

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

SPECIAL MEETING

March 9, 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

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 were present this evening.

GUESTS/SPEAKERS in-person: First Selectman Bowsza hosted the in-person meeting. Joe Sauerhoefer, **Deputy Director of Public Works**; Amy O'Toole, **Finance Director**; Helen Totz, **Assessor**; Matt Carl, **Interim Deputy Chief**.

GUESTS/SPEAKERS signing in to meeting remotely: Noreen Farmer; Heather S; MM; Neighbor; Peg Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

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First Selectman Bowsza called the March 9, 2023 Special Meeting of the East Windsor Board of Selectmen to Order at 7:00 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

2. PLEDGE OF ALLEGIANCE:

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

3. ATTENDANCE:

See Attendance noted at the beginning of the meeting.

4. APPROVAL OF MEETING MINUTES:

A. February 16, 2023 Board of Selectmen Special Meeting/Budget Workshop:

MOTION: To APPROVE the February 16, 2023 Minutes of the Special Meeting/Budget Workshop as presented.

Muska moved/Nordell seconded/DISCUSSION: None

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

B. February 16, 2023 Board of Selectmen Regular Meeting:

MOTION: To APPROVE the February 16, 2023 Regular Meeting Minutes, as amended:
Page 6, Appointment of Valerie Romano, (D), to the North Central Health District, under motion comments, "...Selectman Muska questioned if the political affiliation mattered for this appointment? First Selectman Bowsza replied **negatively** IN THE NEGATIVE."

Muska moved/Nordell seconded/DISCUSSION: None

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

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C. February 16, 2023 Board of Selectmen Special Meeting/Broad Brook Fire Public Hearing:

MOTION: To APPROVE the February 16, 2023 Special Meeting/Broad Brook Fire Department Public Hearing as presented.

Muska moved/Baker seconded/DISCUSSION: None

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

D. February 16, 2023 Board of Selectmen Public Hearing (CDS):

MOTION: To POSTPONE the February 16, 2023 CDS Public Hearing until the Board's next meeting.

Muska moved/Baker seconded/DISCUSSION: None

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

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignation:

1. Elzear Rodrigue, Building Commission

MOTION: To ACCEPT the resignation of Elzear Rodrigue from the Building Commission effective February 27, 2023, with regret.

DeSousa moved/Muska seconded/DISCUSSION: First Selectman Bowsza noted Mr. Rodrigue has served on the Building Committee for a long time, and overseen some significantly impactful projects; we're sorry to see him go.

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

9. NEW BUSINESS:

A. **Discuss and Vote on Resolutions Authorizing the Community Center Project and Forwarding the Resolutions to the Board of Finance and Town Meeting:**

Resolution authorizing the Community Center Project and forwarding to the Board of Finance and Town Meeting:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
RESOLUTION**

RESOLUTION APPROPRIATING \$4,720,000.00 FOR COSTS ASSOCIATED WITH AN ADDITION AND RENOVATIONS TO THE SCOUT HALL YOUTH CENTER (COMMUNITY CENTER PROJECT) AND AUTHORIZING THE USE OF FEDERAL AND STATE GRANT MONEYS TO FINANCE THE PORTION OF THE APPROPRIATION NOT FUNDED FROM MONEYS IN THE TOWN'S CAPITAL AND NONRECURRING FUND.

WHEREAS, there exists \$1,200,000 in the Town's Capital and Nonrecurring Fund that is set aside for the costs associated with additions and renovations to the Scout Hall Youth Center (Community Center Project) (the "Project"); and

WHEREAS, the cost of the Project is estimated to cost approximately \$4,720,000; and

WHEREAS, on December 23, 2022, the Town of East Windsor (the "Town") received a grant commitment from the United States government in the federal Consolidated Appropriations Act, 2023 (H.R. 2617) for the costs associated with the Project; and

WHEREAS, such federal grant commitment is in an amount equal to fifty-five percent (55%) of the Project costs, up to a maximum amount of \$2,750,000 (the "Federal Grant") and can only be accessed if the Town can secure the remaining funds for the Project; and

