

# **TOWN OF EAST WINDSOR BOARD OF SELECTMEN**

## **SPECIAL MEETING**

**Monday, July 27, 2020**

**12:00 p.m.**

East Windsor, Connecticut

Meeting held via ZOOM Teleconference

Meeting ID: 332 683 3563

Town Hall closed to the Public by  
Executive Order of First Selectman Jason E. Bowsza  
Due to Coronavirus pandemic

### **Meeting Minutes**

*\*\*\* These 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  
Charlie Nordell, Selectman

**ATTENDANCE:** **Board of Selectmen:** Jason E. Bowsza, First Selectman; Marie DeSousa, Deputy First Selectman; Sarah Muska, Selectman; Charlie Nordell, Selectman

**ABSENT:** Alan Baker, Selectman.

GUESTS signing in to teleconference were the Selectmen noted above and the recording secretary.

**Press:** No one from the Press was present..

#### **TIME AND PLACE OF REGULAR MEETING:**

First Selectman Bowsza called the July 27, 2020 Special Meeting to order at 12:01. The Meeting is being held via teleconference due to closure of the Town Hall to the Public as the result of the coronavirus epidemic.

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**ATTENDANCE:** First Selectman Bowsza noted the Board has established a quorum with four members present via video conference.

**DISCUSSION AND APPROVAL OF CONTRACT BETWEEN CHA AND THE TOWN OF EAST WINDSOR FOR PLANNING AND DEVELOPMENT ASSISTANCE:**

First Selectman Bowsza noted this company, CHA, has experience in communities all over the state regarding planning, zoning enforcement, and regulatory experience and development of Plans of Conservation and Development. He would like to use this firm to assist the Planning Department in the interim until staffing levels have been restored.

First Selectman Bowsza advised the Board that the first round of interviews for the Zoning Enforcement Official will be held on Tuesday by a panel consisting of Town Engineer Norton, Robin Newton, and Jose Giner. Interviews would then move on to the second round held with First Selectman Bowsza.

The Town Planner position has not yet been posted as First Selectman Bowsza is waiting for union personnel to sign off on the position. The position would then be posted for interested, qualified parties.

First Selectman Bowsza indicated there is still the opportunity to hire this firm to take the pressure off of Town Engineer Norton and Joe Sauerhoefer who are filling in for the Town Planner and Assistant Town Planner/Zoning Enforcement Officer staff, and to take pressure off of office staff as well. First Selectman Bowsza indicated he would like to hire CHA for a few months to assist with bringing a new approach to the department regarding what Town staff and residents need and to develop a new attitude towards customer service.

First Selectman Bowsza queried the Board for questions.

Deputy First Selectman DeSousa referenced paragraph 5 – Termination (of the CHA Short Form Agreement). Deputy First Selectman DeSousa questioned the language referencing “CHA shall be compensated for all services performed until the receipt of notice plus any fees and/or costs reasonably necessary to properly terminate the project.” First Selectman Bowsza suggested the language equated to the receipt of termination with seven days notice.

Deputy First Selectman DeSousa then questioned that the firm would work only 8 hours per week for the contracted amount? First Selectman Bowsza clarified that they would be available in Town Hall to assist with permit review and plan review, but would be available a la carte to staff meetings for the Planning and Zoning Commission Meetings and the Inland Wetlands Commission Meetings.

Deputy First Selectman DeSousa had no further questions.

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Selectman Nordell suggested this is a good proposal.

Selectman Muska suggested this is a good idea. The Planning Department is the first department people look to to do business with; the Board needs to be able to accommodate these people and start them off correctly.

**MOTION: To AUTHORIZE the First Selectman to engage CHA for Planning and Development assistance effective immediately.**

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

**VOTE by roll call: In Favor: Nordell/Muska/DeSousa  
(No one opposed/No Abstentions)**

First Selectman Bowsza indicated he would sign the contract today.

**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 12:09 p.m.**

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

**VOTE by rollcall: In Favor: Nordell/Muska/DeSousa**

Respectfully submitted

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Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen