

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***SPECIAL MEETING***

***April 20, 2023***

***6:00 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**

***MEETING MINUTES***

***\*\*\*\*\*Minutes are not official until approved at a subsequent meeting\*\*\*\*\****

**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 were present in person.

**ABSENT:** All Selectmen were present this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the in-person meeting. Also in attendance in-person was Attorney Joshua Hawks-Ladds; Joe Sauerhoefer, **Deputy Director of the Public Works Department.** **Public:** Paul Anderson, Robert Leach.

**GUESTS/SPEAKERS signing in to meeting remotely:** Peg Hoffman, Recording Secretary.

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

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First Selectman Bowsza called the April 20, 2023 Special Meeting of the East Windsor Board of Selectmen to Order at 6:01 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016. The meeting can also be accessed via remote participation, see information provided on meeting Agenda.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Nordell 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 22, 2023 Board of Selectmen Special Meeting/Budget Workshop:**

First Selectman Bowsza noted the availability of the Minutes of the February 22, 2023 Board of Selectmen Special Meeting/Budget Workshop. He called for comments or revisions; no one requested any changes. First Selectman Bowsza called for a motion of approval.

**MOTION: To APPROVE the Minutes of the Board of Selectmen's Special Meeting/Budget Workshop for February 22, 2023 as presented.**

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

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

**B. April 6, 2023 Board of Selectmen Regular Meeting:**

First Selectman Bowsza noted the Minutes of the Board of Selectmen's April 6, 2023 Regular Meeting are available for approval. Selectman Muska noted that on page 8 under **NEW BUSINESS**, Item B. Discussion of RiseUp for the Arts, the person presenting to the Board was Matt

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Conway rather than Mike Conley, she offered the following amending motion:

**MOTION: To APPROVE the April 6, 2023 Board of Selectmen’s Meeting, amending Item B under NEW BUSINESS, Discussion of RiseUp for the Arts, wherever Mr. Conley is referenced the presenter as Mr. Conway.**

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

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

**5. PUBLIC PARTICIPATION:**

First Selectman Bowsza asked if anyone present at the in-person meeting would like to speak; no one requested to be acknowledged. The only person signed in remotely was the Recording Secretary.

**6. COMMUNICATIONS: None.**

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

**A. Resignation: None**

**B. Reappointments: None**

**C. New Appointments:**

**1. Stacey Svoboda McKenna (D), Planning and Zoning Commission, regular member for a term expiring October 1, 2023:**

First Selectman Bowsza noted Selectman Muska had requested postponement of Ms. McKenna’s appointment to the Planning and Zoning Commission previously to enable her to follow up on questions she had for Ms. McKenna, he questioned if Selectman Muska had been able to communicate with Ms. McKenna? Selectman Muska indicated she was ok with Ms. McKenna’s appointment, and offered the following motion.

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**MOTION: To APPOINT Stacey Svoboda McKenna (D),  
Planning and Zoning Commission, as a regular  
member for a term expiring October 1, 2023.**

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

First Selectman Bowsza requested the Board consider going out of the posted Agenda order to take **NEW BUSINESS: Item H. Tax Refunds** next.

**MOTION: To GO OUT OF ORDER and take NEW BUSINESS: Item H. Tax  
Refunds next.**

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

**8. NEW BUSINESS:**

**H. Tax Refunds:**

**MOTION: To APPROVE Tax Refunds in the amount of \$3,262.47**

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

First Selectman Bowsza requested the Board consider going out of the posted Agenda order and go into the **EXECUTIVE SESSION** next. Attending the **EXECUTIVE SESSION** will be the Board and Attorney Joshua Hawks-Ladds.

- 11. 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) or 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 6:05 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) or 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, Selectman Nordell, and Attorney Joshua Hawks-Ladds.**

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

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

**LET THE RECORD SHOW** the Recording Secretary signed out of the meeting at 6:05 p.m.

**LET THE RECORD SHOW** First Selectman Bowsza noted the Board exited EXECUTIVE SESSION at 7:28 p.m. The following actions occurred.

First Selectman Bowsza noted the next Agenda item was **8A (NEW BUSINESS: Item A. Discuss Memorandum of Agreement Between the Town and UPSEU Regarding Senior Center Nutrition Site Manager.**

**8. NEW BUSINESS:**

**A. Discuss Memorandum of Agreement Between the Town and UPSEU Regarding Senior Center Nutrition Site Manager:**

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Initially Selectman Baker made a motion related to another Agenda item; First Selectman Bowsza noted the error. Selectman Baker then made the following motion.

**MOTION: To APPROVE the Memorandum of Agreement regarding the Senior Center Nutrition Site Coordinator and AUTHORIZE the First Selectman to sign it, the agreement is between the Town of East Windsor and UPSEU, the East Windsor Municipal Clerical Employees Union, with an effective date of July 1, 2018 to June 30, 2021.**

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

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

First Selectman Bowsza then requested a motion to go out of the posted Agenda order and take **Items 8D and 8F (under NEW BUSINESS)**.

