

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 RYE STREET
BROAD BROOK, CT 06016
First Selectman's Office – (860) 623-8122**

Jason E. Bowsza - First Selectman
Marie E. DeSousa - Deputy First Selectman
Alan Baker - Selectman

Sarah A. Muska - Selectman
Charles Nordell - Selectman

REGULAR MEETING AGENDA

Thursday, September 2, 2021 at 7:00 P.M.

1. TIME AND PLACE OF MEETING

Town Hall – Large Meeting Room

11 Rye Street, Broad Brook, CT 06016

Join Meeting via Zoom:

<https://zoom.us/j/3326833563>

Meeting ID: 332 683 3563

Passcode: townhall

One tap mobile:

16465588656,,3326833563# US (New York)

13126266799,,3326833563# US (Chicago)

Dial by your location:

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

Meeting ID: 332 683 3563

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE

4. APPROVAL OF MEETING MINUTES

A. August 19, 2021 Board of Selectmen Regular Meeting Minutes

5. PUBLIC PARTICIPATION

6. COMMUNICATION

A. Warehouse Point Fire Department Dedication Ceremony of the Anthony Dimastrantonio Fire Station

B. Union Agricultural Society - Annual Four Town Parade

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS

A. Resignations: *none*

B. Reappointments: *none*

C. New Appointments:

1. David Swaim (D), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2022

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2. Peter Larese (U), Capital Improvement Planning Committee, regular member for a term expiring July 31, 2022

8. UNFINISHED BUSINESS

- * A. South Road Ownership Option Update
- * B. Polling Location Change
- * C. Broad Brook Fire Memorandum of Understanding
- D. ARP Grant Update and Vote on Awards

9. NEW BUSINESS

- A. Tax Sale August 17, 2021 Discussion
- B. Marijuana Developments to Include the Planning and Zoning Commission
- C. Solar Developments to Include the Planning and Zoning Commission
- D. Fire Marshal Fees Ordinance Draft
- E. Discuss and Approve Cash Disbursements Procedure
- F. Department of Housing Affordable Housing Plan Technical Assistance Grant
- G. East Windsor Police Department Consultant Services Agreement
- H. Tax Refunds

10. SELECTMEN COMMENTS AND REPORTS

- A. Jason Bowsza
- B. Marie DeSousa
- C. Alan Baker
- D. Sarah Muska
- E. Charlie Nordell

11. PUBLIC PARTICIPATION

12. EXECUTIVE SESSION

Pursuant to C.G.S. Sec. 1-200 (6)(b), negotiations, (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.

13. ADJOURNMENT

DISTRIBUTION

Thomas Arcari	Frank Gowdy	Charlie Rice
Rich Austin	Michael Kowalski	Joseph Sauerhoefer
Gerry Bancroft	Patti Kratochvil	Jim Thurz
Ruth Calabrese	Len Norton	Journal Inquirer
Mike D'Amato	Rick Olstein	Town Clerk
Anne Gobin	Amy O'Toole	

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING

**Thursday, August 19, 2021
7:00 p.m.**

**Town Hall Meeting Room
11 Rye Street, Broad Brook, CT. 06016
In-person meeting**

AND

Meeting also available via remote ZOOM Teleconference
Meeting ID: 332 683 3563
Passcode: townhall

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: First Selectmen Bowsza hosted the in-person meeting. Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell were present in-person this evening.

ABSENT: All Selectmen were present this evening.

GUESTS/SPEAKERS: Michael Speciale and Dulcie Giadone, of the Connecticut Trolley Museum.

GUESTS/SPEAKERS signing in to teleconference remotely for the Town Meeting: Ruth Anne and Tom Lansner, Noreen, Christine Rodrigue, Frances Neill.

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1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the August 19, 2021 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:03 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

2. PLEDGE OF ALLEGIANCE:

First Selectman Bowsza requested Selectman Nordell lead the group in the Pledge of Allegiance.

3. ATTENDANCE:

First Selectman Bowsza noted the Board has established a quorum with five members present in person.

4. APPROVAL OF MEETING MINUTES:

A. August 5, 2021 Board of Selectmen Regular Meeting Minutes:

Closing information for the August 5, 2021 meeting had been incomplete as the audio of the video malfunctioned when the Board returned from Executive Session. The Board recalled the closing actions, and made the following motion.

MOTION: To ACCEPT the Regular Meeting Minutes of the Board of Selectmen Meeting dated August 5, 2021 as amended: Page 17, after "LET THE RECORD SHOW the Recording Secretary left the in-person meeting at 8:20" the Board returned from Executive Session at 9:47 p.m. and took the following action: MOTION to ACCEPT the tax settlement between the Town of East Windsor and New Construction, LLC., motion made by Selectman Baker, seconded by Selectmen Muska, and approved unanimously.

DeSousa moved/Baker seconded/DISCUSSION: None.

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

5. PUBLIC PARTICIPATION:

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First Selectman Bowsza announced the first opportunity for the public to speak. He opened discussion to those individuals assembled in person at the Town Hall, and then to those individuals signed in remotely. No one gathered in-person, or those signed in remotely, requested to speak.

6. **COMMUNICATIONS:** None.

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

A. **Resignations:**

1. Sarah Andrews, Board of Education.

First Selectman Bowsza noted the receipt of the resignation of Sarah Andrews from the Board of Education.

MOTION: To **ACCEPT** the resignation of Sarah Andrews from the Board of Education, with regret.

Muska moved/Nordell seconded/**DISCUSSION:** Deputy First Selectman DeSousa suggested whatever she decides to do in the future she'll do it as well as she did for the Board of Education.

VOTE: In Favor: Unanimous
(No one opposed/No Abstentions)

- B. **Reappointments:** None.

- C. **New Appointments:** None.

9. **UNFINISHED BUSINESS:**

*A. **South Road Ownership Option Update:**

Any starred (*) items will not be discussed but will remain on the agenda pending receipt of additional information.

*B. **Polling Location Changes:**

Any starred (*) items will not be discussed but will remain on the agenda pending receipt of additional information.

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***C. Broad Brook Mill Update:**

Any starred (*) items will not be discussed but will remain on the agenda pending receipt of additional information.

D. E. R. A. S. E. Grant Update:

First Selectman Bowsza introduced George Krivda, Jr., who is the consultant managing the E.R.A.S.E. Grant applications. Mr. Krivda joined the Board in-person.

Mr. Krivda reported he has completed review of 76 grant applications; the total grant funding requested through those 76 applications totals \$733,600* (See additional discussion below). In addition, Mr. Krivda continues to acquire additional information on 33 incomplete applications. Mr. Krivda suggested he is approximately 70% into his application review process.

First Selectman Bowsza reported he met recently with Mr. Krivda and his assistant to discuss the Board's consideration of the applications. First Selectman Bowsza opened discussion with the Board on the following policy issues:

- **How does the Board want to handle applications which were received after the submission deadline?** Mr. Krivda informed the Board the submission(s) were made only minutes after the deadline. The consensus of the Board was to accept the applications submitted after the deadline. Mr. Krivda confirmed the total number of applications received was the 109 applications.
- **Funding allocation:** First Selectman Bowsza noted the Board had previously allocated \$900,000 to fund the E.R.A.S.E. Grant Program. If all 109 applications were funded to the full \$10,000 level, the requests would exceed the current funding allocation. The Board has the following options: Increase the funding allocation, or pro-rate the funding. He opened discussion to the Board.

Selectman Nordell thought there were several applications which didn't request the full \$10,000; First Selectman Bowsza indicated Selectman Nordell was correct. Mr. Krivda noted it equated to a \$23,000 difference.

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Deputy First Selectman DeSousa felt the Board had set the original \$900,000 based on the amount received from the Federal Government. First Selectman Bowsza recalled that originally \$1.85 million had been thought to be coming to East Windsor for this program. This Board subsequently allocated \$900,000 for the E.R.A.S.E. Grant Program, and set aside the additional funding for a water project for a community well that's failing. Subsequently, it was determined that East Windsor's funding assistance from the Federal Government was \$3.4 million; \$1.7 million is to be provided to the Town now, while the remaining \$1.7 million will be made in 2022. The Board has until 2024 to commit the funds, and until 2026 to spend the funds. First Selectman Bowsza indicated the funding can be spent only on the following five (5) categories:

- Small business, non-profits, and household assistance
- Tourism
- Sewer, water, and broad-band
- Hazard pay for front-line employees
- Revenue recapture for municipalities

First Selectman Bowsza noted the Town has a radio system which is significantly past its useful life; he's hoping that this program could include the replacement of the existing system but is waiting for more information.

First Selectman Bowsza suggested to fund the program to the capacity to award all grant requests the Board would have to consider increasing the total grant allocation to \$1,070,000 million plus the additional funding for staff administration. *Discussion continued which clarified the \$733,600 referenced by Mr. Krivda in his opening discussion becomes \$760,000, plus administration costs for the total of \$1,090,000.

First Selectman Bowsza asked the Board for their preference to allocation the additional funding, or pro-rate the application awards?

Deputy First Selectman DeSousa questioned if increasing the E.R.A.S.E. funding by the \$200,000 would still allow money for the water project, and the radio system? First Selectman Bowsza replied yes, unless the radio system is a significant cost. First Selectman Bowsza reviewed the status of researching the cost of a new radio system and the best approach to implementing the system; he noted the Town also has bond capacity if necessary.

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MOTION: To INCREASE the \$900,000 allocated to the E.R.A.S.E. Grant program by \$200,000 plus staff time.

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

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

Selectman Baker cited the intent of the Board was to help as many people as possible; he felt this is the best way to go.

- **Submission of multiple applications:** First Selectman Bowsza indicated that there were a couple of submissions for multiple applications. Mr. Krivda suggested the applications are for different business entities which may have been created for different reasons. The submissions are not for franchise operations. The submissions were made by the same person but come from different addresses. Deputy First Selectman DeSousa cited she knows of an instance where there are two businesses operating from the same address but one is operated by the husband and the second is operated by the wife. If they were operating as separate legal entities she didn't see why they wouldn't qualify.

The consensus of the Board was to accept the multiple applications.

- **Extent of outreach efforts:** First Selectman Bowsza noted the Board has tried to empower people and get this money to the non-profits and businesses that were impacted by the pandemic. He noted Mr. Krivda has spent a lot of time doing outreach to follow up on information to further valid the applications submitted. He queried the Board at what point are we going to say this is your last opportunity to get the information in so we can start issuing some checks?

Discussion followed regarding the Board's original program application period; First Selectman Bowsza noted there is additional work Mr. Krivda and the Board needs to do to get the money in the hands of the recipients after the conclusion of the original timeframe. Selectman Baker cited the need to allow Mr. Krivda time to notify the applicants; First Selectman Bowsza felt with full funding the Board could do an initial approval run September 2nd and follow up as necessary. Mr. Krivda indicated he intended to meet the board's commitment to complete the review by Labor Day; if there are still applications outstanding by that time it will be because there was no cooperation on the part of the applicant, not that efforts weren't made to include them in the program. Selectman Nordell questioned an

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example of a situation where the request for information would take longer than 30 days to provide? Mr. Krivda explained his process for review of the applications, and his outreach process. Mr. Krivda suggested there was a lot of damage done to businesses and non-profits during the pandemic, and it's still going on.

The consensus of the Board was to defer approval until the September 2nd Board of Selectmen meeting.

- **Tax delinquencies:** First Selectman Bowsza recalled when first considering this program the Board decided if the pandemic was one of the reasons a business hadn't met their tax obligations we didn't want that to disqualify them from consideration. He has asked the Tax Collector to review current, and historic, delinquencies. First Selectman Bowsza recalled originally the Board had decided not to include tax delinquency as a consideration for awarding grants; do we want to continue with that premise?

Selectman Baker cited this is Federal money given to the Town to award for the reasons listed; he felt this goes beyond the tax issue. Maybe a business would be more likely to pay the taxes if they receive assistance; he felt the tax delinquencies and the grant requests were separate issues. He preferred continuing with the Board's original decision. Selectman Nordell cited it might be a consideration if it were a long-term delinquency. Deputy First Selectman DeSousa cited her previous experience serving on a board when some businesses were delinquent for several years, and were subsequently removed from the list of tax obligations. However, she agreed with Selectman Baker, the tax delinquency wasn't on the list of Federal criteria, and she hadn't considered that the business might use the grant money to pay their taxes. Selectman Baker also noted the current Tax Collector doesn't let delinquencies get that far in arrears.

The consensus of the Board was to not consider tax delinquencies as a disqualifying factor in grant submissions.

First Selectman Bowsza noted the time and requested a motion to recess the Board of Selectmen' meeting and convene the Town Meeting.

**MOTION: To RECESS the Regular Board of Selectmen's Meeting and
CONVENE the Town Meeting at 7:31 p.m.**

Nordell moved/Muska seconded/DISCUSSION: None.

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

First Selectman Bowsza RECONVENED the Board of Selectmen's Meeting at 7:45 p.m.

9. NEW BUSINESS:

A. Connecticut Trolley Museum Presentation to Include Gina Alimberti:

Joining the Board in-person were Michael Speciale, Chairman of the Development Committee for the Connecticut Trolley Museum, and Dulcie Giadone, Grant Administrator.

Mr. Speciale introduced himself and Mrs. Giadone, noting both are members of the Development Committee for the Connecticut Trolley Museum. He apologized that Executive Director Alimberti was unable to attend this presentation due to a scheduling conflict. Mr. Speciale noted he is the Chairman of the Development Committee, and a volunteer, while Dulcie Giadone, who is also a volunteer, is the Grant Administrator; he noted she has a very successful track record raising funds. Mr. Speciale noted they've been working together at the Trolley Museum for the past five years. He suggested the Development Committee is working to transform the Trolley Museum, as he'll explain in the presentation.

Mr. Speciale noted that the Trolley Museum has been a mainstay in East Windsor since 1940; the Trolley Museum is celebrating its 81st anniversary this year. Mr. Speciale suggested the goal is to take an 81 year old cultural and historic asset in East Windsor and transform it into one of New England's great living history museum like Sturbridge Village, Mystic Seaport, and Plymouth Plantation. The goal is to be a great, outstanding living history museum and major tourist attraction for New England and beyond.

Mr. Speciale reported the Trolley Museum has six components they are currently working on, which include:

- repair/replacement of the rail line
- renovation of the Visitor Center
- continuing trolley car maintenance and restoration
- upgrading the grounds
- updating the organizational structure of the Museum Board

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➤ creating the visitor experience

Mr. Speciale noted the Trolley Museum owns 1 ½ miles of rail line and includes a 17 acre campus. The rail line operates on the original line owned and operated by the Hartford & Springfield Railway. Mr. Speciale cited the Museum needs to replace the poles and ties along the line, as it hasn't had the resources to keep that work up on an annual basis.

Mr. Speciale noted the Visitor Center was built in the 1980s; the gift shop and lobby need renovations. Mrs. Giadone acquired a grant to turn the auditorium into a conference center and business meeting area, as well as an area to hold birthday parties and educational events.

The 17 acre campus needs landscaping enhancements. Mr. Speciale noted they've just completed a study to determine drainage improvements; that study will enable the Trolley Museum to put in a paved parking lot which will allow them to operate all year.

Regarding the organizational structure, Mr. Speciale noted the Trolley Museum was started by a group of trolley enthusiasts who knew a lot about trolley car history and operating the trolley cars, but it was somewhat of a club. Mr. Speciale suggested they've changed the way they operate as they want to be as effective and efficient as the best non-profit organizations. To achieve the goal of creating a living history museum they've hired an Executive Director, and changed the bylaws, and have added members to the Board of Directors who are people who know how to raise the money necessary to achieve the Museum's goals.

Mr. Speciale suggested the most important thing is the visitor experience. To enhance the visitor experience the Museum needs to have its infrastructure in place. They plan to have trained docents to interact with the visitors, historic re-enactors, good professional exhibits, and an education director to develop programs. The goal is to capture the experience of the trolley era.

Mr. Speciale suggested they are currently building a constituency of individuals who are able to provide resources; they're talking to State and Federal officials, private organizations and corporations.

Mr. Speciale noted recent achievements of the Trolley Museum include the first paved walkway for guests visiting the Museum and Visitor Center. The Isle of

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Safety, which originally stood in downtown Hartford from 1912 to the 1970s and now graces the entrance to the Museum grounds, has been restored. Mrs. Giadone has raised \$200,000 in grants for special projects, and they have a good, strong annual giving program.

Mr. Speciale offered a brochure summarizing the Transformation Plan for the Trolley Museum (See Attachment A), and thanked the Board for their time.

First Selectman Bowsza asked Mr. Speciale how the Town can help? Mr. Speciale suggested that the Trolley Museum is unknown to a larger group of potential funding sources because the volunteers were busy working on track and car restoration. He and Mrs. Giadone brought the knowledge of who supports these organizations to the Museum. Mr. Speciale noted when he came to the Trolley Museum in 1986 the organization had \$1,600 in the bank and was thousands of dollars in debt, and had a building that was inadequate, but it was this great gem with such potential. Mr. Speciale felt he was good at getting people to join the cause; he indicated he has been working with First Selectman Bowsza who understands what the Trolley Museum is trying to do. The Trolley Museum is pursuing State of Connecticut and Federal funding. Mr. Speciale indicated he and Mrs. Giadone will be establishing relationships with larger foundations. The goal is to create this great living history museum. Mr. Speciale suggested history is important. He hopes the Town appreciates the value of the Trolley Museum in town; he suggested it's languished too long because the volunteers were doing the work themselves.

First Selectman Bowsza suggested Mr. Speciale is looking for the Board to be ambassadors for the Trolley Museum? Mr. Speciale concurred, noting the Trolley Museum is a great asset to the Town. He noted the tracks run along a spur of a trolley company that ran from Hartford to Springfield; the spur ran from where Maine Fish is today to Rockville. He noted the average age of the trolleys in the fleet is 104 years old, while the oldest is 119. He suggested it's wonderful to ride in a vehicle of that age and experience the history. East Windsor can be the home of a museum on a par with Sturbridge Village, Mystic Seaport, or Plymouth Plantation.

Selectman Baker questioned if the line extends to the amusement park operated by the original trolley company? Mr. Speciale suggested if the Trolley Museum can extend the line they can develop a walking trail in the area. He noted an event planned for September 4th – "Everything that Runs"; he encouraged the Board to attend. Mr. Speciale cited Executive Director Alimberti does a

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wonderful job developing the events. Deputy First Selectman DeSousa suggested it's been noticed that the grounds have been cleaned up.

Mr. Speciale cited his past experience with the Air Museum, noting it took him 29 years to develop that organization into the experience it is today. His current goal is to make the Trolley Museum a living history experience for East Windsor.

First Selectman Bowsza thanked Mr. Speciale and Mrs. Giadone for their presentation.

B. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of \$1,430.13.

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

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

10. SELECTMEN COMMENTS AND REPORTS/:

A. Jason Bowsza:

(See Attachment B)

B. Marie DeSousa:

(See Attachment C)

C. Charlie Nordell:

(See Attachment D)

D. Alan Baker:

Selectman Baker noted he reviewed the Minutes of the Planning and Zoning Commission's (PZC) recent minutes, which reflected the following:

- The PZC elected a new slate of officers since the resignation of Joe Ouellette who served as Chairman for at least a decade. Anne Gobin is the new Chairman.

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- Joe Sauerhoefer, of DPW, has been approved as a new member.
- While the Commission currently has no new applications before them they did discuss ADUs (Accessory Dwelling Units, formally Accessory Apartments), and the new retail marijuana law. Discussion on both issues will continue at the Commission's next meeting.

Selectman Baker reported he attended the Broad Brook Fire Department Commission Meeting. They discussed:

- The recent fire call in Warehouse Point, and acknowledged a letter sent to the department from Chief Barton of the Warehouse Point Fire Department
- The call to rescue a person who suffered an accident on his ATV while riding the vehicle off Plantation Road. It was a complex and technical rescue, requiring 2 or more hours of department involvement.
- The report of the Town Fire Marshal regarding inspection,
- Continued discussion regarding shared expenses for the Town Fire Marshal, including use of a Town vehicle while working on both sides of town.
- Reported on the status of the vehicle replacement committee regarding the 20 year old tanker.

E. Sarah Muska:

(See Attachment E)

11. PUBLIC PARTICIPATION:

First Selectman Bowsza noted a second opportunity for the public to speak. He queried the in-person attendees, and those signed in remotely, for comments. No one requested to speak.

12. EXECUTIVE SESSION/Pursuant to C.G.S. Sec. 1-200 (6)(b), negotiations, (6)(c) 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 is possible:

MOTION: To GO INTO EXECUTIVE SESSION at 8:17 p.m. Attending the Executive Session were First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell.

Muska moved/Baker seconded/DISCUSSION: None.

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

LET THE RECORD SHOW the Recording Secretary left the meeting at 8:17 p.m.

The Board returned from Executive Session at 8:49 p.m. First Selectman Bowsza noted there was no other business to come before the Board this evening. He requested a motion to adjourn.

13. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:49 p.m.

Nordell moved/Baker seconded/DISCUSSION: None

VOTE: **In Favor: Unanimous**

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS:

- A – The Connecticut Electric Railway Association, Inc (Trolley Museum) Transformation Plan
- B - Selectman's Report – First Selectman Bowsza
- C - Selectman's Report – Deputy First Selectman DeSousa
- D - Selectman's Report - Selectman Nordell
- ~~E~~ - Selectman's Report - Selectman Muska
(Selectman Baker's Report is included in the Meeting transcription)

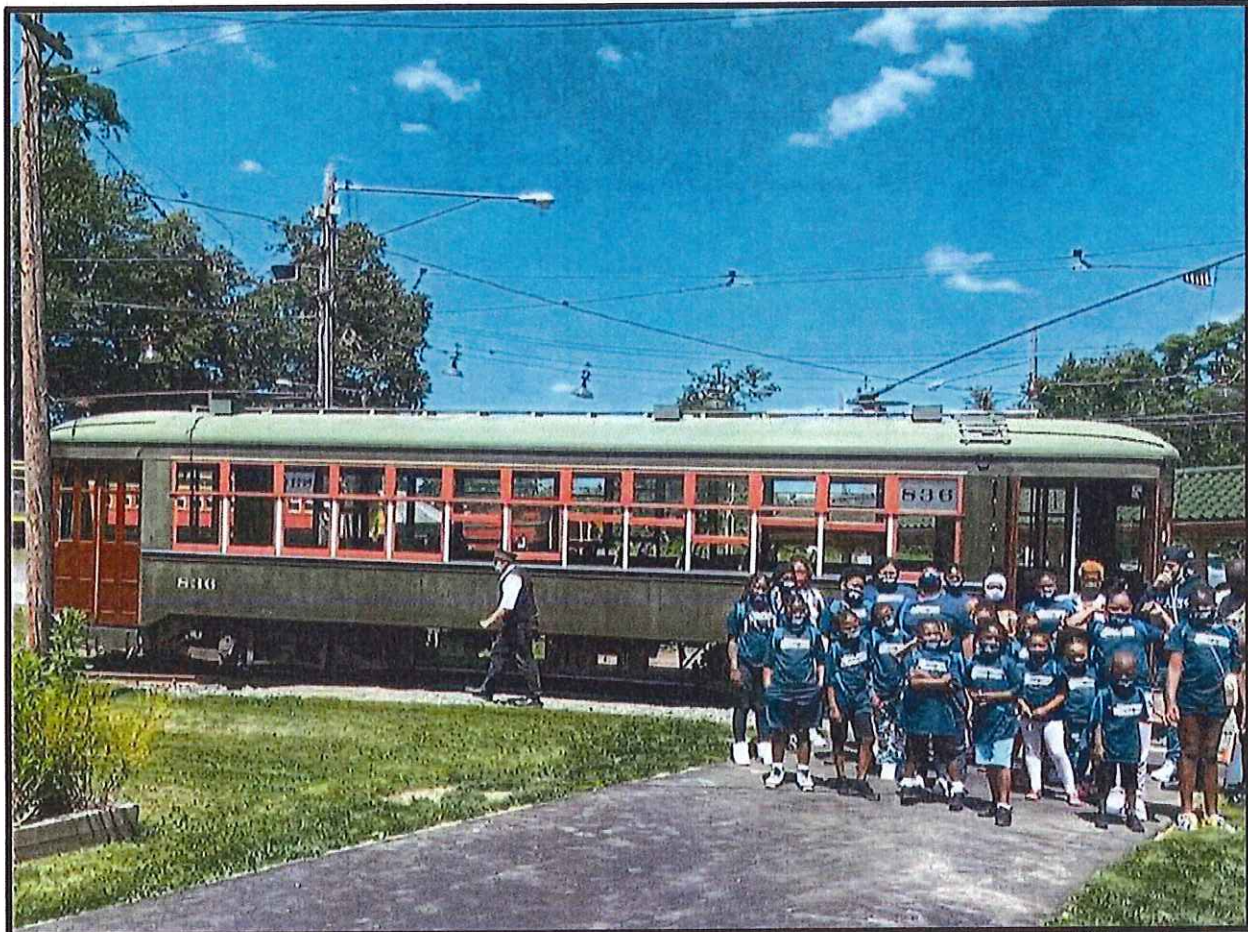
Box 8/19/2021 Attachment A



The Connecticut Electric Railway Association, Inc.
58 North Road, P.O. Box 360
East Windsor, Connecticut 06088-0360
Office: 860-627-6540 Fax: 860-627-6510



TRANSFORMATION PLAN



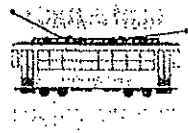
www.ct-trolley.org

Email: office@ct-trolley.org

A 501(C)(3) Non-Profit Historical And Educational Museum Of Operating Electric Traction.



The Connecticut Electric Railway Association, Inc.
58 North Road, P.O. Box 360
East Windsor, Connecticut 06088-0360
Office: 860-627-6540 Fax: 860-627-6510



Connecticut Trolley Museum August 2021

THE GOAL

To take an existing 81 year old cultural and historic asset and to totally transform it into one of New England's great living history museums similar to Old Sturbridge Village, Plymouth Plantation and Mystic Seaport

AREAS TO BE ADDRESSED

1. The Railway
2. The Visitor Center
3. The Grounds
4. The Organizational Structure
5. Trolley Car Maintenance and Restoration
6. The Visitor Experience

The Railway

It consists of more than 1.5 miles of track and ballast along the main line and sidings. There are nearly 8,000 ties supporting the track. There are more than 130 poles, wire and hardware to provide the power to operate the trolleys. Much of this equipment and material needs to be replaced due to age and wear and tear.

The Visitor Center

Built in the 1980's it is in need of a makeover. The lobby and gift shop need to be re-configured; plumbing and lighting efficiencies are needed; a general cosmetic makeover is required; and the auditorium needs to be renovated to be able to better support a variety of activities and programs for the public.

The Grounds

The 17 acre main campus should be landscaped. A paved parking lot, along with a proper drainage system is required for both the sake of appearance and visitor convenience.

The Organizational Structure

The proper structure is needed for operational efficiency, good management, strategic planning, financial stability and more.

Trolley Car Maintenance and Restoration

The existing Restoration Barn is woefully inadequate. It has limited capacity and cannot be properly heated which impacts the ability to recruit the skilled volunteers needed to keep things moving at a proper pace and so it needs to be replaced if the Museum is to keep its trolleys in peak operating condition.

The Visitor Experience

A great living history museum will have trained docents, historical re-enactors professionally built exhibits that are engaging and a variety of formal and informal educational programs. This requires a Visitor Services or an Education Department with staff, something that the Museum does not have right now

What The Museum Needs To Do To Achieve Its Goal

To create a constituency to advocate for the Museum and to enlist the financial and in-kind supporters who embrace the goal that has been set forth. The Museum's Development Team is doing just that, identifying key potential supporters from the private, corporate and government sectors. This will be a multi-million dollar makeover but a great deal of the initial groundwork has already been done. Wish us well, if you would, and think about how you could participate in this effort.

A Footnote:

Much has been accomplished over the past three years and the pace of the work has been accelerating.

- A full time paid executive director has been hired
- the bylaws were revised from those that were adopted when the Museum was just a club
- new directors have been added to the Board who bring with them a wealth of knowledge to help the Museum move forward
- the first ever paved walkways were just installed
- the first ever professionally built exhibit (on local trolley history) is about to be installed just this year
- many new power poles and ties have been installed just this year
- the historic Isle of Safety structure at the entrance to the Museum's grounds was restored
- a strong Development Committee was organized and it has created a formalized annual giving program supplement the operating budget
- nearly \$200,000 in grant awards have been received to support a number of special projects such as the purchase of safety equipment, electrical upgrades, trolley car restoration and more.

A Footnote to the Footnote:

The average age of the trolleys in the operating fleet is 104 years old!

BB 8/19/2021 Attachment B

First Selectmen's Report – August 19, 2021

Effective August 20, the Town of East Windsor will have a mask mandate for any indoor facility where the public may frequent. The only exceptions to this will be children under two years old, anyone who is eating or drinking, and anyone with a valid written exemption from a doctor. This mandate is being issued as part of a regional collaborative effort that includes towns within our regional council of governments. Area town leaders have had discussions about implementation, and we agree that the best approach to this would be for the governor to issue one state-wide policy. Absent that, we believe we can better protect public health and economic well-being among people and businesses in our community by acting regionally.

Our goals are simple: ensure that children can go to school in person this year and ensure that additional sector mandates or capacity limits will not be necessary. We saw the detrimental effects of those restrictions on children and businesses last year, and we do not want to revisit them again. The COVID variant is particularly dangerous to the unvaccinated, many of whom may be children. The best ways to protect against the variant is to respect social distancing, wear a mask, and get vaccinated when you are able.

We are grateful to State Representative Jaime Foster for her work in securing state bond funding to replace the spillways at East Windsor Park and at the base of Highland Avenue. These projects both need to be done and would otherwise have cost the Town of East Windsor more than \$1.1 million.

On August 11, I had a video conference with representatives from Metro Hartford Alliance to discuss economic development opportunities. Next month, I will be hosting the representatives on a tour of East Windsor to showcase properties that may be developed or redeveloped. I would welcome suggestions on parcels to showcase.

On August 12, I had the good fortune of visiting with Nancy Masters to discuss the good work being done at Scout Hall and at the Museums on the Green. Mrs. Masters always offers insight into ways the Town can support these two great nonprofits in our community. Later that same day, I visited with Lois Hiller at the Warehouse Point Library to discuss the improvements that they have made during the pandemic as well as to talk about their exciting future plans.

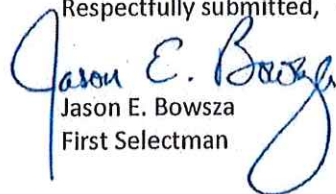
On August 17, our ERASE COVID grant coordinator provided me with an update on the review process for the nearly 110 applications received from small businesses and nonprofits in the community. We continue to make good progress towards the goal of distributing grant funding to qualified applicants on or about Labor Day.

On August 18, Melissa Maltese and I joined State Representative Jaime Foster for a tour with the executive director of the Ellington YMCA, Dave Corricelli. The visit was a productive one, and we're hoping to be able to take advantage of some of their amenities to enhance programming options for East Windsor senior citizens in the near future.

This coming Saturday, the Broad Brook Fire Department will be celebrating their 125th anniversary with a parade, food trucks, and fireworks display. The event kicks off at 5pm, traveling up Main Street (BB), up Windsorville Road, and along Reservoir Avenue to the East Windsor Park. The fireworks display is scheduled for 9pm.

The waterfront at East Windsor Park will close for the season on Sunday, and the splash pad will have a school-adjusted schedule starting next week and running through Labor Day. The adjusted hours will be from 3pm to 6pm. We have three summer concerts still planned. Shaded Soule will be playing at 6:30p on August 26th, Ashley Cruz will be playing at 6pm on September 2nd, and Leaf Jumpers will be playing at 6pm on September 9th. It has been a very successful concert season, and we look forward to building on it next year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jason E. Bowsza". The signature is stylized with a large, looping initial "J" and a long, sweeping underline that extends to the right.
Jason E. Bowsza
First Selectman

BPS 8/19/2021 Attachment C

Deputy First Selectman Liaison Report

August 19, 2021

I first want to start off by expressing my pleasure that we can meet in public if we choose or via zoom if we choose. Unfortunately, a choice is not always available so please self-reflect on the crisis in Afghanistan. With all our faults here in the United States and our dislike for policies set by others we still have choices. I choose to put humanity first. We are better united for our future so don't hesitate to reach out to others in need. A simple hello, holding of a door or offering to help someone less fortunate then you can make a difference. I want to thank all our military members for their sacrifices for my freedoms and yours.

On August 11, 2021 I attended the presentation given by our Town Assessor Helen Tetz at the Senior Center regarding available Tax Relief Programs in East Windsor. A valuable handout was available to take after the presentation.

August 12, 2021 I attended the National Park Service – Rivers, Trail and Conservation Assistance Program in the absence of our First Selectmen Jason Bowsza. Representatives from East Longmeadow, MA, Enfield and East Windsor, CT along with Stephanie Stroud, Community Planner for the National Park Service were in attendance. Discussion took place regarding the East Longmeadow, MA Redstone Rail Trail process and the desire to expand it. Enfield spoke on their objectives and desire to organize a trail along the Freight Line leading into the Southside of East Windsor. East Windsor Board of Selectmen along with Enfield has passed a resolution for such prior to this meeting. I have attached the minutes to this virtual "Teams" meeting.

August 18, 2021 I attend the monthly Staff meeting.

I am looking forward to celebrate the Broad Brook Fire Department's 125th Anniversary event to be held on Saturday, August 21, 2021. Hope to see the Community out for this Event.

Stay safe and Healthy,


Marie E. DeSousa, Deputy First Selectman

**Connecticut General Statute 27-103
RELEVANT DATES of WAR**

World War II
December 7, 1941 to December 31, 1946¹

Korean Conflict
June 27, 1950 to January 31, 1955

Vietnam Era
February 28, 1961 to July 1, 1975

Lebanon
July 1, 1958 to November 1, 1958 or
September 29, 1982 to March 30, 1984²

Invasion of Grenada
October 25, 1983 to December 15, 1983²

Operation Earnest Will
July 24, 1987 to August 1, 1990²
(Operation Earnest Will involving the
escort of Kuwaiti oil tankers flying the United
States flag in the Persian Gulf)

Invasion of Panama
December 20, 1989 to January 31, 1990²

Persian Gulf War
After August 2, 1990³

"and shall include service during such periods with
the armed forces of any government associated
with the United States."

ALSO ELIGIBLE: If DD214 is recorded in another
Connecticut town before October 1, 1977 and
having served during above period less than 90
days

¹ Pursuant to § 12-86, twelve o'clock midnight on December 31,
1947 is the World War II termination date for purposes of
granting a property tax exemption.

² A person must have served in a combat or combat support
role for the duration of a campaign lasting less than 90 days
(i.e., the Invasions of Grenada and Panama) in order to
qualify for a property tax exemption. A person must also
have served in a combat or combat support role in Lebanon or
in Operation Earnest Will, during the specified dates, in order
to qualify for an exemption. An Armed Forces Expeditionary
Medal is awarded to such individuals.

³ Although referred to as the Persian Gulf War, service in the
Persian Gulf is not required, nor is service in a combat or
combat support role.