WHEREAS, in light of the recent Federal Grant and the available funds in the Town's Capital and Nonrecurring Fund for the Project, the Board of

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Selectmen desire to approve the Project and authorize for spending a total of \$4,720,000 for the Project; and

WHEREAS, in addition to the \$1,200,000 available in the Town's Capital and Nonrecurring Fund for the Project, the Board of Selectmen desire that the Federal Grant to used to pay Project costs, and

WHEREAS, the Board of Selectmen desire that the remainder of the Project costs not paid for by the available funds in the Town's Capital and Nonrecurring Fund or the Federal Grant be paid for by the Town's federal American Rescue Plan Act grant moneys, or so much thereof as may be necessary after deducting other grants or other sources of funds available to the Town for the Project, including, but not limited to, the receipt of State of Connecticut Community Investment Fund grant moneys; and

WHEREAS, the Town Charter provides that the \$4,720,000 appropriation for the Project requires the approval of the Board of Selectmen, the Board of Finance and the Town Meeting.

NOW THEREFORE BE IT RESOLVED, that the Board of Selectmen of the Town of East Windsor hereby approves and recommends to the Board of Finance that:

(i) \$4,720,000 be appropriated (the "Appropriation") for the costs of an addition and renovations to the Scout Hall Youth Center (Community Center Project) including, but not limited to, the cost of materials, construction, renovation, site improvement and restoration, permitting and inspection, and the purchase and installation of equipment and furnishings and all alternations, repairs and improvements in connection therewith, as well as engineering, architectural and all related costs (collectively the "Project"), and

(ii) to meet said Appropriation, in addition to the \$1,200,000 available in the Town's Capital and Nonrecurring Fund, the Federal Grant (in a maximum amount of \$2,750,000) and up to \$924,000 of the Town's federal American Rescue Plan Act grant moneys, or so much thereof as may be necessary after deducting other grants or other sources of funds available to the Town for the Project, including, but not limited to, the receipt of State of Connecticut Community Investment Fund grant moneys, be authorized to finance the remainder of the Appropriation; and

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(iii) the First Selectman is authorized to apply for state and federal grants related to the Project and is authorized to execute all agreements, contracts, certificates and other documents necessary for the completion and funding of the Project.

MOTION: I MOVE the forgoing Resolution be forwarded.

Nordell moved/Baker seconded/DISCUSSION: First Selectman Bowsza cited the project cost is \$4.72 million, we have up to \$2.75 million from the Federal Government to cover 55% of the project costs. There is \$1.2 million in CNR (Capital Non-Recurring), the balance, which is expected to be \$924,000.00, would come from the Town's ARPA allocation. First Selectman Bowsza noted the project is significantly funded by the Federal Government. Deputy First Selectman DeSousa questioned if the cost of the project will affect the budget? First Selectman Bowsza indicated project costs will not affect the budget.

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

Resolution, which removes the question from a Town Meeting, and sets a Referendum.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
RESOLUTION**

**RESOLUTION SCHEDULING A SPECIAL TOWN MEETING
AND REFERENDUM VOTE FOR THE SCOUT HALL YOUTH
CENTER (COMMUNITY CENTER PROJECT)**

WHEREAS, at its meeting on March 9, 2023, the Board of Selectmen approved and recommended to the Board of Finance a "Resolution Appropriating \$4,720,000 for Costs associated with an Addition and Renovations to the Scout Hall Youth Center (Community Center Project) and Authorizing the use of Federal and State Grant Moneys to Finance the Portion of the Appropriation not Funded from Moneys in the Town's Capital and Nonrecurring Fund" (the "Resolution"), and

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WHEREAS, the Town Charter provides that the \$4,720,000 appropriation for the Scout Hall Youth Center (Community Center Project) requires the approval of the Board of Selectmen, and the Board of Finance and the Town Meeting.

