

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***REGULAR MEETING***

***October 20, 2022***

***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**

**SCHEDULE OF MOTIONS**

**Board of Selectmen**

Jason E. Bowsza, First Selectman

Marie DeSousa, Deputy First Selectman

Alan Baker, Selectman

Sarah Muska, Selectman

Charles Nordell, Selectman

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

**ABSENT:** All Selectmen are present in-person this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the in-person meeting. Also present in person were Paul Anderson, **Chairman,** **Scout Hall Youth Center;** Tom Bulkeley; Ruth Calabrese, **Director of Planning and Development;** Melissa Maltese, **Director of Parks and Community Services;** Amy O'Toole **Finance Director;** Wayne Shary; Joe Sauerhoefer, **Deputy Director of Public Works.**

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

2

**GUESTS/SPEAKERS signing in to meeting remotely:** Remote access to the Town Hall was sporadic this evening due to issues with internet service. Remote access became available shortly after the meeting began, and ceased again during the meeting. **Participants who signed in remotely were identified as they signed in:** carlmj, Jennifer, Jack Stevenson, and an unidentified participant.

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

First Selectman Bowsza called the October 20, 2022 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. The meeting is being held primarily in-person due to cabeling issues with internet service to this location this evening.

First Selectman Bowsza noted Deputy First Selectman DeSousa had suggested the Board considering holding a moment of silence for the fallen Bristol Police Officers. He requested everyone pause for a moment to acknowledge their lives and their service.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Baker to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**MOTION: To ADD under NEW BUSINESS Item 9I - Discussion of Memorandum of Understanding between the Town of East Windsor Public Schools and the Town of East Windsor Police Department for a School Resource Officer.**

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

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

3

**MOTION: To ADD under NEW BUSINESS Item 9J - Discussion of TD Bank Government AL Entity Certificate of Resolution.**

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

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

**4. APPROVAL OF MEETING MINUTES:**

**A. October 6, 2022 Regular Meeting Minutes:**

**MOTION: To APPROVE the Minutes of Regular Meeting for October 6, 2022 as presented.**

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

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

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

**B. Reappointments:**

- 1. Scott Tripp (U), American River Commission, regular member for a term expiring November 1, 2026:**
- 2. Albert Grant (U), American River Commission, regular member for a term expiring November 1, 2026:**
- 3. Amy Larew (D). American River Commission, alternate member for a term expiring November 1, 2026:**

First Selectman Bowsza noted the Town has received reappointment requests for Scott Tripp, Albert Grant, and Amy Larew for the American Heritage River Commission. He asked if the Board would prefer to handle the reappointments singularly, or reappoint everyone as a group?

**MOTION: To REAPPOINT Scott Tripp, Albert Grant, and Amy Larew as Regular Members of the**

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

4

**American Heritage River Commission for terms  
expiring November 1, 2026.**

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

A member of the audience noted that Ms. Larew is being  
reappointed as an Alternate Member

Selectman Muska AMENDED her motion, Selectman Nordell  
AMENDED his second.

**AMENDED MOTION:**

**To REAPPOINT Scott Tripp and Albert Grant as Regular  
Members of the American Heritage River Commission for  
terms expiring November 1, 2026, and REAPPOINT Amy  
Larew as an Alternate member of the American Heritage  
River Commission for a term expiring November 1, 2026.**

**Muksa moved/Nordell seconded/DISCUSSION: Nothing  
further  
VOTE: In Favor: DeSousa/Baker/Muska/Nordell  
(No one opposed/No abstentions)**

**4. Leonard Norton, Hearing Officer of Towing & Impounding  
Vehicles:**

**MOTION: To REAPPOINT Len Norton as the Hearing  
Officer of Towing & Impounding Vehicles.**

**Baker moved/Muska seconded/DISCUSSION: Selectman  
Nordell questioned if there was a time period associated with this  
position? First Selectman Bowsza noted no time period had been  
indicated.**

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

**C. New Appointments:**

TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS

5

1. Mary L. Wyse (R), Housing Authority, regular member for a term expiring February 1, 2026:

MOTION: To POSTPONE Item 7C – Appointment of Mary Wyse to the Housing Authority under BOARD AND COMMISSION RESIGNATIONS AND APPOINTMENTS.