REV. 8/2/2021



Assessor's Office
11 Rye Street
Broad Brook, CT 06016-9553
Tel: (860) 623-8878
Fax: (860) 623-4798
www.eastwindsorct.com

Monday	8:30 am to 4:30 pm
Tuesday	8:30 am to 4:30 pm
Wednesday	8:30 am to 4:30 pm
Thursday	8:30 am to 7:00 pm
Friday	8:30 am to 1:00 pm

Connecticut law provides for exemption programs and tax relief for certain **QUALIFIED TAXPAYERS**. The programs are as follows:

Elderly or Disabled Homeowners

Renter Rebates
(contact Human Services 860-623-2430)

Veterans

Active Armed Forces

Totally Disabled

Modified Motor Vehicles for
handicapped drivers/passengers

Blind

You must be a resident of the State of Connecticut and the following requirements must be met in order to be eligible for these programs:

ADDITIONAL DISABILITY EXEMPTION

Connecticut General Statute 12-81i provides for an additional local option exemption for any person receiving an exemption under §12-81 (55). To qualify:

1. A person must be receiving the SS Disabled exemption according to C.G.S. 12-81 (55).
2. Qualify by income. For income requirements and types of proof for income, see Homeowner's section.
3. **This is an biennial filing between February 1st and October 1st**

BLIND

C.G.S. 12-81 (17) provides for an exemption in the amount of \$3,000 on the assessment of the property owned by, or held in trust for, a person who is blind. Requirements for granting the Blind Exemption are:

1. Must provide the Assessor with a "Certification of Legal Blindness" as received from:

State of Connecticut
Department of Human Resources
Board of Education and Services for the Blind
170 Ridge Road
Wethersfield, CT 06109

2. Eligibility for exemption must be proved and application made by **January 31**.

ADDITIONAL BLIND EXEMPTION

Connecticut General Statute 12-81j provides for an additional local exemption for any person receiving an exemption under §12-81 (17). To qualify:

1. A person must be receiving the blind exemption according to C.G.S. 12-81 (17).
2. Qualify by income. For income requirements and types of proof for income, see Homeowner's section.
3. **This is an biennial filing between February 1st and October 1st**

HANDICAPPED ADAPTED MOTOR VEHICLES

Connecticut General Statute 12-81c and Local Ordinance #86-2 provide for a total exemption of any motor vehicle which is handicapped-equipped with special hand controls or other adaptations for physically disabled passengers and/or drivers, or a motor vehicle which is used exclusively for the purpose of transporting any medically incapacitated individual, **except** any vehicle used to transport individuals for payment.

The application can be obtained at the Assessor's office or the Town's website and **must be filed by November 1st**.

1. Must be a resident of the State of Connecticut and must have an Honorable Discharge or certain "Other Than Honorable" discharges as defined in PA 18-47 (related to PTSD or TBI)
2. Served active duty for ninety or more cumulative days except, if the war, campaign or other operation lasted less than ninety days (see back of pamphlet)
3. A person who has not served in a conflict period but is entitled to a disability pension as determined by the Veteran's Administration
4. A serviceman who is in continuous service and has previous conflict period service
5. A person who has their DD214 recorded in another Connecticut town before October 1, 1977 and has served during a "conflict period" less than 90 days

A person may file an original or certified copy of their DD214 (discharge papers) **BEFORE OCTOBER 1** with the Town Clerk's Office to be eligible for the exemption on the Oct 1 Grand List.

If you move within the State of Connecticut, you must file your discharge paperwork with the Town Clerk's office in the town in which you moved by October 1. "Portability" provisions** exist between Connecticut towns if the DD214 is not filed timely when you move from one town to another. This needs to be processed by the assessors in each town. If you move back to a town where you had previously filed, please notify the Assessor's Office in that Town.

*armed forces are defined in §27-103 as:
Air Force, Army, Navy, Marine Corp, Merchant Marines, and activated National Guard. National Guard activated by an act of Congress or when serving for homeland security.

COPIES OF DISCHARGE RECORDS (DD-214)

Contact the National Archives and Records Administration for discharge records if you do not have your original document.

Internet: <http://www.archives.gov/veterans/evetrecs/index.html>

Telephone: 1-866-272-6272

Mail: The National Archives and Records
Admin., 8601 Adelphi Road
College Park, MD 20740-6001

Administration in accordance with CGS 12-81(20) to the assessor in order to qualify.

A veteran must submit the proper paperwork just once, unless the VA modifies the disability rating. If modified, the veteran must provide a copy of the new rating or forfeit the exemption until proof of the new rating is provided to the assessor.

Upon turning the age of 65, a disabled veteran's exemption will automatically become equal to a 100% rating.

****"PORTABILITY" of EXEMPTION**

C.G.S. Sec. 12-81cc allows for the portability of certain veterans' property exemptions- those allowed under subdivisions (19), (20), (22), (23), (24), (25), (26), (28) or (53) of C.G.S. Section 12-81. If a person has moved within the state during the year, they may request a letter of eligibility be given to the Assessor in their current town from the Assessor in the prior town. This statute allows any person eligible to receive an exemption in the town they moved from, and did not receive their exemption, to have that exemption forwarded to another town. Such person must submit proof of future eligibility by filing their DD214 in the new town of residence.

ADDITIONAL VETERAN'S EXEMPTION

A veteran receiving the regular veteran's exemption, will qualify for an additional exemption, provided by Connecticut General Statute 12-81f. This is equal to half the regular exemption and is applied automatically.

Alternatively, lower income veterans may qualify for an additional exemption equal to double the base exemption. The income requirements are the same as those for the State Homeowner Benefit program. (see #3 under "Homeowners" section). The application filing period for this program is February 1 thru October 1 for the exemption to be effective on the Grand List of October 1st.

An additional \$6000 exemption is available through the local option program whose qualifications mirror State program guidelines and income requirements.

Please bring the required proof of income as stated under Homeowner benefits. However, please **NOTE: Veterans' Disability payments are not considered income for this program. If VA disability rating is 100%, only taxable income is used.**

If you are the surviving spouse of a Veteran, you will also qualify for these programs, as long as you remain single.

ACTIVE SERVICEMEN

C.G.S. 12-81 (53)(a) provides for the exemption of **one** motor vehicle belonging to, leased to or held in trust for, any member of the United States Armed Forces.

Current National Guard and Air National Guard also qualify for this exemption.

1. Application forms are to be obtained from the Assessor's office or online from the Town website.
2. **Filing Deadline:** Filing is to be not later than December 31st following the date the property tax is due.

FEDERAL SOLDIERS & SAILORS RELIEF ACT -

Non Resident

If you are based in Connecticut on orders but are a legal resident of another State, you also qualify for an exemption for any motor vehicles registered to you or your spouse in the State.

Application forms for this exemption may be obtained by contacting the Assessor's office or online on the Town's website.

SOCIAL SECURITY DISABLED

C.G.S. 12-81 (55) provides for an exemption in the amount of \$1,000 on the assessment of the property owned by, or held in trust for, a person who is disabled and receiving Social Security disability benefits if they:

1. Qualify in accordance with federal regulations, to receive permanent total disability benefits under Social Security; or qualify for permanent total disability benefits under a federal, state or local government retirement or disability plan, including the Railroad Retirement Act;
2. Present to the Assessor a current original Certificate of Award letter from Social Security or current documentation from the Department of Social Security, or their doctor if they did not work under a Social Security plan; and
3. Sign and file the prescribed form with the Assessor by **January 31**.

HOMEOWNERS

Connecticut General Statutes provide for a credit to be applied to the annual real estate tax bill of certain qualified taxpayers. To qualify:

1. You must own and reside at the property for which tax relief is sought. You may have Life Use or be a part owner of the property.
2. You, or your spouse, must have been 65 years of age at the close of the calendar year preceeding your application or you must be over 18 and permanently and totally disabled.
3. There is an income limit for this program. Income includes pension, wages, interest on accounts etc. and Social Security — for both persons if married. The limits are set each year by the State of Connecticut and are subject to change. You may call the Assessor's office to determine the current income limits.
4. You must provide the Assessor with a copy of your federal income tax return, if you file one, and your SSA 1099 from Social Security and/ or Railroad Retirement. Statements for all taxable and nontaxable income must be provided if an income tax return is not filed, including Veterans pension and disability payment statements .
5. **Applications must be filed between February 1 and May 15**, in the Assessor's Office. After the initial application, they must be filed every two years.

RENTERS

If you are a renter within the Town of East Windsor, you may file between April 1 and October 1.

(a mobile home owner may file as a renter **OR** Homeowner but not both)

For Renters Information please contact the Human Services office at:
(860) 623-2430

- Enfield is interested in any information related to economic development

Stephanie Stroud (she/her)
Community Planner



NPS-RTCA

Rivers, Trails and Conservation Assistance Program

National Park Service - Rivers, Trails and Conservation Assistance Program
15 State Street, Boston, MA 02109
Cell: (857) 270.3013
teleworking until further notice

Learn more about NPS – RTCA:
[Website](#) [Facebook](#) [Twitter](#)

"This may only be a dream of mine, but I think it can be made real."
--Ella Baker

From: Stroud, Stephanie L <Stephanie_Stroud@nps.gov>
Sent: Thursday, August 12, 2021 2:53 PM
To: carol.hall@housegop.ct.gov <carol.hall@housegop.ct.gov>; Ludwick, Michael <mludwick@enfield.org>; dszewczak6275@gmail.com <dszewczak6275@gmail.com>; jbowsza@eastwindsorct.com <jbowsza@eastwindsorct.com>; scottkaupin@cox.net <scottkaupin@cox.net>; fattymoo@gmail.com <fattymoo@gmail.com>; loriung@gmail.com <loriung@gmail.com>; unghirej@gmail.com <unghirej@gmail.com>; Bethany Yeo <bethany.yeo@eastlongmeadowma.gov>; Brown, Elizabeth P <Elizabeth_P_Brown@nps.gov>; Jaime.Foster@cga.ct.gov <Jaime.Foster@cga.ct.gov>; Saud.Anwar@cga.ct.gov <Saud.Anwar@cga.ct.gov>; Pamtownsend4957@yahoo.com <Pamtownsend4957@yahoo.com>; mdesousa@eastwindsorct.com <mdesousa@eastwindsorct.com>
Cc: tom.christensen@eastlongmeadowma.gov <tom.christensen@eastlongmeadowma.gov>; Rep. Hall, Carol <Carol.Hall@cga.ct.gov>; bruce.fenney@eastlongmeadowma.gov <bruce.fenney@eastlongmeadowma.gov>; mary.mcnally@eastlongmeadowma.gov <mary.mcnally@eastlongmeadowma.gov>; george.kingston@eastlongmeadowma.gov <george.kingston@eastlongmeadowma.gov>; deborah.house@eastlongmeadowma.gov <deborah.house@eastlongmeadowma.gov>
Subject: Meeting Notes from Today's Call: East Longmeadow, CT and NPS RTCA

Hi Everyone!

Thank you for a great call today! It is so inspiring to hear all of the work you all are doing to create a trail system for your communities!

Below are notes from our meeting. Please do let me know if any of this information is incorrect or needs to be edited (I took notes best I could while everyone was talking, but may have missed a few things here and there!). You will also see contact information for the individuals I mentioned on our call today.

Many thanks, and hope to talk to you all soon! --Steph

CT, East Longmeadow, and NPS RTCA Call Notes
August 12, 2021 @ 10:00 on Microsoft Teams

Attendees:

NPS: Steph Stroud, Elizabeth Brown

East Longmeadow: Bethany Yeo, George Kingston, Bruce Fenney, Debbie House, Tom Christensen,

Enfield: Michael Ludwick (Mayor), John Gallacher (Board of Education), Laurie Unghire

East Windsor: Donna Szewczak, Scott Kaupin, Mike Emmons, Jason Bowsza (First Selectman), Marie Desousa

Rep. Carol Hall

Meeting Agenda:

- Welcome and Introductions
- Enfield, CT: background and overview of trail efforts and objectives to date
- East Longmeadow: background and overview of trail efforts and objectives to date
- National Park Service, Rivers, Trails and Conservation Assistance Program: overview of program
- Potential next steps for working together!
- Adjourn

Enfield, East Windsor and CT:

- Enfield: Application to DOT has been approved
- Freight line runs through Rep. Hall's district. Lease on freight line expired last year. The gentleman who owns the lease would like to reapply for another 25 years. The rail line is defunct. There is one good piece on the South Side of East Windsor.
- Not a working line in over 50 years.
- DOT has signed a one year lease with him. We are now 3-4 months into the lease. Rep. Hall has not received a copy of the lease yet. Both Enfield and East Windsor have passed resolutions for a trail and this has received attention from DOT.
- Two Senators (Kistler (??) and Anwar): both in support. Bipartisan effort for a rails to trail.
- Mike Ludwick: line is technically still active. Federal government has to release the line.
 - Trying to figure out what the best method is to organize and who needs to be involved
- Donna: Biofuels expansion business located on the line, as well as a jet fuel delivery company in a small section of the industrial park. Want to reestablish the freight line for transport. There are 10 abutters that are in favor of the trail and would not like to see the freight line established.
- Rep Hall-- have had a huge amount of support for this project, the big hurdle will be with CT DOT. In PoCD.