NOW THEREFORE BE IT RESOVED, that

- (i) should the Board of Finance approve the Resolution at its March 15, 2023 meeting, a Special Town Meeting is hereby called to be held on March 22, 2023 at 7:30 p.m. at Town Hall, 11 Rye Street Broad Brook, Connecticut (the “Town Meeting”), to discuss (but not vote on) the Resolution; and
- (ii) pursuant to Section 7-7 of the Connecticut General Statutes and the Town Charter, the Board of Selectmen hereby removes the Resolution from the call of the Town Meeting for submission to the voters entitled to vote at a referendum to be held on April 4, 2023 during the hours from six o’clock a.m. and eight o’clock p.m. Such referendum vote to be held at the Town’s two polling places under the following heading and ballot label:

Shall the Town of East Windsor authorize an appropriation of \$4,720,000 for the costs of the Scout Hall Youth Center (Community Center Project) to be paid for, in part, by a federal grant in the maximum amount of \$2,750,000 and up to \$924,000 of the Town’s federal American Rescue Plan act grant moneys, after deducting other grants or other sources of funds available to the Town for the project? **YES/NO**

Those desiring to vote for the question shall fill in the box in front of the question on the ballot at “YES”. Those desiring to vote against the question shall fill in the box in front of the question on the ballot at “NO”. Absentee ballots will be made available in accordance with law.

The moderator of the Town Meeting shall adjourn such meeting after reasonable discussion of such item and conclusion of such other business as may properly come before the Town Meeting and order such vote by voting machine in accordance with this resolution, Section 7-7 of the Connecticut General Statutes and the Town Charter.

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The First Selectman is hereby authorized and directed to call the Town Meeting in accordance with the provisions of this resolution and the Connecticut General Statutes. The warning (i.e., notice) shall also state that the full texts of the aforesaid resolution and question are on file open to public inspection, in the office of the Town Clerk, that the vote on the aforesaid resolution is taken under the authority of Section 7-7 and Chapters 90 and 152 of the Connecticut General Statutes and that absentee ballots will be made available in accordance with law.

(iii) The Board of Selectmen hereby authorizes, at the discretion of the First Selectman, the preparation and printing of explanatory text by the Town Clerk in accordance with Section 9-369b of the Connecticut General Statutes for the question to be voted upon on April 4, 2023 approved above. The Board of Selectmen, at the discretion of the First Selectman, further authorizes the preparation and printing of materials concerning the question to be voted upon on April 4, 2023 approved above in addition to the explanatory text in accordance with Section 9-369b of the Connecticut General Statutes.

MOTION: I MOVE the forgoing Resolution.

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

B. Discuss and Vote on Town FY 23/24 Budget:

REGISTRAR OF VOTERS:

MOTION: To ACCEPT a modification to the Registrar of Voters Budget in the amount of \$87,285.00.

Baker moved/Nordell seconded/DISCUSSION: Review of the line items found a miscalculation in the printing line.

Selectman Baker RESCINDED his motion, and moved instead

MOTION: To ACCEPT a modification to the Registrar of Voters Budget in the amount of \$88,785.

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Baker moved/Nordell seconded/DISCUSSION: For clarification, First Selectman Bowsza noted that sets the Registrar of Voters line at \$32,935.00 and the election workers line at \$36,750.00, for a Department total of \$88,785.00.

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

PROPERTY INSURANCE:

MOTION: To ACCEPT Property Insurance at \$191,500.00.

Muska moved/Baker seconded/DISCUSSION: None

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

TOWN PROPERTIES:

MOTION: To AMEND the Oil/Heat line.

Baker moved/Muska seconded/DISCUSSION: None

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

MOTION: To AMEND the oil and heat line from \$40,000.00 to \$45,000.00 in the Town Property Budget.

Baker moved/Muska seconded/DISCUSSION: None

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

MOTION: To ACCEPT the Town Property Department Budget at \$1,243,352.00.

Baker moved/Muska seconded/DISCUSSION: None

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

MOTION: To RECONSIDER the principal line in Debt Service.

