TOWN OF EAST WINDSOR
BOARD OF SELECTMEN

REGULAR MEETING
August 18, 2022
7:00 p.m.
John Daly Jr. Meeting Room
11 Rye Street, Broad Brook, CT 06016
In-person

AND

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

MEETING MINUTES
*****Minutes are not official until approved at a subsequent meeting*****

Board of Selectmen
Jason E. Bowsza, First Selectman
Marie DeSousa, Deputy First Selectman
Alan Baker, Selectman
Sarah Muska, Selectman
Charles Nordell, Selectman

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

ABSENT: All Selectmen were present in-person this evening.

GUESTS/SPEAKERS in-person: Amy O'Toole, Director of Finance; Len Norton, Director, Department of Public Works; Joe Sauerhoefer, Deputy Director, Department of Public Works; Paul Anderson, Chairman, Water Pollution Control Authority; Ed Filipone, member, Police Commission; Tom Bulkeley.

GUESTS/SPEAKERS signing in to meeting remotely: Jennifer; Nelly Rodriguez; Nicole Vacila; Galaxy S8; Peg Hoffman, Recording Secretary.
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1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the August 18, 2022 Regular Meeting of the East Windsor Board of Selectmen to Order at 7:00 p.m. in the John Daly Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, Connecticut. The meeting is also available via remote access.

2. PLEDGE OF ALLEGIANCE:

First Selectman Bowsza requested Selectman Baker to lead the Pledge of Allegiance.

3. ATTENDANCE:

First Selectman Bowsza, Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell were all present in-person.

4. APPROVAL OF MEETING MINUTES:

A. August 4, 2022 Board of Selectmen Regular Meeting Minutes:

First Selectman Bowsza noted the availability of the Board’s Regular Meeting Minutes for August 4, 2022. He called for corrections or revisions; hearing no comments he called for a motion of approval.

MOTION: To APPROVE the Regular Meeting Minutes for August 4, 2022 as presented.

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

5. PUBLIC PARTICIPATION:

First Selectman Bowsza announced the first opportunity for the public to comment, he queried the in-person audience first. No one requested to be acknowledged. First Selectman Bowsza then offered an opportunity for the remote participants to comment; no one requested an opportunity to speak.

6. COMMUNICATIONS:
TOWN OF EAST WINDSOR
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A. Discuss Police Administration Pay Analysis/Constituent Email from Mr. Mannette:

First Selectman Bowsza noted the receipt of an e-mail from Jack Mannette which offers comments regarding the Police Commission’s recommendation for raises for Chief DeMarco and Deputy Chief Hart. He noted he wouldn’t normally include correspondence from a constituent but the author had a history of confusing math and he wanted to give the Finance Director an opportunity to comment on the accuracy and validity of the submission. *(See Attachment A).*

No discussion occurred.

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignations: None

B. Reappointments: None

C. New Appointments:

1. Katherine Kneeland (R), Water Pollution Control Authority regular member for a term expiring October 1, 2026:

First Selectman Bowsza noted receipt of an application for a new appointment to the Water Pollution Control Authority for Katherine Kneeland. First Selectman Bowsza indicated he had a discussion with Art Enderle of the Water Pollution Control Authority (WPCA), who cited concerns with Ms. Kneeland’s appointment as she had worked with the agency in the past. First Selectman Bowsza noted this is an appointment for service on the WPCA, the application included references, he called for a motion from the Board.

None of the Selectmen offered a motion of appointment.

8. UNFINISHED BUSINESS:

*A. Discussion of Windbrook Homes Developers Agreement:*
Any starred (*) items will not be discussed but will remain on the agenda pending receipt of additional information.

*B. Discuss and Possible Ratification of Contract Term for The Chief of Police and Deputy Chief of Police, as Recommended by the Police Commission (Held, pending additional requested information):

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

9. NEW BUSINESS:

A. Discuss/Award Sidewalk Bid:

First Selectman Bowsza noted Director of the Department of Public Works Norton, and Deputy Director of the Department of Public Works Sauerhoefer are present in the in-person audience this evening to discuss the status of the bid process for replacement of a portion of sidewalks in Town.

Director Norton advised the Board the bid for sidewalk replacement was put out 3 times, the third time they received 4 bids. Director Norton cited the low bid was submitted by Murillo Construction, LLC of Hartford. While he was initially concerned because the low bidder was low but the contractor had good references from contractors and towns. Director Norton recommended the Board accept the low bid from Murillo Construction, LLC.

Deputy First Selectman DeSousa questioned why the bid was low? Director Norton indicated the price for concrete was low, but with 2,000 feet of sidewalk replacement the bid would be lower. Director Norton reiterated the contractor had provided good references from other people he worked with and towns. Director Norton indicated he would recommend the Board consider accepting the bid submitted by Murillo Construction, LLC of Hartford.

MOTION: To ACCEPT the bid of Murillo Construction, LLC of Hartford as the low bidder for the sidewalk replacements.
DeSousa moved/Muska seconded/DISCUSION: Selectman Baker questioned where the sidewalk replacement would occur? Director Norton indicated they were replacing portions of sidewalks extending down to Spring Village in the Warehouse Point section of town.
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

Deputy Director Sauerhoefer suggested the motion should include authorization for the First Selectman to sign the contract.

Deputy First Selectman DeSousa AMENDED her motion, Selectman Muska AMENDED her second as follows:

AMENDED MOTION: To ACCEPT the bid of Murillo Construction, LLC of Hartford as the low bidder for the sidewalk replacements, and to AUTHORIZE THE FIRST SELECTMAN TO SIGN THE CONTRACT.

DeSousa moved/Muska seconded/DISCUSION: Nothing further
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

B. Discuss ARPA Survey Results Deeper Dive:

First Selectman Bowsza requested the Board postpone discussion of the survey report until a future meeting.

MOTION: To POSTPONE discussion of the ARPA Survey Results until a future meeting.

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

C. Discuss Appointment of Special Counsel Regarding Labor Matter:
First Selectman Bowsza requested the Board table NEW BUSINESS Items C and D.

MOTION: To TABLE discussion of NEW BUSINESS Items C – Discuss Appointment of Special Counsel Regarding Labor Matter, and Item D – Discuss and Ratify the Amendment to Melissa LaBelle’s Employment Contract.

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

D. Discuss and Ratify the Amendment to Melissa LaBelle’s Employment Contract:

See motion above.

E. Tax Refunds:

MOTION: To APPROVE Tax Refunds in the amount of $6,489.81.

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

10. SELECTMEN COMMENTS AND REPORTS:

A. Jason Bowsza:

(See Attachment B)

B. Marie DeSousa:

Deputy First Selectman DeSousa apologized for not being able to attend the previous two Selectmen’s Meetings but she has been out of state for various reasons. She reported she returned yesterday and attended the Housing Authority Meeting last night, and she also attended the Police Commission Meeting. Deputy First Selectman DeSousa indicated she’ll have a report at the next Selectmen’s Meeting.
C. **Charlie Nordell:**

Selectman Nordell reported he attended the Board of Finance Meeting which occurred last night. The Tax Collector indicated that we’re 48% collected and First Selectman Bowsza gave a great presentation on all the projects you’d like to see funded through the fund balance. First Selectman Bowsza noted the Town Meeting on that will occur on September 1st.

D. **Alan Baker:**

Selectman Baker reported that the Planning and Zoning Commission approved a number of Text Amendments. An interesting one was for Alternate Energy (EV) canopies and stations. They also approved a Text Amendment for Tiny Houses on Wheels (THOW) which was interesting. And they’re working through a small subdivision on Scantic Road. Selectman Baker indicated he also reported on that for the Inland/Wetlands Commission.

E. **Sarah Muska:**

*(See Attachment C)*

Selectman Muska also wanted to comment on the Passport Program, she suggested that was a great addition to Town. Having worked in the winery industry previously it’s a great opportunity to get people in to new places and it will be great for businesses.

11. **PUBLIC PARTICIPATION:**

First Selectman Bowsza offered the in-person audience members an opportunity to comment.

**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson indicated as Chairman of the Water Pollution Control Authority (WPCA) he’s extremely disappointed in the lack of appointment of Katherine Kneeland to the WPCA tonight. Mr. Anderson indicated he was assured by Mr. Enderle that he had no issues, but apparently First Selectman Bowsza heard something different. Mr. Anderson noted he’s known Ms. Kneeland for many years, he suggested she’s a
professional in the industry, and would have been a valuable asset. Mr. Anderson suggested the WPCA probably won’t be able to meet for several months due to the inability of another member to participate. Mr. Anderson reiterated his disappointment.

Ed Filipone, 22 Scantic Road (East Windsor Police Commission): Mr. Filipone indicated he mistakenly thought there would be discussion this evening on the ratification of the raises recommended by the Police Commission, he questioned what the additional information was?

