

TOWN OF EAST WINDSOR
 BOARD OF SELECTMEN
 Special Meeting - June 13, 2023
 In-person and
 ZOOM Teleconference
 Meeting ID: 332 683 3563
 Passcode: townhall
 MEETING MINUTES

TOWN OF EAST WINDSOR
 BOARD OF SELECTMEN

REGULAR MEETING

June 13, 2023

7:00 p.m.

Broad Brook Elementary School, Room A5

14 Rye Street, Broad Brook, CT 06016

In-person

AND

Meeting also available via ZOOM Teleconference

Meeting ID: 332 683 3563

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MEETING MINUTES

******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

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 in-person.

GUESTS/SPEAKERS in-person: Amy O'Toole, Finance Director and Treasurer and Matthew Carl, Chief of East Windsor Police Department

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GUEST/SPEAKERS via ZOOM: Melissa Maltese, Director of East Windsor Parks and Recreations.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the June 13, 2023 Special Meeting of the East Windsor Board of Selectmen to Order at 7:02 p.m. in the Broad Brook Elementary School, Room A5, 14 Rye Street, Broad Brook, Connecticut. The meeting is also available via remote access.

2. PLEDGE OF ALLEGIANCE:

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

3. ATTENDANCE:

First Selectman Bowsza noted a quorum was established as five members of the Board - himself, Deputy First Selectman DeSousa, Selectman Muska, and Selectman Nordell, and Selectman Baker were present in-person.

4. APPROVAL OF MEETING MINUTES:

May 18th, 2023 Board of Selectmen Regular Meeting

Tabled for the next meeting.

5. PUBLIC PARTICIPATION:

First Selectman Bowsza announced the first opportunity for the public to comment, he queried the in-person audience first. No one responded in-person and via Zoom.

He presented a plaque to Matthew Carl, East Windsor Chief of Police in recognition of his invaluable services to the Town and commendation of his achievements from the entry level to the top rank of the Police Department.

6. COMMUNICATION:

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A. Pride Month Proclamation (Attachment A)

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignations: None

B. Reappointments:

1. Alan Baker (D), Inland Wetland and Watercourse Agency regular member for a term expiring June 30, 2027.

MOTION: To RE-APPOINT Alan Baker (D), as a regular member of the Inland Wetland and Watercourse Agency for a term expiring June 30, 2027.

Muska moved/DeSousa seconded/DISCUSSION: None

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

(No one opposed/No abstentions)

First Selectman Bowsza thanked Commissioner Baker for his continued many ears of services to the Agency.

C. New Appointments: None

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

- A. DISCUSS AND APPROVE EAST WINDSOR STAFF AND EMPOWER LEADERSHIP 2023 CONTRACT TO INCLUDE MELISSA MALTESE (Attachment B)**

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First Selectman Bowsza elaborated on the reasons of the Empower Leadership team building event.

MOTION: To Authorize \$1,000 for Empower Leadership EMERGE Team Building Workshop to be held on Friday, November 17th, 2023, from 10:00 – 12:00pm at the Scout Hall Youth Center.

DeSousa moved/Muska seconded/ DISCUSSION: None

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

**B. DISCUSS ENGAGEMENT LETTER FOR LEGAL SERVICES ON
CERTAIN TAX ASSESSMENT APPEALS WITH HALLORAN SAGE**

MOTION was made to Table agenda 9B to the next session.

Nordell moved/Baker seconded. DISCUSSION: None

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

**C. DISCUSS AND APPROVE MOU FOR MELISSA LABELLE REGARDING
CONTRACT AMENDMENT (Attachment C)**

MOTION: To Amend the Memorandum of Understanding between the Town of East Windsor and Melissa LaBelle regarding the provision concerning vacation time.

Muska moved/Baker seconded. DISCUSSION: None

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

10. SELECTMEN COMMENTS AND REPORTS:

- A.** Jason Bowsza reported his experience on swearing in the new Chief of Police for the Town. He also informed about his visit to the Senior Services where there were discussions of the Town's positive progress re the Community Center and playgrounds. It seemed

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obvious that the local community were noticing the work of the Board.