East Longmeadow:

- Independent trail non-profit formed to advocate for the trail and engaged the US rep. The group helped to advocate and gather federal funding. Having a separate grassroots group was helpful.
- Pipeline is still in the ROW and is still active. Now used for fiber optic.
- Bethany-- Redstone Rail Trail is 1.8 Mile out and back road. 1.5 Million dollar project over the course of two decades from when discussions began to its completion. Pioneer Valley Planning Commission collects data on trail usage and has been a critical advocate. New master plan has been approved and community has said that they want the rail trail extended.
- George: 501c3 dissolved after the rail trail was established. Existed for about 10 years before the project got started.
- Residential abutters may not be in favor at first. Businesses may be in favor. East Longmeadow has restaurants and a bike shop along the trail.
- The Rec Department is putting together a 501 c3 and may have advice for how to get started.

National Park Service, Rivers, Trails and Conservation Assistance Program (RTCA):

- RTCA is a technical assistance program within the National Park Service that provides free planning assistance for communities. Applications are due in March: nps.gov/rtca
- RTCA is currently assisting the Town of East Longmeadow with trail planning and development.

Next Steps:

- CT folks should start to engage with the COGs, CT DEEP, and CT DOT, CT Greenways Council, and Rails to Trails Conservancy.
 - CT DEEP: Laurie Gionnotti: laurie.gionnotti@ct.gov
 - CT DOT, Transportation Planners: Anna Bergeron: anna.bergeron@ct.gov and Bill Champagne: william.champagne@ct.gov
 - CT Greenways Council: Bruce Donald, Chair: bruce@greenway.org
 - Rails to Trails Conservancy: Tom Sexton, Director of the Northeast Region: tom@railstotrails.org
- Enfield is interested in any information related to economic development

Stephanie Stroud (she/her)
Community Planner



NPS-RTCA

Rivers, Trails and Conservation Assistance Program

National Park Service - Rivers, Trails and Conservation Assistance Program
15 State Street, Boston, MA 02109
Cell: (857) 270.3013
teleworking until further notice

Learn more about NPS – RTCA:

[Website](#) [Facebook](#) [Twitter](#)

"This may only be a dream of mine, but I think it can be made real."
--Ella Baker

From: Stroud, Stephanie L

Sent: Monday, August 9, 2021 5:06 PM

To: carol.hall@housegop.ct.gov <carol.hall@housegop.ct.gov>; Ludwick, Michael <mludwick@enfield.org>; dszewczak6275@gmail.com <dszewczak6275@gmail.com>; jbowsza@eastwindsorct.com <jbowsza@eastwindsorct.com>; scottkaupin@cox.net <scottkaupin@cox.net>; fattymoo@gmail.com <fattymoo@gmail.com>; loriung@gmail.com <loriung@gmail.com>; unghirej@gmail.com <unghirej@gmail.com>; Bethany Yeo <bethany.yeo@eastlongmeadowma.gov>; Brown, Elizabeth P <Elizabeth_P_Brown@nps.gov>; Jaime.Foster@cga.ct.gov <Jaime.Foster@cga.ct.gov>; Saud.Anwar@cga.ct.gov <Saud.Anwar@cga.ct.gov>; Pamtownsend4957@yahoo.com <Pamtownsend4957@yahoo.com>; mdesousa@eastwindsorct.com <mdesousa@eastwindsorct.com>

Cc: tom.christensen@eastlongmeadowma.gov <tom.christensen@eastlongmeadowma.gov>; Rep. Hall, Carol <Carol.Hall@cga.ct.gov>; bruce.fenney@eastlongmeadowma.gov <bruce.fenney@eastlongmeadowma.gov>;

BOS 8/19/2021 Attachment D

Thanks for the reminder.

Selectman Nordell's report for 8/19/2021

On August 11th I attended the Police Commission meeting with the newly appointed commissioner Thomas Riordan. The meeting was very short with no important business coming before the board that was discussed in open session.

Tomorrow, August 20th, the Connecticut Trolley Museum will have WhoDat playing live at 6pm. And on Saturday the 21st starting at 10AM they have a special Super Hero and Princess day. Tickets and info can be found on their FB and website.

Also this weekend is the BBFD 125th anniversary celebration with a parade starting at 5pm down Main st., BB, and ending at the reservoir. Live music at the reservoir from 6-8 and Fireworks at 9pm.

CV 8/19/2021 Attachment E

Selectmen's Report - August 19, 2021

Hope everyone is enjoying the remaining few weeks of Summer! I don't have too much to report this evening.

The Board of Education and Board of Finance cancelled their meetings and I was unfortunately unable to attend the Veterans Commission meeting due to storm damage.

Tomorrow evening, August 20, 2021, from 6:00PM-9:00PM, WhoDat will be playing at the Connecticut Trolley Museum. Tickets are \$10.00 and include a trolley ride.

I am looking forward to the parade and festivities celebrating the Broad Brook Fire Department's 125th Anniversary on Saturday! Hoping for good weather, so we can honor all of the amazing firefighters serving our community, past and present.

Submitted With Sincerity,

Sarah A. Muska, Selectman

6A

PLEASE JOIN US FOR THE WHPFD DEDICATION CEREMONY OF THE ANTHONY DIMASTRANTONIO FIRE STATION

RECEIVED BY

AUG 30 2021

First Selectmans Office



We hope you can Join us on:

Saturday September 18, 2021

From 2:00 - 4:00pm

Refreshments will be served.

Warehouse Point Fire
Department
89 Bridge Street
East Windsor, CT 06088

6B

RECEIVED BY

AUG 27 2021

First Selectmans Office



Union Agricultural Society of
Enfield, Ellington, East Windsor and Somers

August 16, 2022

Town of East Windsor
Board of Selectmen
11 Rye Street
Broad Brook, CT 06016

Attn: Board of Selectmen

Dear Mr. Jason Bowsza, First Selectman

Sir:

The Union Agricultural Society of Enfield, Ellington, East Windsor and Somers, more commonly known as the Four Town Fair Association, is cordially inviting you and your Board Members to participate in the Annual Four Town Fair Parade. The Parade is being held on Saturday, September 18th beginning at 10:00 am.

The four (4) towns which comprise the Association rotate as to presidency and host town. In 2021, the current President is Stu Grant, a resident of East Windsor. Therefore, the Town of East Windsor is host to the 2021 Four Town Fair and Parade.

The Association would appreciate your participation as the leaders of East Windsor. Please notify me of your decision to participate.

Cordially,

Ann Marie Logan
President - Town of Somers



Four Town Fair Parade
Saturday, September 18, 2021

The Annual Four Town Fair is quickly approaching, and East Windsor is excited to be the host town for 2021. The Fair's Annual Parade will be on Saturday, September 18, 2021, beginning at 10:00 am and you are cordially invited to be a participant.

An Entry Form is enclosed for your convenience. Please choose only one category per entry. If you have more than one entry, i.e., two cars that you want judged separately rather than as one group, please fill out a separate form for each entry. Completed Entry Forms are requested to be returned no later than **September 1st**.

Please find a Parade Official along the line-up route and he/she will tell you where your assigned line-up spot is located. Your line-up location changes from year to year so find an official to get your designated line-up. All marchers should be instructed to start lining-up at approximately 9:15 am for an approximate start at 10:00 am. **Your placement is final as the line-up will already be in the judge's possession.**

All participants who are over the age of 12 and are marching in the parade, must have their hand stamped for admission into the Fairgrounds at the conclusion of the Parade. Stamps will not be honored later in the day or evening unless you entered the Fair after the Parade and had a re-entry stamp when leaving and wanting to return later that day.

Parents who do not march in the Parade are **not admitted to the Fair for free**. Please ensure all individuals are aware of this policy.

When you get to the judges area, **Do Not Stop for Demonstrations**. Winners will be announced approximately 2 hours after the end of the Parade. All prizes should be picked-up by the close of the Fair on Sunday.

I personally look forward to seeing everyone at the Parade. Remember, we step off at 10:00 am. If you have any questions, please do not hesitate to contact me directly by phone: 860.306.4143 or email: alogan1130@gmail.com (preferred)

Cordially,

Ann Logan, President
Town of Somers
Enclosure



FOUR TOWN FAIR PARADE ENTRY BLANK

Parade Date Saturday, September 18, 2021

Please fill out the following information and put only ONE ENTRY per entry form. (Example: If you have TWO antique cars, please fill out TWO entry forms.) All Entries are to be mailed to the following address:
A. Logan, POBox 221, Somers, CT 06071

Name of Organization: _____

Mailing Address: _____

Name of Contact Person: _____

Phone Number: (Home/Cell/Work) _____

Email: _____

Check **ONLY ONE** of the following categories. Entry will be judged in the indicated category

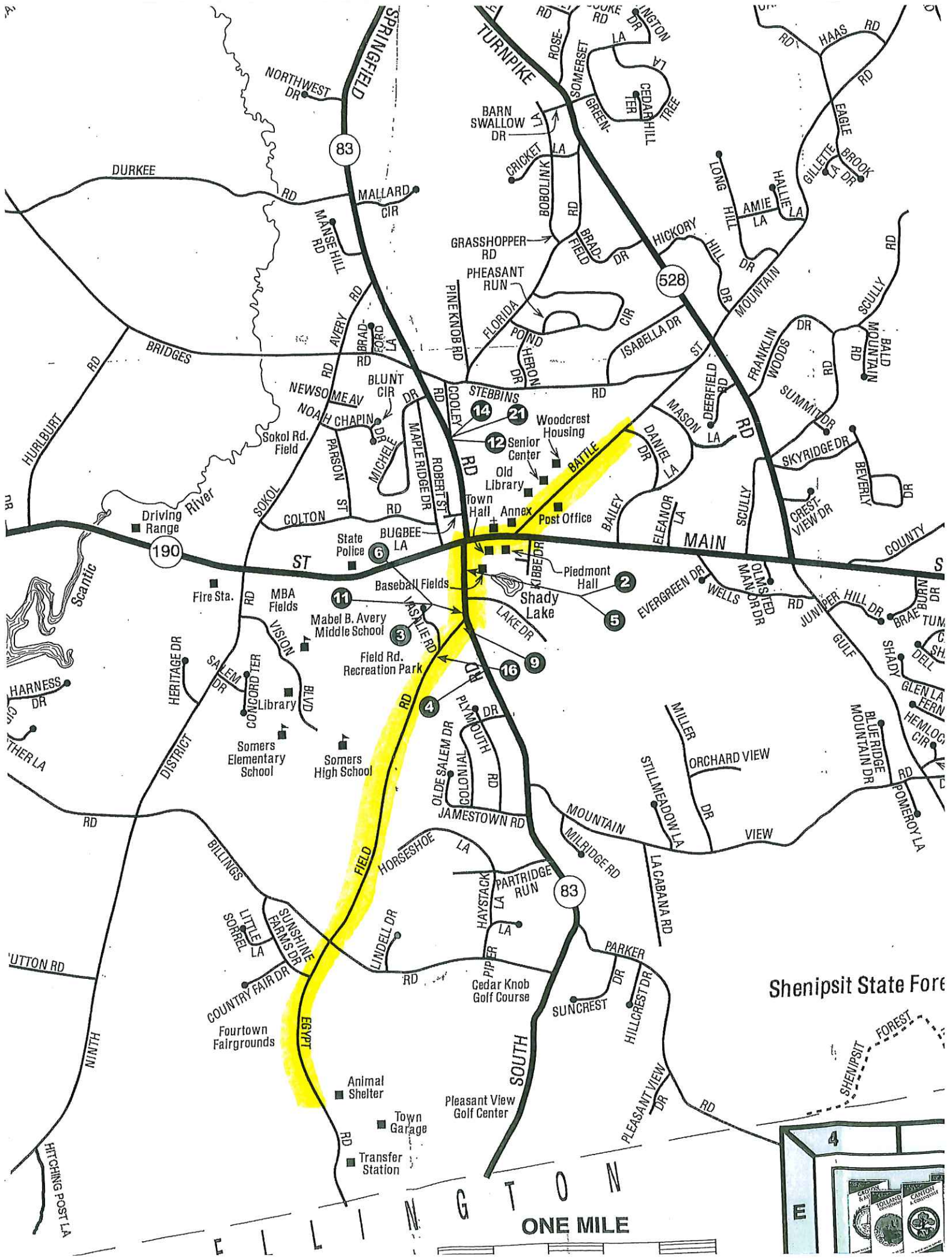
- A. ☐ Small Commercial Entry (small vehicles, horses, etc.)
- B. ☐ Large Commercial Entry (dump trucks, tractor trailer, school bus, etc.)
- C. ☐ Special Features (non-profit, twirlers, horses, etc.)
- D. ☐ Organization Entry (non-profit, PTO/PTA, grange, church, etc.)
- E. ☐ Marching Units
- F. ☐ Antique Farm Vehicles 25 Years & Older (include year, make, original/restored)
- G. ☐ Antique Autos 45 Years & Older (include year, make, original/restored)
- H. ☐ Classic Autos 20 Years & Older (include year, make, original/restored)
- I. ☐ Political Parties (Please circle one) **Democrat Republican Independent**
- J. ☐ Floats