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

**MOTION: To CHANGE the principal number in Debt Service to
\$616,523.00.**

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

CIP (CAPITAL IMPROVEMENT PLANNING COMMITTEE):

MOTION: To APPROVE the CIP Budget at \$1,188,000.00.

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

DEBT SERVICE:

MOTION: To APPROVE Debt Service at \$928,133.00.

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

EMPLOYEE BENEFITS:

MOTION: To DROP the Workers Comp line to \$130,000.00.

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

**MOTION: To APPROVE the Health Insurance line at
\$1,683,000.00.**

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

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(No one opposed/No abstentions)

MOTION: To APPROVE the Employee Benefits Budget at \$3,675,674.00.

Muska moved/Baker seconded/DISCUSSION: None

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

CONTINGENCY:

MOTION: To APPROVE Contingency at \$278,000.00.

Muska moved/Nordell seconded/DISCUSSION: None

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

TOWN GOVERNMENT:

MOTION: To APPROVE the Town Government total budget in the amount of \$17,756,125.00 for a 3.63% spending increase.

Muska moved/Baker seconded/DISCUSSION: None

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

MOTION: To GO OUT OF ORDER and take item 9D – Discuss and Vote on the FY 23/24 Town of East Windsor Broad Brook Fire Department Budget Request next.

Baker moved/Muska seconded/DISCUSSION: None

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

9. NEW BUSINESS:

D. Discuss and Vote on the FY 23/24 Town of East Windsor Broad Brook Fire Department Budget:

MOTION: To ACCEPT the Town of East Windsor Broad Brook Fire Department Budget in the amount of \$970,066.00, which is about a 1% increase.

Baker moved/Muska seconded/DISCUSSION: None

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

9. NEW BUSINESS:

C. Discuss Veteran Property Tax Relief Ordinance:

MOTION: To ACCEPT the Property Tax Relief Ordinance for the Veterans and forward to Town Meeting.

DeSousa moved/Muska seconded/DISCUSSION: None

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

E. Discuss Items to be Listed for Asset Disposal to include Joe Sauerhoefer:

MOTION: To CONVEY a 2009 Crown Victoria to the Warehouse Point Fire District.

DeSousa moved/Muska seconded/DISCUSSION: Clarification was made that the vehicle will be going to the Warehouse Point Fire DISTRICT.

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

F. Discuss Recommendation for Road Acceptance – Jessie Lane to include Ruth Calabrese:

MOTION: To ACCEPT Jessie Lane as a Town Road and forward it to Town Meeting.

Muska moved/Nordell seconded/DISCUSSION: None

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

G. Discuss and Vote on the Revaluation Bid Proposals to include Helen Totz:

MOTION: To ACCEPT Municipal Valuation Services LLC and AUTHORIZE the First Selectman's signature.

Muska moved/Baker seconded/DISCUSSION: None

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

H. Discuss FY 2023 Highway Safety Project Grant Application to include Interim Deputy Chief Matthew Carl, Amy O'Toole, and Bill Freeman:

MOTION: To ACCEPT the FY 2023 Highway Safety Project Grant Application with the CT. Department of Transportation and AUTHORIZE the First Selectman to sign the application.

Muska moved/Baker seconded/DISCUSSION: Selectman Muska indicated she felt it's great that the Police Department is being pro-active and if this is something every Police Department will have to do she felt it's great that we're taking the initiative to move this forward.

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

I. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$5,236.02

Muska moved/Nordell seconded/DISCUSSION: None

VOTE: In Favor: Baker, Muska/Nordell

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(No one opposed/No abstentions)

- 12. EXECUTIVE SESSION** – Pursuant to C.G.S. Section 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 9:16 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. Attending the Executive Session will be First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell.

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 9:16 p.m.

First Selectman Bowsza reported the Board had exited the Executive Session at 10:05 p.m. He noted no action was taken.

First Selectman Bowsza called for a motion to adjourn.

- 13. ADJOURNMENT:**

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

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

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