- B. **Marie DeSousa** had nothing to report but she added that having Matthew Carl as a new Chief of Police for the town had made a significant positive impact on uniting the first responders—Fire Department, EMT, and Ambulance Association including the Police Department. She had positive remarks from the leaders of the listed above entities regarding their future working collaboration.
- C. **Sarah Muska** reported that she had attended the CCM grant writing conference. She had also mentioned her experience with swear-in ceremony of the new Police Chief and the commemoration of the East Windsor Police Department's 50th anniversary.
- D. **Charlie Nordell** reported that he attended Warehouse Point Fire Commission, and they were also in need of new volunteers. He informed the Board that the Fire Commissioner completed 28 inspections.
- E. **Alan Baker** reported of his positive experience of swearing-in ceremony and the banquet for the new Chief of Police, Matthew Carl. He had also informed the Board that the Broad Brook Fire Department had been notified of their To-be-built truck delay by 9 months; whereas, it would also result in complete pay off of its cost.

11. PUBLIC PARTICIPATION:

First Selectman Bowsza queried the in-person audience for public comment. No one responded in-person and via Zoom.

- 12. EXECUTIVE SESSION**—Pursuant to C.G.S. Sec. 1-200 (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. Action possible.

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First Selectman Bowsza requested a motion for the Board to go into Executive Session, attending the Executive Session would be Amy O'Toole, Director of Finance and the Selectmen only.

MOTION: To GO INTO EXECUTIVE SESSION at 7:24 p.m. Attending the Executive Session will be First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell and Amy O'Toole, Director of Finance.

**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 7:25 p.m.

First Selectman Bowsza noted the Board has exited the Executive Session at 9:53 p.m.

12. ADJOURNMENT:

MOTION: Motion to ADJOURN.

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

First Selectman Bowsza noted the Meeting adjourned at 9:53 p.m.

Respectfully submitted,
Sabo Maniscalco, Recording Secretary, East Windsor Board of Selectmen

Attachment A

**TOWN OF EAST WINDSOR
PRIDE MONTH PROCLAMATION**

WHEREAS, the Town of East Windsor recognizes and proclaims the month of June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual and Two-Spirit (LGBTQIA2S+) "Pride Month" throughout the Town of East Windsor; and

WHEREAS, all human beings are born free and equal in dignity and rights. LGBTQIA2S+ individuals have had immeasurable impact to the cultural, civic, and economic successes of our country; and

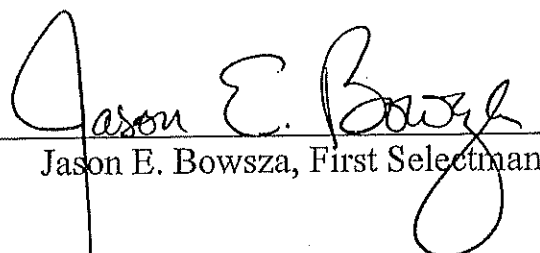
WHEREAS, the Town of East Windsor is committed to supporting visibility, dignity and equality for LGBTQIA2S+ people in our diverse community; and

WHEREAS, while society at large increasingly supports LGBTQIA2S+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the Town of East Windsor calls upon the people of this municipality to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for East Windsor's LGBTQIA2S+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights.

NOW, THEREFORE BE IT RESOLVED that I, Jason E. Bowsza, First Selectman, hereby proclaim the month of June 2023 as Pride Month in support of the LGBTQIA2S+ community.


Jason E. Bowsza, First Selectman

Attachment B

EMJAY Enterprises, LLC d/b/a Empower Leadership
Mailing Address: PO Box 1052, Middletown, CT 06457

POC: Dan Jaskot President & General Manager
860-652-5690 dan@leadwithempower.com
June 2nd, 2023 www.leadwithempower.com



Town of East Windsor, CT
Melissa Maltese Director of Recreation & Community Services
860-930-4636 mmaltese@eastwindsorct.com

Dear Melissa, thank you so much for the opportunity to propose the Empower Leadership team building event (outlined below) for your group from the Town of East Windsor. We appreciate your consideration and hope to have the opportunity to share our uplifting and empowering experiences with your group this Fall..