Estimated size of entry in length feet and/or number of people marching

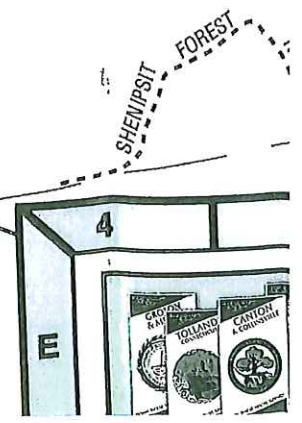
This Entry Form must be returned before September 1, 2021 or the entry will be positioned at the end of the Parade, if necessary.

Signature

PLEASE USE THE BACK OF THIS ENTRY FORM TO WRITE A BRIEF DESCRIPTION TO BE USED BY PARADE ANNOUNCER.



Shenipsit State Fore



TOWN OF EAST WINDSOR
OFFICE OF THE COLLECTOR
11 RYE STREET
BROAD BROOK, CT 06016
PH (860) 623-8904



PATRICIA KRATOCHVIL
TAX COLLECTOR, CCMC
HEIDI VANE
ASSISTANT TAX COLLECTOR

To: Board of Selectmen
Board of Finance

From: Patricia Kratochvil
Tax Collector

Date: August 19, 2021

Re: August 17, 2021 Tax Sale

A tax sale was conducted on August 17, 2021. There were a total of 29 properties up for tax sale. Prior to the wall posting, 27 properties were paid in full, one the mobile home the park owner foreclosed on the owner and the balance of the properties with the exception of one were paid prior to the sale date. That last property was purchased the day after the sale by the mobile home park owner who was not able to attend the sale. I was pleased with the results of the tax sale.

PROPERTIES FOR TAX SALE	AMOUNT COLLECTED	
Name		
32 JULIA COURT AND SEWER USAGE	\$17,775.89	1760.03 SEWER
94 NEWBERRY ROAD	\$31,568.40	
220 FAIRWAY DRIVE	\$1300.00	
5 GROVE STREET	Park Owner Foreclosed	
		WITH FUTURE PAYMENTS
WINKLER ROAD	\$9,528.02	TOTALING 25,200
65 MAIN STREET	\$5,127.79	
298 SOUTH MAIN STREET	\$6,603.21	
5 CEMETERY ROAD	\$12,990.87	
101 RIVERVIEW DRIVE AND SEWER USAGE	\$11,163.77	591.46 SEWER
54 MILL STREET, 3 PARCELS MILL STREET, SEWER USAGE	\$9,137.90	
23 OLD ELLINGTON ROAD - FCC	\$4,389.85	4389.85 FCC
29 OMELIA ROAD AND RYE STREET	\$18,763.54	

35 NORTH ROAD AND PROSPECT HILL ROAD	\$19489.00	
124 SOUTH MAIN ST AND FLOWER POWER	\$8715.13	
257-07 SOUTH MAIN STREET	\$405.00	
32 PROSPECT HILL DRIVE AND SEWER USAGE	\$8,180.48	989.00 SEWER
33 WOOLAM ROAD	\$2,823.03	
66 ELM STREET	\$2,631.00	
5 SOUTH ROAD AND SEWER USAGE	\$4,451.24	956.87 SEWER
294-15 SOUTH MAIN STREET	\$1,258.84	
257 SOUTH MAIN STREET	\$13,501.75	
19 ROSE COURT	\$2,642.18	
35 LAUREL CIRCLE	\$1,389.01	
52 ABBE ROAD	\$1,932.52	
257-10 SOUTH MAIN STREET	\$681.58	
257-23 SOUTH MAIN STREET	\$1,451.32	
372-01 SCANTIC ROAD	\$621.91	
131 TROMELY ROAD AND SEWER USAGE	\$1,645.61	425.21 SEWER

TOTAL COLLECTIONS OF TAX SALE APRIL 2019	\$200,168.84	\$4,722.57 SEWER
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FY 21-22 CUMULATIVE
TOWN AND DISTRICTS
END OF MONTH

TOWN END OF MONTH REPORT		JULY 21		CUMULATIVE CASH REPORT 1	NET CASH COLLECTIONS	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	18,388,033.43		18,388,033.43		18,444,579.80	33736419	(15,291,839.20)
MV Supplemental	0.00		0.00		0.00	325000	(325,000.00)
Interest and Fees	16,630.68		16,630.68		16,684.95	75000	(58,315.05)
Prior Year Taxes	65,980.17		65,980.17		(23,194.97)	60000	(83,194.97)
Total Tax Collector Report			18,470,644.28		18,438,069.78	34,196,419.00	(15,761,301.35)

Aircraft	0.00		0.00		0.00		0.00
Parking	0.00		0.00		0.00		0.00
Sewer Benefit Assessment	0.00		0.00		0.00		0.00
Sewer Facility Connection Charge	0.00		0.00		0.00		0.00
Warehouse Point Fire District	877,038.63		877,038.63		883,528.18	936,797.22	(53,269.04)
Broad Brook Fire District	931,672.07		931,672.07		934,221.23	972,537.71	(38,316.48)

% OF BUDGET COLLECTED - TOWN

53.92%

% OF BUDGET COLLECTED - WAREHOUSE POINT

92.91%

% OF BUDGET COLLECTED - BROAD BROOK

95.54%

An Ordinance Establishing Fees for Plan Review and Operating Permits

I. PURPOSE

The Fire Marshal for the Town of East Windsor is required by the General Statutes of the State of Connecticut as well as other applicable state and federal law and regulations to review plans for new construction or renovation and improvements of existing uses, buildings and structures. In addition, the Fire Marshal is required to conduct regular review and inspection of existing buildings and uses. The costs of conducting such plan review and inspections are substantial and place a burden on the taxpayers of the Town. In addition, these costs are not otherwise reimbursed to the Town by the State. Therefore, it is determined that that person or those persons directly benefitting from the services provided by the Fire Marshal shall bear the costs associated with those permits.

II. PERMIT AND PLAN REVIEW AND ANNUAL INSPECTIONS

- a. No building or structure subject to the Connecticut State Fire Safety Code and/or State Fire Prevention Code shall be constructed, used, occupied, enlarged, altered or repaired unless a permit has been granted for said activity by the Fire Marshal.
- b. No person shall undertake any of the operations or activities described in this chapter until such person shall have obtained a permit from the Fire Marshal. Said permit shall be valid for twelve (12) months from the date of issue unless work under the permit has commenced. No continuation, expansion, diminution, or modification of said operations shall be undertaken without obtaining a permit from the Fire Marshal.
- c. No person shall install, enlarge, alter, remove, repair or replace any fire protection system in any building or structure subject to the Connecticut State Fire Safety Code and/or State Fire Prevention Code, until such person shall have obtained a permit from the Fire Marshal.
- d. The permit(s) required pursuant to this section shall be required in addition to any other permits or licenses required by federal, state or local law.
- e. The fee for Plan Review for new construction, renovations, additions or buildings and structures, annual inspections and for other permits shall be as provided in Schedule A.

III. MISCELLANEOUS FEES

- a. In addition to the fees set forth in Schedule A, the following fees shall apply:

After Hours Inspection Fee (Regular hours 8:30AM - 4:30PM) (per hour charge per inspector - 2 hour minimum)	\$60.00
Returned check fee	\$35.00
Property lien fee (if inspection is required and fees have not been paid within 30 days)	\$24.00
Missed appointments	\$100.00

IV. BILLING AND ENFORCEMENT

- a. No permit shall be issued to any party until the fee for such permit has been submitted with the appropriate application.
- b. All fees shall be payable by check or money order only and made payable to the "Town of East Windsor."

V. SEVERABILITY

In the event that any provision of this Ordinance is determined to be invalid, said provision or section shall be severed from this Ordinance and the remaining provisions shall remain in full force and effect.

VI. EFFECTIVE DATE

This ordinance shall become effective on the 15th day following its adoption and publication.



Warehouse Point Fire District
 Office Of the Fire Marshal
 89 Bridge St. PO Box 738 East Windsor CT06088
 Phone (860)990 3846 Fax (860)292-8265
 Email whpfmo@gmail.com

Plan Review	Fee
Site Plan Review	\$25.00
Building Plan Review: Base Fee	\$50.00
Buildings & Additions: Plus base fee	\$4 per \$1000
Sprinkler Plan Review: Plus base fee	\$1 per \$1000
Fire Alarm: Plus base fee	\$1 per \$1000
Hood & Ansul Systems: (For sprinkler, fire alarm and hood fees, includes the Plan Review and two (2) inspections)	\$75.00
Final (CO Inspection)	\$25.00
Water Tank Installation & Inspection	\$100.00
Tent-under 1900 Sq Ft.	\$20.00
Tent -2000 sq. ft. and larger	\$50.00
Fireworks permits	\$50.00
LPG Tank, gas line tests (<i>commercial</i>)	\$50.00
LPG Filling Stations	\$50.00
Cargo Tank Trucks	\$50.00

Annual Inspections: w/NFPA Code	Fee
Nursing home/healthcare (6.1.5 & 6.1.6 & 6.1.7)	\$100.00
Educational (6.1.3 & 6.1.4)	\$100.00
Hotel/motel (6.1.8 & 6.1.9)	\$100.00
Assembly Occupancy (6.1.2)	\$50.00
Annual Liquor License (CT General Statutes Chapter 541 sec. 29-305)	\$50.00
Mercantile & business includes Auto dealers & Repair Facilities. (6.1.10 & 6.1.11)	\$50.00
Multi family Homes (6.1.8)	\$50.00
All others requiring certificate	\$50.00
Industrial / Manufacturing (6.1.12)	\$50.00
Storage (6.1.13)	\$50.00
Multi Occupancies Strip Malls/ Office Buildings	
Fire Watch P/hr for each required personnel	\$65.00
Requests for inspection from Fire Marshal	\$25.00
Copy of Fire Investigation Report \$5.00 min \$1.00 beach additional page (<i>plus cost of photos</i>)	\$5.00
Open Burn Permits	\$25.00
Each Re- Inspections	1st Free additional \$25.00

Cash Disbursements and Expenditures Narrative – Town**UNDERSTANDING OF INTERNAL CONTROL DESIGN****6/30/21**

CASH DISBURSEMENTS AND EXPENDITURES - TOWN**Staff:****Amy O'Toole – Town Treasurer****Gayle Carolus – Assistant Treasurer- Payables****Kim Prostka-Scavotto – Assistant Treasurer- Receivables****Department Heads & Employees****Purchase Orders:**

A department head or employee will fill out a requisition within MUNIS to request the purchase of equipment or materials when needed. Once the requisition is approved by the Department Head, a purchase order is created within the MUNIS system, for that expenditure. Any utilities or reoccurring monthly expenses do not require requisitions.