Nordell moved/Muska seconded/DISCUSSION: None

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

8. UNFINISHED BUSINESS:

- C. Discussion of Permit Link Proposal for Development of Land Use Module:

MOTION: To POSTPONE Item C – Discussion of PermitLink Proposal for Development of Land Use Module until the Board's next meeting on November 3rd.

Baker moved/Muska seconded/DISCUSSION: None

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

9. NEW BUSINESS:

- C. Discuss Appointment of Executive Search Firm – Chief of Police:

MOTION: To TABLE Item C – Discuss Appointment of Executive Search Firm – Chief of Police.

Muska moved/Baker seconded/DISCUSSION: None

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

- E. Equipment Disposal Procedure/Policy Development:

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

6

**MOTION: To AUTHORIZE the Public Works Department to sell the miscellaneous equipment on the disposal list through the avenues listed and at the prices on the disposal list.**

**Baker moved/Muska seconded/DISCUSSION:** Deputy First Selectman DeSousa questioned a possible timeframe to draft a policy or for sale of the items? Deputy Director Sauerhoefer reiterated his intent is not to negotiate the sales as noted on his disposal list. First Selectman Bowsza noted the monetary value of the items should be established by the Board.

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

**F. Acceptance of Letter of Intent to Retire – Chief DeMarco:**

**MOTION: To TABLE Item 9F – Acceptance of Letter of Intent to Retire from Chief DeMarco.**

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

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

**G. Bid Responses for Project Manager Solicitation:**

**MOTION: To AWARD the bid to BSC for architectural design for the PLAYGROUND equipment and FIELD LIGHTING, and AUTHORIZE the First Selectman to sign the contract.**

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

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

**H. Tax Refunds:**

**MOTION: To APPROVE Tax Refunds in the amount of \$1,046.92**

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

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

**LET THE RECORD SHOW that internet service to the Town Hall ceased at 8:35 p.m.**

- 9I - **Discussion of Memorandum of Understanding between the Town of East Windsor Public Schools and the Town of East Windsor Police Department for a School Resource Officer:**

**MOTION:** To ENTER INTO THE School Resource Officer Memorandum of Understanding between the Town of East Windsor and the Police Department, and AUTHORIZE the First Selectman to sign the MOU.

**DeSousa moved/Nordell/DISCUSSION:** Selectman Muska indicated she's glad to see we have a School Resource Officer, the community needs it.

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

- 9J - **Discussion of TD Bank Government AL Entity Certificate of Resolution:**

**MOTION:** To AUTHORIZE the First Selectman to enter into the Certificate of Resolution with TD Bank, and to AUTHORIZE the First Selectman, the Treasurer, and Assistant Treasurer to have signing authority on the account.

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

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

**First Selectman Bowsza noted the internet service is no longer available to the Town Hall.**

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

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

8

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. To include Town Attorney if necessary:

**MOTION: To GO INTO 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 at 9:16 p.m. Attending the Executive Session will be First Selectman Bowsza, Selectman Baker, Selectman Muska, and Selectman Nordell.**

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

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

LET THE RECORD SHOW the Board vacated the John Daly, Jr. Meeting Room at 9:16 p.m. to hold the Executive Session; the Recording Secretary remained in the meeting room until the Board concluded their business.

LET THE RECORD SHOW the Board concluded their Executive Session at 9:43 p.m. and returned to the John Daly, Jr. Meeting Room, and took the following actions.

**MOTION: To POSTPONE (NEW BUSINESS) Item 9C – Discuss Appointment of Executive Search Firm – Chief of Police until the Board's next meeting.**

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

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

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Regular Meeting – October 20, 2022  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
SCHEDULE OF MOTIONS**

9

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

**MOTION: To AUTHORIZE the First Selectman to sign the letter of Intent to Retire to Chief DeMarco.**

**Baker moved/Nordell seconded/DISCUSSION:** First Selectman Bowsza wanted to thank Chief DeMarco for his years of service to the Town. It's a different, and better, Department than when he began his career with the Town, he should be proud of that accomplishment.

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

**MOTION: To APPOINT Deputy Chief Roger Hart as the interim Chief of Police for the Town of East Windsor.**

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

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

**MOTION: To APPOINT Lieutenant Matthew Carl as the interim Deputy Chief of Police for the Town of East Windsor.**

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

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

**13. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 9:56 p.m.**

**Muska moved/Nordell seconded/VOTE: In Favor: Unanimous**

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