Group Dynamic:

- The participant group will include approximately 50 municipal staff members from the Town of East Windsor, CT. The Town has a number of new staff members who work in three different buildings and the program organizers hope to leverage the Empower experience as an opportunity for all members to get to know one another, work collaboratively together, and develop a greater sense of esprit de corps.

Why Do This? Connect, Collaborate, and Conquer! Team Building with Empower Leadership brings groups together through shared adventure experiences. Teammates will connect and work collaboratively through engaging team building initiatives - leading to greater confidence and trust in one another. Each experience is customized to meet your group's needs - we will provide the perfect amount of challenge and support which will lead to uplifting and empowering accomplishments both individual and shared!

- **Team Bonding:** Strengthen relationships, build trust, and develop a greater sense of esprit de corps
- **G.R.I.P. Teamwork:** Improve collaboration by ensuring Goal clarity, Role clarity, productive Interactions, and well-defined Processes
- **Empowerment:** Embracing challenges as opportunities for personal and team development and uplifting accomplishments!

When & Where: Friday November 17th, 2023, from 1000am-1200pm, at the Scout Hall Youth Center, 28 Abbe Road, East Windsor, CT 06088

EMERGE: On-Ground Team Building & Leadership Development: EMERGE is Empower Leadership's signature "on-the-ground" adventure that includes a series of activities, initiatives, and challenges designed to help participants build valuable leadership skills while highlighting "The Why" outlined above. Each initiative is led by your Empower Facilitator(s) who will provide participants with critical information and supportive feedback. Additionally, a debrief discussion will be conducted to help participants apply the leadership lessons to their real-world application.

ITINERARY - EMERGE Team Building Workshop:

- 930am-1000am: Empower Leadership Arrival, Load-In, & Program Set-Up
- 1000am-1010am: Group Arrival, Check-In/Waiver Processing, & Empower Program Briefing
- 1010am-1040am: Team Building Block #1
 - All Participants: Handshake Mixer & FFEACH Team Building Charades Relay
- 1040am-1115am: Team Building Block #2
 - Group A (25): Stepping Stones & TP Shuffle Team Building Initiatives
 - Group B (25): The Matrix Team Building Initiative
- 1115am-1150am: Team Building Block #3
 - Group A (25): The Matrix Team Building Initiative
 - Group B (25): Stepping Stones & TP Shuffle Team Building Initiatives
- 1150am-1200pm: Final Activity, Program Debrief, Participant Shout-Outs/Takeaways, & Group Departure
- 1200pm-1230pm: Empower Leadership Breakdown, Load-Out, & Departure

PRICING - EMERGE Team Building Workshop:

- Flat rate total for up to 50 participants: \$1,000.00

COVID-19 Safety Logistics:

- Empower Leadership will follow the Client's COVID-19 safety protocol during our program together
- Participants experiencing potential symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste and/or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea) should not participate in the event.

Reservations: Reservations are required and a non-refundable payment, or an approved purchase order reflecting the total investment, must be processed to schedule your event. Please sign below and return this agreement, along with payment of the outlined deposit, to Empower. The completed agreement can be scanned and emailed to dan@leadwithempower.com.

Tax Status and Payments: Please provide Empower with a copy of your tax-exempt status documentation (scan/email to dan@leadwithempower.com). Any payment NOT coming from the tax-exempt organization will be subject to Connecticut's 6.35% Sales Tax.

Availability: Fifty (50) participants are expected for the events. Last minute add-ons are subject to availability and are considered guaranteed by the client. There will be no adjustments for a reduced number of participants once your experience is booked.

Weather & Other Cancellations: This program will operate rain or shine - the Client should reserve both indoor and outdoor space at the Scout Hall Youth Center. If the Client decides to reschedule, the program will be moved to a mutually agreeable date. If the event is canceled due to unsafe weather conditions or other unforeseeable circumstances, the program will be moved to a mutually agreeable date. If the program cannot be rescheduled, the Company will provide the Client with a credit, in the amount paid at the time of reservation, that does NOT expire and can be used to book a future Empower program.

