

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING

May 18, 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 Selectman

Alan Baker, Selectman

Sarah Muska, Selectman

Charles Nordell, Selectman

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

ABSENT: All Members of the Board of Selectmen were present in-person this evening.

GUESTS/SPEAKERS in-person: First Selectman Bowsza hosted the meeting. Also present were Amy O'Toole, **Finance Director**; Len Norton, **Town Engineer/Director of the Public Works Department**; Joseph Sauerhoefer, **Deputy Director of the Public Works Department**; Ruth Calabrese, **Director of Planning and Community Development**; Michael D'Amato, **Planning Consultant**; Interim Chief Hart, **East Windsor Police Department**; **Public:** Ian Neill.

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GUESTS/SPEAKERS signing in to meeting remotely: Douglas Thomas; JimThurz;
Peg Hoffman, Recording Secretary.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the May 18, 2023 Regular 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 Deputy Selectman DeSousa lead the group in reciting the Pledge of Allegiance.

3. ATTENDANCE:

See Attendance noted at the beginning of the meeting.

First Selectman Bowsza requested the addition of the following Agenda items: **(NEW BUSINESS) 9E. Review and award Playground Bid; 9F. Review and Approval of application for the exemption of the alcoholic beverage exemption for the Town of East Windsor for the Summer Concert Series; 9G. Review and approval of the USDA Certification for contracts, grants, and loans, and 9H. Discuss and authorization of the ARPA Auto Theft Grants.**

MOTION: So moved

Baker moved/Muska seconded/DISCUSSION: None

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

First Selectman Bowsza requested taking a couple of Agenda items out of order to accommodate Staff presence. He requested taking **(NEW BUSINESS) Agenda items 9A through H in the following order: 9A, 9H, 9B, 9E, 9C, 9G, and 9D.**

MOTION: Under Item NEW BUSINESS, Number 9, that we change the order to A, H, B, E, F, C, G, and D.

DeSousa moved/Muska seconded/DISCUSSION: None

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

4. APPROVAL OF MEETING MINUTES:

A. April 26, 2023 Board of Selectmen Special Meeting:

MOTION: To APPROVE the Board of Selectmen's Special Meeting Minutes of April 26, 2023 as presented.

Muska moved/DeSousa seconded/DISCUSSION: None

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

B. May 4, 2023 Board of Selectmen Regular Meeting:

MOTION: To APPROVE the Board of Selectmen's Regular Meeting Minutes of May 4, 2023 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:

C. New Appointments:

1. Angelo Sevarino (D), Zoning Violation Citation Hearing Officer for a term expiring May 18, 2025:

MOTION: To APPOINT Angelo Sevarino (D), as Zoning Violation Citation Hearing Officer for a term expiring May 18, 2025.

DeSousa moved/Baker seconded/DISCUSSION: First Selectman Bowsza thanked Mr. Sevarino for his willingness to serve in this position.

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

8. UNFINISHED BUSINESS:

A. Discuss and Approve Town Facilities Meeting Room Agreement:

MOTION: To APPROVE the Town Facility Agreement as presented.

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

B. Discussion of ARPA Projects Proposal:

MOTION: To APPROVE an amount of \$112,000.00 from the ARPA money for the Bobcat quote that we have from Joe Sauerhoefer, and all the supplies needed for the AHRC trails, and forward to the Board of Finance for a Town Meeting.

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

C. Discuss and Approve West River Farms Bond Release:

MOTION: To POSTPONE Agenda Item 8C until the Board's next meeting.

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

9. NEW BUSINESS:

A. Discuss Request for Revision to Farm Lease (Ian Neill):

MOTION: To ALLOW THE SIGNATURE OF THE FIRST SELECTMAN to enter into the Farm Lease between the Town of East Windsor (landlord) and Ian Neill (tenant) for 153 Melrose Road, Broad Brook.

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

H. Discuss and authorization of the ARPA Auto Theft Grants:

MOTION: To ACCEPT the State of Connecticut Auto Theft and Violent Crime Grant on behalf of the Town of East Windsor 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)

B. Discuss Memorial Tree Planting Policy to include Melissa Maltese:

MOTION: To APPROVE the Town of East Windsor Memorial Bench and Tree Policy.

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

E. Review and award Playground Bid:

MOTION: To ENTER INTO A CONTRACT with Tabacco and Sons Builders, Inc. for the installation of the playground equipment at East Windsor Park and AUTHORIZE THE FIRST SELECTMAN to sign the contract as they were the lowest bidder on the project.

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

F. Review and Approval of application for the exemption of the alcoholic beverage exemption for the Town of East Windsor for the Summer Concert Series:

MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the Application for the exception for alcoholic beverages for East Windsor Park for Summer.

Baker moved/Nordell seconded/DISCUSSION: None

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

Director Maltese requested amending the motion to specify the Summer Concert Series.

Selectman Baker AMENDED his motion, Selectman Nordell AMENDED his second.