First Selectman Bowsza indicated that at the Board’s meeting two weeks ago there was a request for additional information which was made by a member of the Board of Selectman from a member of your Commission. That information was provided well past the posting of the Board’s Agenda for tonight and will be on the Agenda for the next meeting. Police Commissioner Filipone questioned if the Board has what they need? First Selectman Bowsza indicated it was handed to him at 6:39 p.m. this evening, he hadn’t had time to review it.

Tom Bulkeley, King’s Court: Mr. Bulkeley questioned if that was honey on the table, he indicated he hadn’t realized Selectman Baker was a beekeeper and produced honey for sale. First Selectman Bowsza noted Selectman Baker is an amateur apiarist, he noted the honey is for sale at Broad Brook Gardens. Selectman Baker suggested he’s a beekeeper.

First Selectman Bowsza asked for additional comments from the in-person audience, no one requested to speak. First Selectman Bowsza then offered an opportunity to comment to the on-line participants; no one requested to be acknowledged.

12. **EXECUTIVE SESSION** – Pursuant to C.G.S. 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:

First Selectman Bowsza requested a motion for the Board to go into Executive Session, attending the Executive Session would be the Selectmen.

**MOTION:** To GO INTO EXECUTIVE SESSION at 7:16 p.m. Attending the Executive Session will be First Selectman Bowsza, Deputy
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First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell.

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

LET THE RECORD SHOW the Recording Secretary signed out of the remote access. At 7:47 p.m. The public exited the John Daly Jr. Meeting room for the Board’s deliberations.

LET THE RECORD SHOW that the Board returned from Executive Session.

First Selectman Bowsza suggested the Board consider NEW BUSINESS Items C – Discuss Appointment of Special Counsel Regarding Labor Matter.

PLEASE NOTE: The Recording Secretary was unable to hear the first motion made by the Board of Selectmen for NEW BUSINESS, Item C - Discuss Appointment of Special Counsel Regarding Labor Matter. The Meeting recording picks up with First Selectman Bowsza’s comment, listed below.

First Selectman Bowsza noted that Attorney Deneen comes highly recommended by Attorney Hawkes-Ladd, the Board would be making this appointment on the advice of counsel.

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

First Selectman Bowsza suggested the Board consider NEW BUSINESS, Item D – Discuss and Ratify the Amendment to Melissa LaBelle’s Employment Contract.

MOTION: To AUTHORIZE THE FIRST SELECTMAN to sign the amended contract between the Town of East Windsor and Melissa LaBelle.

Nordell moved/Muska seconded/DISCUSSION: None
VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)
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Having no other business to discuss First Selectman Bowsza requested a motion
to Adjourn.

13. ADJOURNMENT:

MOTION: To ADJOURN the Regular Board of Selectmen Meeting at
7:46 p.m.

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

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

ATTACHMENTS:

A. Correspondence from Jack Mannette
B. First Selectman Bowsza’s Report
C. Selectman Muska’s Report
(Deputy First Selectman DeSousa, Selectman Nordell and Selectman Baker’s Reports
included in the Minute transcription)
From: dogwoodhillfarm@cox.net <dogwoodhillfarm@cox.net>
Sent: Thursday, August 4, 2022 9:18 AM
To: Jason Bowsza <jbowsza@eastwindsorct.com>
Cc: Jack Mannette <dogwoodhillfarm@cox.net>
Subject: August 4, 2022 BOS Meeting
Importance: High

Sorry for the late input but I request this correspondence be added to the August 4th Agenda and discussion to help understand the full impact of these pay raises.

In reviewing the Regular Meeting Agenda for your August 4, 2022 I would like to question Item B under New Business. In analyzing the Police Commission’s request to approve a $7.50 / hour pay increase for the Chief & Deputy Chief, the request does not match wages reported in the Towns 2021 (12/20/2020 to 12/31/21) Paylocity statements. The requests understate their actual hourly rate calculated by dividing wages paid by the number of hours worked. Also note that this pay increase will affect their Total Earnings Taken. If their Wages, Fringe Benefits and Other pay remains the same as 2021, their respective new Total Earnings Taken would be: Chief DeMarco = $185,340 and Deputy Chief Hart = $198,308.

The following is a detailed analysis of the Paylocity data with using the $7.50 / hour raises.