**MOTION: To GO OUT OF ORDER and take Items 8D and 8F next**

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

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

**8. NEW BUSINESS:**

**D. Discuss and possible vote on Contract between the Town and the Clerical Union:**

**MOTION: To AUTHORIZE the First Selectman to sign a collective bargaining agreement between the Town of East Windsor and the United Public Services Employees Union local 424 Unit 91 dated July 1, 2021 to June 30, 2025.**

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

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

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**8. NEW BUSINESS:**

**F. Discuss and approve the closing of Town Government in observance of Juneteenth:**

First Selectman Bowsza noted that Juneteenth is now a recognized State and Federal holiday, which is not currently included in the Town's collective bargaining unit. First Selectman Bowsza would like the Board to consider closing Town Government on June 19<sup>th</sup> in observance of the State and Federal holiday.

**MOTION: To CLOSE TOWN GOVERNMENT on June 19<sup>th</sup> in observance of the State and Federal holiday Juneteenth.**

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

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

First Selectman Bowsza requested the Board take up (**NEW BUSINESS**) Items 8B and 8C.

**MOTION: To GO OUT OF ORDER and take up Agenda Items 8B and 8C.**

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

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

**8. NEW BUSINESS:**

**B. Discuss and Approve Town Facilities Meeting Room Agreement to include Joe Sauerhoefer:**

Joe Sauerhoefer, Deputy Director of the Public Works Department, joined the Board.

Deputy Director Sauerhoefer advised the Board the Town is receiving requests for the use of Town Hall, and the Annex, from groups that don't have scheduled meeting space. Deputy Director Sauerhoefer had provided the Board with a draft use policy for their consideration, he noted the

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policy sets guidelines and summarizes responsibilities for use of the Town facilities.

The Board offered the following adjustments:

First Selectman Bowsza questioned the number of people allowed in the John Daly Meeting Room; Deputy Director Sauerhoefer replied 88. First Selectman Bowsza noted section “b” currently has a typo listing the number at 4.

Selectman Muska questioned the process for use of the meeting room, who opens and who locks the door at the end of the meeting? Deputy Director Sauerhoefer suggested whoever requests use of the room will go to the First Selectman’s Office to sign a copy of the policy, at that time they’ll be given a “fob” which they’ll use to open the door and lock the door at the end of the meeting. The person will then return the fob back to the Selectman’s Office. Deputy Director Sauerhoefer noted he can lock the door remotely as well.

First Selectman Bowsza questioned if the use of the meeting room is at no charge to the person or group? Deputy Director Sauerhoefer confirmed there is no financial charge associated with the use of the room as this is a Town building.

Selectman Nordell questioned if this policy would be used for use of meeting rooms at the Annex as well? Deputy Director Sauerhoefer confirmed he’s received requests for use of the Annex as well although Director of Recreation and Community Development Maltese uses the rooms at the Annex pretty extensively. Selectman Nordell suggested adding a line to the use policy to identify which room is being used.

Discussion continued regarding upgrading the system for building access vs. this proposal for use of the fob system, as Board members were concerned with separating responsibilities when multiple groups use the buildings at the same time. Deputy Director Sauerhoefer suggested this proposed policy will work in the short term, as there are other considerations for upgrades in the buildings, such as the sound system for the Town Hall, which funding can be used on.

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First Selectman Bowsza noted the long Agenda before the Board, he requested approval of the policy be postponed until the Board's next meeting on May 4<sup>th</sup>.

**MOTION: To POSTPONE approval of the use policy until the Board's May 4<sup>th</sup> Meeting.**

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

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

**8. NEW BUSINESS:**

**C. Discuss Sewer Replacement Project at 5 South Road:**

Deputy Director Sauerhoefer advised the Board that there is an issue with the sewer line at 5 South Road, which is a homeowner who has not yet responded to the Town's proposal regarding ownership of the land. Deputy Director Sauerhoefer reported the Town has roto-routed the sewer line, which is old clay pipe which separates easily. Deputy Director Sauerhoefer reported he has acquired three bids on the work, the bids have come in at \$3,500.00, \$4,000.00, and \$4,200.00. While he would normally go with the lowest bidder Deputy Director Sauerhoefer advised the Board there is a familial relationship between himself and the lowest bidder, he is asking the Board to choose the contractor for the work.

First Selectman Bowsza explained the process for selection of the contractor. He noted Deputy Director Sauerhoefer has brought the decision to the Board because of the relationship between the lowest bidder and Deputy Director Sauerhoefer.

Selectman Baker suggested the Board consider going with MDC Construction despite the additional cost of \$500.00 to avoid conflict of interest issues.

