

2022-01-0000069	ADAMEC GEORGE & SANDRA	14 PROSPECT HILL DR	Prop Loc/Vehicle Info.	Paid Date	Tax	Int	I/F	Total	Overpaid
1	14 PROSPECT HILL DR	01190000	UniqueID/Reason	1/31/2024	3,138.94	0.00	0.00	Adjusted	Tax
2022-01-0001909	EAST WINDSOR CT 06088				4,095.37	175.15	0.00	3,138.94	-956.43 OVF
1	CORELOGIC CENTRALIZED REFUNDS							4,270.52	
2022-01-0002806	FO BOX 9202			1/3/2024	2,607.42	0.00	0.00	2,607.42	-1,221.74 OVF
92	COPPELL TX 75019-9760		Sec. 12-129 Refund of Excess Payments.		3,829.16	0.00	0.00	3,829.16	
2	CORELOGIC CENTRALIZED REFUNDS								
92	6 SULLIVAN FARM RD			1/3/2024	5,224.24	0.00	0.00	5,224.24	-2,434.57 OVF
2022-01-0003028	COPPELL TX 75019-9760		Sec. 12-129 Refund of Excess Payments.		7,658.81	0.00	0.00	7,658.81	
1	MUSCO CHRISTOPHER J								
92	112 GREEN WOODS LN			1/29/2024	2,873.73	0.00	0.00	2,873.73	-1,346.52 OVF
2022-03-0054128	EAST WINDSOR CT 06088				4,220.25	0.00	0.00	4,220.25	
1	GIRoux DENIS M								
24 MORRIS RD									
2022-03-0059384	BROAD BROOK CT 06016		2013/00WWEU/1HD1KEM15DB648262	8/31/2023	299.87	0.00	0.00	299.87	-60.11 SOLT
1	ROLLINS PAUL L + ROLLINS MARIE E				359.98	10.80	0.00	370.78	
2022-03-0061394	100 REGINA DR		Sec. 12-129 Refund of Excess Payments.						
1	EAST WINDSOR CT 06088-9759		2015/AZ72106/1LNLH9FT4FG600046	2/8/2024	387.57	0.00	0.00	387.57	-247.40 OVF
92	USB LEASING LT		59384		634.97	46.51	0.00	681.48	
1850 OSBORN AVE			Sec. 12-129 Refund of Excess Payments.						
OSHKOSH WI 54902			2019/CI96510/3TMCZ5AN2R0243867	7/20/2023	66.32	0.00	0.00	66.32	-732.85 SOLT
7			61394		799.17	0.00	0.00	799.17	
TOTAL			Sec. 12-129 Refund of Excess Payments.						
					14,598.09	0.00	0.00	14,598.09	
					21,597.71	232.46	0.00	21,830.17	-6,999.62

Attachment 8

Total Amount of Refunds

\$6999.62

9D