AMENDED MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the Application for the exception for alcoholic beverages for East Windsor Park for Summer Concert Series.

Baker moved/Nordell seconded/DISCUSSION: None

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

C. Discussion on RFP's to include Len Norton:

➤ **Wells Road – Roadway Construction and Drainage:**

MOTION: To AWARD the Wells Road construction bid to Tabacco and Sons Builders and AUTHORIZE THE FIRST SELECTMAN to sign the document.

Muska moved/Baker seconded/DISCUSSION: None

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

➤ **On-call – various tree work:**

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MOTION: To ENTER INTO AN AGREEMENT with Asplundh and Distinctive contractors for “on-call” work for various trees.

DeSousa moved/Baker seconded/DISCUSSION: Selectman Nordell questioned that these two firms were the only who responded, Town Engineer Norton replied in the affirmative.

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

➤ **On-Call Plumbing Services:**

MOTION: To ACCEPT THE ON-CALL PLUMBING BIDS to Building Environmental Systems, LLC, and Dan Kellner Company, LLC.

Muska moved/Baker seconded/DISCUSSION: None

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

➤ **On-Call Carpenter/Painter Services:**

MOTION: To AWARD THE ON-CALL CONTRACTOR carpenter-painter bid to L&S Builders.

Muska moved/DeSousa seconded/DISCUSSION: None

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

➤ **On-Call Services – Excavation:**

MOTION: To ACCEPT Cota Construction, Holden Construction, and Rolocut Construction for the on-call excavation services for 2023.

DeSousa moved/Muska seconded/DISCUSSION: Selectman Nordell questioned if there was a cap on these projects. He referenced previous repairs made at the Broad Brook dam. Town Engineer Norton clarified that the dam reconstruction project had gone out to bid, while the

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emergency project was the wall along Depot Street. The contractor for both projects was the same and got the Town out of a jam at South Water Street when a 20 inch sewer main was at risk of failing; we've had a good experience with that contractor and they've treated the Town fairly. In a case like that the Board would have to rely on DPW coming in, making a recommendation and seeking approval. Selectman Nordell reiterated his question if there's a cap where the contractor has to return to the Board, note that we're dealing with an emergency situation, quote a price, and seek approval, or does the contractor have carte blanche because he's on the preferred on-call list? Town Engineer Norton replied in the negative, First Selectman Bowsza noted there isn't a cap in the policy which the Board has recently approved. Selectman Nordell felt the policy should include a cap. Town Engineer Norton cited he understands Selectman Nordell's concern but Town Engineer Norton indicated he would have to return to the Board to seek approval for anything costing over \$20,000.00 because projects exceeding that threshold would have to go out to bid. Selectman Nordell suggested that the \$20,000.00 figure would be the cap; Town Engineer Norton agreed. Deputy Director Sauerhoefer noted that the DPW follows the policy if a project exceeds \$20,000.00 then it has to go out to bid.

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

➤ **On-Call Services – HVAC:**

**MOTION: To AWARD THE ON-CALL HVAC BIDS to
Thermodynamics Mechanical Services, Inc., Dan
Kellner Company, Inc., and Farenheit Mechanical
Services, Inc.**

Muska moved/DeSousa seconded/DISCUSSION: None

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

➤ **On-Call Services – Electrical:**

**MOTION: To AWARD THE ON-CALL ELECTRICAL
SERVICES BID to Advanced Electrical systems, LLC,
and Scott's Electric.**

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

➤ On-Call Services – Pavement Restoration:

MOTION: To SIGN A CONTRACT FOR PAVEMENT
RESTORATION PROJECTS with Ondick Materials.

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

G. Review and approval of the USDA Certification for
contracts, grants, and loans:

MOTION: To AUTHORIZE THE FIRST SELECTMAN TO
SIGN RD INSTRUCTION 1940-2A1 –
CERTIFICATION FOR CONTRACTS, GRANTS,
AND LOANS.

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

D. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$1,165.89.

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

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.

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Discussion of Attorney-Client Privileged matters. Discussion of contract matter.
Action possible.

MOTION: To GO INTO EXECUTIVE SESSION at 8:19 p.m. Pursuant to C.G.S. 1-200 (6)(a), Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting, (6)(b), strategy and negotiations with respect to pending claims or pending litigation, (6)(e), discussion of any matter which would result in the disclosure of public records, or the information contained therein described in subsection (b) of section 1/210. Discussion of Attorney-Client Privileged matters. Discussion of contract matter. Action possible. Attending the Executive Session will be First Selectman Bowsza, Deputy Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell, Bob Leach, Doug Thomas, and Tom Riordan, and Doug Thomas

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 8:19 p. m.

LET THE RECORD SHOW First Selectman Bowsza noted the Board had exited the EXECUTIVE SESSION at 11:23 p.m.; no further action will be taken. First Selectman Bowsza called for a motion to ADJOURN.

13. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 11:23 p.m.

Muska moved/Nordell seconded/DISCUSSION: None

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

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