**MOTION: To ACCEPT the estimate from MDC Construction, LLC for \$4,000.00 to install the sewer line at 5 South Road.**

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**Baker moved/Nordell seconded/DISCUSSION:** Deputy Selectman DeSousa felt the Board was doing a disservice to the taxpayer to exclude the lowest bidder because someone might think there was a conflict of interest. She noted Cota Construction's reputation, outside of a handful of people, is a good one. Deputy Selectman DeSousa felt if the name of the lowest bidder hadn't been acknowledged the Board would have gone with the lowest bidder. Deputy Selectman DeSousa noted the other bidders are from outside of East Windsor, she reiterated she didn't feel it was fair to exclude a company because of their relationship. She noted they'll always be excluded and anything that they've done for the Town has been done well. First Selectman Bowsza noted Deputy Director Sauerhoefer brought the issue to the Board because of transparency. Selectman Muska indicated she agreed with Deputy Selectman DeSousa, Selectman Muska questioned if the Town has used MDC Construction before? Deputy Director Sauerhoefer replied in the affirmative.

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

**8.     NEW BUSINESS:**

**B.     Discuss and Approve Town Facilities Meeting Room Agreement to include Joe Sauerhoefer:**

See discussion above.

**C.     Discuss Sewer Replacement Project at 5 South Road:**

See discussion above.

**D.     Discuss and possible vote on Contract between the Town and the Clerical Union:**

See discussion above.

**E.     Discuss and possible vote on Contract between the Town and Jennifer Sanchez:**

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**F. Discuss and approve the closing of Town Government in observation of Juneteenth:**

See discussion above.

**G. Discuss and vote on amendment to Conflict Counsel Engagement Letter between the Town and Updike, Kelly & Spellacy (UKS):**

**H. Tax Refunds:**

See discussion earlier.

**10. PUBLIC PARTICIPATION:**

First Selectman Bowsza noted this is the second opportunity for anyone in the in-person audience to offer comments or raise questions.

**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson questioned when the public would be able to have access to a complete copy Blight Property Maintenance Ordinance so they can review it before the Town Meeting? He noted some wordsmithing had been done at a previous meeting, and then there was an added document, Mr. Anderson felt the public needed a copy of the final document being considered for approval. Mr. Anderson also questioned when the Town Meeting would be held?

First Selectman Bowsza indicated the ordinance copy would be available when the Town Meeting Notice is filed. First Selectman Bowsza noted there's a 6 day requirement for posting the Town Meeting Notice. Mr. Anderson suggested notification via the Legal Notice was totally inadequate.

Mr. Anderson then referenced the FOI pile of material everyone got to witness at the last meeting, his opinion as a taxpayer is that the taxpayer is paying for that pile of stuff, and he doesn't like that. Mr. Anderson felt every one of those things should be invoiced by the Town because the taxpayer didn't ask for the material and the taxpayer shouldn't pay for it. Mr. Anderson felt the Town should be reimbursed for all that work because it was requested/demanded. Mr. Anderson suggested he wasn't interested in lawyer-speak; he was interested in the Town giving someone an invoice you might collect money. If you don't, you will not. It's my money, I don't want it thrown into the recycling bin. You do what you have to do; that's my opinion.

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**Bob Leach, 39 Church Street:** Mr. Leach indicated he had heard a discussion regarding media availability, he wondered if there's a possibility to share videos, and, where would he find out about their availability? First Selectman Bowsza suggested Mr. Leach visit the First Selectman's Office for assistance from his assistants. Mr. Leach questioned what if they're not available; First Selectman Bowsza questioned if Mr. Leach was referring to meetings for the Police Commission. Mr. Leach indicated he was interested in the RTC (Republican Town Committee) Meetings; Selectman Baker noted he's been asked why the RTC doesn't meet at Town Hall. First Selectman Bowsza suggested Mr. Leach contact his assistants regarding scheduling, noting the John Daly Meeting and the small meeting room were both available if it fits with scheduling for other meetings. Mr. Leach questioned meeting at the Annex; First Selectman Bowsza noted Mr. Sauerhoefer's earlier discussion regarding less availability at the Annex but noted if there weren't scheduling conflicts the Meeting Room at the Annex could be used. Mr. Leach questioned using Park Hill; First Selectman Bowsza noted the Town didn't get involved in scheduling meetings at Park Hill. First Selectman Bowsza suggested Mr. Leach contact his office for assistance.

Noting no further requests for comments, First Selectman Bowsza requested that presentation of the Selectmen's Reports be postponed due to the delay in this Meeting's proceedings.

**MOTION: So moved.**

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

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

First Selectman Bowsza noted the Board had no further business to discuss, he requested a motion to **ADJOURN.**

11. **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) or section 1-210.

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

EXECUTIVE SESSION occurred earlier in the meeting.

First Selectman Bowsza called for a motion to adjourn.

**12. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 7:54 p.m.**

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

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

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

**ATTACHMENTS: None**