Cash Disbursements:

All correspondence regarding accounts payable and invoices are sorted to appropriate department heads. All invoices are signed and coded by the department personnel and are entered into MUNIS and released into workflow for supervisory approval. Approved invoices are sent to the Treasurer's office for inclusion in check run.

All invoices are received and given to the Assistant Treasurer-Payables for review, compliance, and processing. The Assistant Treasurer-Payables then enters the invoices that have not already been entered by the department.

The Assistant Treasurer-Payables produces the check runs twice a month, before the BOS meetings. When checks are done, a check register is printed. Check runs are compared to actual checks for accuracy by Assistant Treasurer-Payables. The Bank is then notified electronically for positive pay after review of listing. After check run is reviewed by the Assistant Treasurer-Payables, she gives to First Selectman for approval at BOS meeting. The Board of Selectmen approve check registers at their meeting and signed check registers are returned to the Treasurer's office and checks are mailed to vendors.

At the end of the Fiscal Year, a memo is sent to all department heads for the processing of invoices. Each invoice is reviewed to ensure that it is entered into the appropriate fiscal year.

Bid Procedures**Purchase Amounts**

- Purchases between \$5,000 and \$20,000. Three written quotations are required prior to purchase.
- Purchases over \$20,000. Purchases over \$20,000 must follow the sealed bid procedure.

Sealed Bid Procedures

- Qualification of Vendors/Bidders. Vendors that have been found to be delinquent to the Town of East Windsor for personal, motor vehicle or real property taxes shall be disqualified to bid until such delinquency is resolved.

No attempt is made to designate bidders with regard to their capabilities. Pre-qualifications are not done because no provision has been made in either the Charter or the Ordinances to permit such disqualification of a potential

vendor. Where pre-qualifications are to be done, they would include such factors as the vendor's credit rating, solvency, supply capacity, a review and analysis of the applicant's place of business, number of people working for the supplier, etc.

- **Bids.** Sealed bids are publicly opened and read aloud at the time specified in the bid package. Vendors are invited to attend bid openings and may inspect all bids in the First Selectman's Office following the opening. *Under no circumstances will the town accept bids after the date and time specified in the Invitation to Bid.*
- **Bid Awards.** In making a bid award, the following procedural guidelines shall govern all related activities:
 - A. **Determination of the lowest responsible bidder.** The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the town and whose bid documents comply with the procedural requirements stated within the town's bid specification package. It is the town's intent to award contracts to the lowest responsible and qualified bidder. The town reserves the right, for any reason or for no reason, to reject any bid or all bids, to negotiate with any or all bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any bidder an opportunity to remedy any informality or irregularity if in the opinion of the town it is in the best interest of the town to do so.
 - B. **Consideration of local bidder option.** Consideration must be afforded to any local bidders having submitted a bid that is not more than ten (10) percent higher than the lowest responsible bidder.
 - C. **Recommendation for contract award.** Recommendations for award are stated by the department head. If a vendor other than the lowest bidder is selected, a detailed explanation for selecting such vendor must be included. This documentation shall become part of the permanent purchase order file.
 - D. **Board of Selectmen review and action.** Said action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved will be subject to a re-bid.
 - E. **Vendor notification of award.** Following Board of Selectmen approval, a letter of notification will be generated by the Department Head and sent to the awardee, with instructions to forward all necessary documentation to the Treasurer's Office (e.g. certificates of insurance, bonds, etc.)

Financial Reporting

Monthly expenditure reports are provided to the Board of Finance for review and discussion.

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TOWN OF EAST WINDSOR

Planning & Development Department

11 RYE STREET, BROAD BROOK, CT 06016

Tel.: (860) 623-6030

MEMORANDUM

TO: East Windsor Board of Selectmen
FROM: Michael D'Amato, AICP, CZEO, Interim Town Planner *Michael D'Amato*
DATE: August 26, 2021
SUBJECT: **Department of Housing Affordable Housing Plan Technical Assistance Grant**

On July 15th, 2021 the Board of Selectmen authorized the Planning & Development Office to execute the submission of an Affordable Housing Plan Technical Assistance Grant application to the Department of Housing. A completed application was submitted on July 28, 2021 and we were notified on August 17th that the Town was successful and has been awarded the full grant amount of \$15,000.

The Department of Housing requires the Board of Selectman to issue a new resolution authorizing the execution of the Notice of Grant Award. The grant program provides roughly one year to complete the project and does not require any funds to be contributed by the Town.

A proposed resolution has been included for the Board's consideration.



**Town of East Windsor
Board of Selectmen**

**RESOLUTION AUTHORIZING THE EXECUTION OF A NOTICE OF GRANT AWARD TO THE
CONNECTICUT DEPARTMENT OF HOUSING**

Whereas, The State of Connecticut's Department of Housing has made monies available for communities seeking assistance to prepare and adopt an Affordable Housing Plan pursuant to the provisions of the CT General Statutes 8-30j; and

Whereas, East Windsor is required to prepare and adopt an Affordable Housing Plan; and

Whereas, The Town of East Windsor was notified on August 17, 2021 that the Department of Housing has awarded \$15,000 to the Town for the purposes of preparing an Affordable Housing Plan

NOW, THEREFORE, BE IT RESOLVED BY THE EAST WINDSOR BOARD OF SELECTMEN:

That it has been made aware of the Notice of Grant Award by the Connecticut Department of Housing for the Affordable Housing Plan Grant Technical Assistance Program and;

Resolved, effective September 2, 2021, to authorize ^{the First Selectman} ~~Michael D'Amato, Interim Town Planner,~~ to execute the Notice of Grant Award for the Affordable Housing Plan Grant Technical Assistance Program dated September 1, 2021; to execute amendments, revisions, and revisions thereto; to implement project activities, if approved, and to act as the authorized representative of the Town of East Windsor and to execute any other agreement or contract relative to said project.

Dated this 2nd day of September, 2021- East Windsor Board of Selectmen

IN WITNESS WHEREOF: The undersigned has executed this certificate this 28th day of July 2021.

Amy R. Lam, CCTC
East Windsor Town Clerk

Seal

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CONSULTANT SERVICES AGREEMENT

BETWEEN THE
EAST WINDSOR POLICE DEPARTMENT
25 SCHOOL STREET
EAST WINDSOR, CT 06088
AND
COMMUNICATIONS DESIGN CONSULTING GROUP, LLC
9 TIBBETTS ROAD
BARRINGTON, NH 03825

THIS AGREEMENT is entered into this _____ day of _____, 2021 by and between **TOWN OF EAST WINDSOR ("Town")**, a municipality duly organized and existing under the laws of the State of Connecticut, and **COMMUNICATIONS DESIGN CONSULTING GROUP, LLC ("CDCG")**, a public safety communications consulting company located at 9 Tibbetts Road, Barrington, NH 03825. The Town and CDCG are sometimes collectively referred to herein as the "Parties".

WITNESSETH

WHEREAS, The Town of East Windsor is planning to design a radio system that connects the police, fire, public works, regional dispatch and school departments; and

WHEREAS, the Town desires to engage CDCG as a consultant to conduct a needs assessment and study, and to make recommendations for the improvement, of the Town's communications system; and

WHEREAS, CDCG desires to provide consulting services to conduct the needs assessment and provide recommendations to the Town; and

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto, intending to be legally bound, agree as follows:

ARTICLE I – Appointment

The Town hereby engages CDCG, as an independent consulting firm, to act as the lead for communications activities related to the study and recommendations of the Town's public safety communications system, including: needs assessment, status meetings, progress reports, project schedule, recommendations, budgetary estimates, and report documentation, and CDCG hereby accepts such work, subject to the terms and provisions of this Agreement.

ARTICLE II – Notice to Proceed

CDCG shall not, and shall not be obligated to, commence performance of the work contemplated by this Agreement until the Town issues the full Notice to Proceed ("NTP"), authorizing the same pursuant to the terms and conditions of this Agreement. Upon CDCG's receipt from the Town of the NTP, CDCG shall promptly commence work.

ARTICLE III - Scope of Work

CDCG shall perform all services set forth in its proposal, dated **February 19, 2021**, and entitled "**Land Mobile Radio Analysis**", a copy of which is annexed hereto as **Appendix "A"** and incorporated herein by reference, and referred to herein as the **Statement of Work ("SOW")**.

The SOW shall not be modified except by written agreement of the parties hereto. Anything herein to the contrary notwithstanding, if and to the extent the Town requests CDCG to perform additional services not included in the SOW, absent a further written agreement between the parties, the Town shall compensate CDCG for the performance of such additional services on a time and materials basis in accordance with CDCG's hourly rate schedule then in effect and the provisions of Article III hereof; provided, however, that prior to commencing such additional services, CDCG will inform the Town if such requested work is beyond the scope of the SOW.

ARTICLE IV - Independent Contractor

CDCG's relationship with the Town shall at all times be that of an independent contractor, and the Town and CDCG are not, and shall not be deemed to be, partners or joint venturers by reason of, or in connection with, this Agreement. CDCG shall supply sufficient employees, other personnel, materials and equipment sufficient to complete the work as provided in the SOW. The method and manner in which CDCG's services hereunder shall be performed shall be determined by CDCG, in its sole discretion, and the Town will not exercise control over CDCG or its employees except insofar as may be reasonably necessary to ensure performance and compliance with this Agreement. The employees, methods, equipment and facilities used by CDCG shall at all times be under its exclusive direction and control. Nothing in this Agreement shall be construed to designate CDCG, or any of its employees, as employees or agents of the Town.

ARTICLE V – Fees and Expenses

As compensation for the services performed under this Agreement to the satisfaction of the Town, the Town agrees to pay CDCG the sum of **Twenty-Four Thousand Dollars [\$24,000.00] for Phase 1; the sum of Twenty-Two-Thousand and Five-Hundred Dollars [\$22,500.00] for Phase 2; and, the sum of Nineteen-Thousand and Five-Hundred Dollars [\$19,500.00] for Phase-3. Mileage expense allowance of Two-Thousand Dollars [\$2,000.00]**

The Town shall reimburse CDCG for all reasonable costs incurred by CDCG for all pre-approved, reasonable travel, lodging, meals, and other out-of-pocket expenses related to the services performed under this Agreement, and for the reasonable costs of third-party products and services procured by CDCG on an as-needed basis only if said purchase is directed by the Town in writing, at CDCG's cost free of all administrative charges or mark up. All costs and expenses must be reasonable and preapproved in writing before being incurred or shall not be reimbursed.

Each month during the term hereof, CDCG will submit to the Town an invoice accompanied by a detailed description identifying work done and completed, and any other documentation required by the Town. Invoices will be paid after approval by the Town. Except as noted herein, in no event shall the amount billed by CDCG exceed that amount attributed to the work completed as of the date of the invoice.

ARTICLE VI - Period of Performance

This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect for one (1) year or until full completion of all services, whichever is sooner, unless terminated as otherwise provided in this Agreement.

CDCG shall perform the services and deliver all deliverables specified in the SOW according to the milestones described in the SOW.

In the event that the completion of services extends beyond one-year, and the delay or hindrance is not the fault of CDCG, CDCG shall be entitled to extend the Agreement in proportion to the time lost by such delays. Any request to extend the time of performance this agreement must be made in writing and prior to the end of the one year expiration date.

CDCG is not responsible for delays resulting from unavailability or delayed availability of the Town staff, Town contractors, delivery of the Town's documents and/or Town data. CDCG shall provide reasonable notice to the Town for any Town personnel and/or Town documents needed to undertake its services. CDCG shall make reasonable efforts to accommodate such delays by rescheduling work to complete the project on time.