Parking/Meeting: The event will take place at the Scout Hall Youth Center, 28 Abbe Road, East Windsor, CT 06088

Participant Acknowledgement of Risk: Empower Leadership's Participant Acknowledgement of Risk Forms will be provided digitally once your reservation has been processed. Participants must be in reasonably good health and able to participate in activities moderate in physical intensity. Everyone must have a completed form to participate.

Attire: Dress appropriately for activity that is low to moderate in physical intensity. Please consider the anticipated weather conditions for outdoor programs. Participants are to wear comfortable, loose-fitting clothing appropriate for active participation and closed toe/heel shoes are required. No tank tops, crocs, or 5-finger footwear permitted.

Guarantees and Cancellations: Please return this agreement prior to close of business on Friday June 23rd, 2023, so that we may schedule your program and schedule our staff. Your program will not be scheduled until we receive this agreement signed along with the outlined balance. Once scheduled, there are no refunds for cancellations. There will be no adjustments for a reduced number of participants once your program is booked.



Daniel Jaskot, Empower Leadership President

Client Signature & Date

NAME & CONTACT PHONE # OF PERSON(S) AUTHORIZED TO MAKE CHANGES TO THIS EVENT AND THEIR PROGRAM DATE:

Contact #1:	Day-of-Event Phone Number:
Contact #2:	Day-of-Event Phone Number:

EMJAY Enterprises, LLC d/b/a Empower Leadership
Mailing Address: PO Box 1052, Middletown, CT 06457

POC: Dan Jaskot President & General Manager
860-652-5690 dan@leadwithempower.com
June 2nd, 2023 www.leadwithempower.com



Town of East Windsor, CT
Melissa Maltese Director of Recreation & Community Services
860-930-4636 mmaltese@eastwindsorct.com

RE: INVOICE #20231117

Empower Leadership EMERGE Team Building Workshop on
Friday November 17th, 2023, from 1000am-1200pm, at Scout Hall
Youth Center, for up to 50 participants:

\$1,000.00

6.35% CT Sales Tax:

N/A - EXEMPT FROM TAX

TOTAL INVESTMENT:

\$1,000.00

Notes: To complete your reservation, please provide Empower Leadership with:

- A signed copy of the Services Agreement (scanned/emailed to dan@leadwithempower.com)
- EITHER:
 - Payment of the outlined balance (\$1,000), or
 - A copy of an approved Purchase Order reflecting the total investment outlined above (scanned/emailed to dan@leadwithempower.com)

Once booked, we will send a formal confirmation email that will include our participant waiver and notes about your upcoming program with us.

Prepared by:

A handwritten signature in black ink, appearing to read "Daniel J. Jaskot".

Daniel J. Jaskot
Empower Leadership
(860) 652-5690
dan@leadwithempower.com

Attachment C

MEMORANDUM OF UNDERSTANDING

Between the
TOWN OF EAST WINDSOR
and
Melissa V. LaBelle

This Memorandum of Understanding (MOU) between the Town of East Windsor ("Town") and Melissa V. LaBelle ("Employee") is intended to memorialize and amend the contract between the Town and Melissa V. LaBelle regarding the provision concerning vacation time.

Whereas, at present, the Contract between the Town and Employee proscribes a maximum number of ten (10) vacation days that can be carried over from one year to the next.

Whereas, the Town believes that vacation time should be taken in the year in which it is accrued.

Now Therefore, the Town and Employee agree as follows:

1. The rollover provision concerning vacation time shall be amended to permit a rollover of twenty-five (25) vacation days.
2. Any additional vacation days accrued over and above the 25 days allowed for rollover shall be paid out to Employee at the end of the fiscal year in the first paycheck of the new fiscal year.
3. Employee must have earned but unused vacation time available in order to rollover the unused time.
4. This agreement will remain in effect until the end of the original agreement between the Town and the Employee.

Town of East Windsor,

By: _____

Date: _____

Employee

By: _____

Date: _____