ARTICLE VII - Submission of Reports

During the term of this Agreement, CDCG shall provide to the Town or its designee such periodic oral or written reports as the Town may reasonably require.

ARTICLE VIII - Notice

Any notice, request or other communication to either party by the other concerning the terms and conditions of this Agreement shall be in writing and shall be deemed given when actually received by the addressee, having been hand delivered or sent postage prepaid, by certified or registered United States mail, return receipt requested, addressed as follows:

If to CDCG:	Mr. Normand H. Boucher Principal Consultant Communications Design Consulting Group 9 Tibbetts Road PO Box 588 Barrington, NH 03825 603-905-9406 nboucher@cdcg-consultants.com
-------------	--

If to the Town:	William Freeman Communications & Technology Supervisor East Windsor Police Department 25 School Street East Windsor, CT 06088
-----------------	---

The person and the place to which notices are to be mailed to either party may be changed from time to time by notice given in accordance with the provisions of this ARTICLE VIII.

ARTICLE IX -Termination

Either party may terminate this Agreement at any time with or without cause by giving thirty (30) days' written notice to the other party, in which event the Town's sole obligations shall be to compensate CDCG for work actually performed and reasonable expenses actually incurred up to the date of termination. In no event will any payment pursuant to this ARTICLE IX exceed the compensation provided for in ARTICLE V.

ARTICLE X - Confidentiality

Except as required by applicable law, CDCG shall not publish, copyright, or otherwise disclose or permit to be disclosed or published, the results of any reports to the Town concerning the work to be performed pursuant to this Agreement, or any particulars thereof, including forms or other materials developed exclusively for the Town in connection with the performance by CDCG of its services hereunder, without prior written approval of the Town. CDCG, cognizant of the sensitive nature of much of the data

supplied by the Town, agrees to protect the confidentiality of any information designated by the Town to be privileged or proprietary except to the extent that (i) such information enters the public domain, (ii) is obtained by CDCG from independent third parties not subject to any confidentiality or similar agreement with the Town, or (iii) disclosure of such information is required by law, rule or regulation or the valid order of a court or administrative agency.

ARTICLE XI - Personnel

Notwithstanding the provisions of ARTICLE VI hereof, CDCG will secure at its own expense, qualified professional personnel and other CDCG support staff, as necessary, to complete the services contemplated by this Agreement. In the event that the working relationship of any such person or entity should be terminated prior to the termination of this Agreement, then in such event CDCG shall, at its discretion, assign such other persons, as necessary, to complete the services.

ARTICLE XII - Indemnity / Liability

CDCG will indemnify the Town and hold it, and its officers, agents, representatives and employees harmless from any and all claims, damages, costs, including attorney's fees, and liabilities of any kind directly resulting from the willful misconduct of CDCG or its employees, representatives, or agents or the negligent performance of CDCG's obligations under this Agreement; except to the extent such claims, damages, costs and liabilities result from the negligence or willful misconduct of the Town or its employees, representatives, or agents. In no event shall CDCG be liable for lost profits, special, incidental, consequential, or indirect damages suffered by the Town.

ARTICLE XIII - Insurance

CDCG and any subcontractors approved by the Town shall carry and maintain, at no expense to the Town, the following insurance with respect to the work, the job site, and any premises of the Town upon which any of the work is performed:

A. Commercial General Liability Insurance, including coverage for independent contractors with a minimum combined single limit for bodily injury (including death), and property damage, of at least \$1,000,000 each occurrence and in the aggregate.

B. All insurance required by the workers' compensation, employer's liability, and occupational disease or health laws, and similar laws, of the state(s) where the contract is performed and of any other state that claims jurisdiction over injuries to employees performing work. Employer's Liability Insurance shall be provided in amounts no less than:

1. \$500,000 each accident for bodily injury by accident;
2. \$500,000 policy limit for bodily injury by disease;
3. \$500,000 each employee for bodily injury by disease.

C. Comprehensive Automobile Liability Insurance, on an occurrence basis, including all owned, non-owned, leased, and hired vehicles, with a combined single limit for limits for bodily injury, death, and property damage of not less than \$1,000,000 for each accident.

D. Professional Liability Insurance (errors and omissions), with a claim and aggregate limit of at least \$2,000,000 against claims arising out of CDCG's negligent performance of professional services.

E. Workers' Compensation: in accordance with Connecticut Law for all workers performing work on this project.

CDCG will provide the Town with a Certificate of Liability and Workers' Compensation Insurance evidencing the insurance coverage provided for herein, which shall be attached to this Agreement as Exhibit. CDCG shall add the Town as an additional insured.

ARTICLE XIV - Taxes, Unemployment Insurance and Related Items

CDCG hereby accepts full and exclusive responsibility for the payment of any and all contributions or taxes, or both, for any unemployment insurance, medical and old age retirement benefits, pensions, and annuities now or hereinafter imposed under any law of the United States or any State, which are measured by the wages, salaries or other remuneration paid to persons employed by CDCG on the work covered by this Agreement or in any way connected therewith; and CDCG shall comply with all administrative regulations and rulings thereunder with respect to any of the aforesaid matters; and CDCG shall reimburse the Town for any of the aforesaid contributions or taxes, or both, or any part thereof, if by law the Town may be required to pay the same or any part thereof.

ARTICLE XV - General

A. Modifications - This Agreement or any part thereof may not be modified, except by written agreement of the parties signed by the duly authorized representatives of the parties.

B. No Waiver - No omission or delay by either party to this Agreement at any time to enforce any right or remedy reserved to it, or to require performance of any of the terms of this Agreement, shall be a waiver of any such right or remedy to which either party is entitled, nor shall it in any way affect the right of either party to enforce such provisions thereafter.

C. Applicable Law - This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut, excluding any choice of law rule that may direct the application of the laws of any other jurisdiction.

D. Severability - If any provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity of all other provisions hereof shall in no way be affected thereby.

E. Successors and Assigns - Neither party shall assign or transfer this Agreement or any of its rights hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

F. Force Majeure - In the event that performance by either party of any of its obligations or undertakings under this Agreement shall be interrupted or delayed by any occurrence not occasioned by the conduct of either party hereto, whether such occurrence be an act of God such as earthquakes, epidemics/pandemics, floods or other like causes, the common enemy, the result of war, riot, strike, lockout, civil commotion, sovereign conduct, explosion, fire or the act or conduct of any person or persons not a party to or under the direction or control of a party hereto, then such performance shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof. In the event of a Force Majeure event that affects a Party's timely performance of an obligation under this Agreement, the Party asserting the Force Majeure event shall give written notice to the other Party of such event and shall thereafter provide written notice of the cessation of the event.

G. Entire Agreement - This Agreement and the Statement of Work and Bid documents, which are incorporated by reference herein, constitute the entire Agreement between the parties and supersedes all previous agreements and understandings relating to the services to be performed under this Agreement. The terms and conditions contained in any purchase order issued by the Town, to the extent not in conflict

with the terms and conditions contained in this Agreement, are incorporated herein by this reference.

H. Counterparts – This Agreement may be signed in any number of counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by email or facsimile transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

ATTEST/WITNESS:

TOWN OF EAST WINDSOR

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

ATTEST/WITNESS:

**COMMUNICATIONS DESIGN CONSULTING
GROUP**

By: _____

By: Normand H. Boucher

Name: _____

Name: Normand H. Boucher

Title: _____

Title: Principal Consultant

Corporate Seal

APPENDIX A

Statement of Work: CDCG Proposal: Land Mobile Radio Analysis

Dated February 19, 2021

APPENDIX B

Certificate of Insurance

To Melissa 8/31/21

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Process Refund Record (s) Condition(s) Bill Dist/Susp/Bank	Name Address	TOWN OF EAST WINDSOR	Int Date	Date: 08/31/2021	Page: 1	Prop Loc/Vehicle Info. UniqueID/Reason	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2017-03-0054774	HERB HOLDEN TRUCKING INC. P O BOX 307			12/18/2018		2004/767083/1EC5F362044281448 54763	0.00	0.00	0.00	0.00	-323.07
2018-03-0054765	BROAD BROOK CT 06016-0307 HERB HOLDEN TRUCKING INC.			9/27/2019		2004/767083/1EC5F362044281448 54765	0.00	0.00	0.00	0.00	-248.31
2019-03-0054617	BROAD BROOK CT 06016-0307 HERB HOLDEN TRUCKING CO INC			9/28/2020		2000/50989A/LM1AAL8Y2YWL26306 54617	131.17	0.00	0.00	131.17	-11.88
2019-03-0054638	BROAD BROOK CT 06016-9618 HERB HOLDEN TRUCKING INC			9/28/2020		2001/AJ73700/1LH930VH211011704 54638	196.13	0.00	0.00	196.13	-17.75
2019-03-0061980	WOLVERTON MARK I + DAILY JENNIFER L 16 SULLIVAN FARM RD			7/30/2020		2016/WLVRIN/WBA7F2C54GG417135 61980	775.75	0.00	0.00	775.75	-258.56
2019-04-0080925	BROAD BROOK CT 06016-9667 LA TRUCKING LLC			5/24/2021		2020/59384A/3WKDD40XILF348584 80925	1,034.31	0.00	0.00	1,034.31	-1,627.50
2020-03-0050178	BROAD BROOK CT 06016-9516 ALBERTSKI ERIC J			7/29/2021		2012/129 Refund of Excess Payments. 1980/840FEW/GVVDJ2AG503858 50178	222.08	0.00	0.00	222.08	-20.11
2020-03-0050640	BROAD BROOK CT 06016-9620 BARCONE JUSTUS M			8/2/2021		2003/2X91128/1PAHP59533G114057 50640	242.19	0.00	0.00	242.19	-59.76
2020-03-0050748	BROAD BROOK CT 06016-9703 BAZINET SHELLEY B + BAZINET PETER R			7/7/2021		2014/AV13093/1HGCR2B55EA081244 50748	252.82	0.00	0.00	252.82	-84.25
2020-03-0051699	BROAD BROOK CT 06016-9563 CAREY MATTHEW D + CAREY LILY C			7/27/2021		2014/BLDWAT/1HD1FCM12EB683563 51699	337.07	0.00	0.00	337.07	-29.02
2020-03-0051733	BROAD BROOK CT 06016-9532 CANEVALE ANDREW C			8/2/2021		2018/AY82525/1G6AF5X2J0131381 51733	320.47	0.00	0.00	320.47	-232.54
2020-03-0054516	WINDSOR LOCKS CT 06096 HERB HOLDEN TRUCKING CO INC			8/2/2021		2000/50989A/LM1AAL8Y2YWL26306 54516	634.11	0.00	0.00	634.11	-134.90
2020-03-0054533	BROAD BROOK CT 06016-0307 HERB HOLDEN TRUCKING INC			8/2/2021		2004/767083/1EC5F362044281448 54533	866.65	0.00	0.00	866.65	-213.90
2020-03-0055712	BROAD BROOK CT 06016-0307 KOWA PRECISION INC			7/12/2021		2019/141WCO/WALCVAF1SKD006127 55712	1,466.66	0.00	0.00	1,466.66	-132.76
2020-03-0056330	EAST WINDSOR CT 06088-9696 LINDSEY ALPHONSO			7/26/2021		2001/3AHRM1/3B7HF13YS1G811198 56330	1,599.42	0.00	0.00	1,599.42	-85.94
2020-03-0056332	1335 HERRINGTON RD APT 3139 LINDSEY ANDREA Y			7/19/2021		2010/545UCN/JN8AZIMWLAW112534 56332	17.22	0.00	0.00	17.22	-73.25
2020-03-0057182	1335 HERRINGTON RD APT 3139 DULUTH GA 30096-6427			7/24/2021		2013/869ZMJ/2HGFB2F58DH528729 57182	103.16	0.00	0.00	103.16	-209.45
2020-03-0057182	2220 RISE DR MORRISVILLE NC 27560-5921					Sec. 12-129 Refund of Excess Payments.	18.94	0.00	0.00	18.94	
TOTAL							4,157.65	0.00	0.00	4,157.65	-3,762.95

Total Refunds \$3,762.95

Patricia Kiedel
Tax Collector