<table>
<thead>
<tr>
<th>Employees</th>
<th>2021 Hours</th>
<th>2022 PC $7.50/hr Increase</th>
<th>New Wages</th>
<th>New Hourly Rate</th>
<th>New % Increase</th>
<th>3 Year Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hart</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Wages</td>
<td>$124,826.08</td>
<td>$70.60</td>
<td>$13,260.00</td>
<td>$138,086.08</td>
<td>$78.10</td>
<td>10.62%</td>
</tr>
<tr>
<td>Gross Wages</td>
<td>$150,332.28</td>
<td>$72.28</td>
<td>$165,932.28</td>
<td>$165,932.28</td>
<td>$79.78</td>
<td>10.38%</td>
</tr>
</tbody>
</table>

Per 2021 Paylocity, Hart was paid 1,768 hours for regular wages at an hourly rate of $70.60. He was also paid 2080 hours for Gross wages at an hourly rate of $72.28. Note: Gross Wages include "Floating Holiday, Personal, Sick, and Vacation hours and Group Term Life and Other" non-Regular Wages.

| DeMarco     |            |                            |           |                |                |                   |
|-------------|------------|----------------------------|-----------|----------------|----------------|                   |
| Regular Wages | $133,581.84 | $73.88                     | $13,260.00 | $146,841.84    | $81.22         | 9.95%             | 14.99%            |
| Gross Wages | $165,759.67 | $79.68                     | $181,339.67 | $181,339.67    | $87.18         | 9.41%             | 11.23%            |

Per 2021 Paylocity, DeMarco was paid 1808 hours for Regular Wages at an hourly rate of $73.88. He was also paid 2080 hours for Gross Wages at an hourly rate of $79.68. Note: Gross Wages include the following "Floating Holiday, Personal, Sick, and Vacation hours and Group Term Life and Other" non-Regular Wages.
First Selectman’s Report – August 18, 2022

This evening, during the Town’s weekly summer concert, we launched a new “buy local” passport program, intended to support small retail and restaurants in the community. We’re very excited to have twenty participating businesses. The program will run through Small Business Saturday, November 26th. For each purchase made at participating businesses, people will receive a stamp to place in their passports. Anyone returning passports with more than 33 stamps will be eligible for a cash prize drawing. Passports will be available at any participating business, and must be returned to my office by December 5th.

Speaking of summer concerts, next week’s (August 25th) will be the final concert of the season. It will be sponsored by the East Windsor Rotary Club who plan to announce this year’s Citizen of the Year at the event. This will be a great way to end a successful season of family fun in the park.

The Greater Together Community Fund is now soliciting applications for their second round of community grants. Applications are due back by September 15th. This partnership between the Town of East Windsor and the Hartford Foundation for Public Giving will provide up to $40,000 in grant awards to benefit organizations in our community, with a maximum award of $10,000 per receiving organization. Eligible applications must benefit Town residents.

The Town’s Community Services Department is putting out one last call for any East Windsor student who may need a backpack for the school year. The department is putting together a backpack loaded with grade-appropriate school supplies to qualified East Windsor families. Students must be East Windsor residents and have children registered in our school system. Certain income guidelines apply. See the website for more information.

Respectfully Submitted,

[Signature]
Jason E. Bowsza
First Selectman
Selectmen's Report - August 18, 2022

The Arts and Culture Committee canceled their August meeting and will meet again in September.

I attended the Veterans Commission meeting on August 11, 2022. The twenty-second annual East Windsor Veterans 5K Road Race will take place on November 5th this year. Sponsor forms are beginning to circulate to area businesses by Commission members. This year’s shirt color will be cherry red. Entry fees will remain the same as last year: $10.00 for children up to age 17 and $15.00 for 18 and older if paid before race day. The price will go up to $18.00 on the day of the race.

Bob Lyke, our Town’s Municipal Veterans Representative discussed attending a meeting with Congressman Joe Courtney, the benefits that will be coming to Veterans through the recently passed PACT Act and a project that he is working on with Dr. Anwar related to PTSD.

The Commission will be hosting another Paver Drive for the Joe Tracy Veterans Memorial Green Walkway. Each paver will be $50.00 and the target completion day is Memorial Day of 2023. Forms will be available soon. Twenty-four pavers were sold in last year’s drive.

East Windsor Community Services is still looking for East Windsor students in need of a backpack for this upcoming school year. Please call 860-623-2430 to see if your child qualifies for this program.

I’m really excited about the newly released East Windsor Small Business Passport Program. I think it will encourage new potential customers to visit businesses in our community.

Submitted With Sincerity,

Sarah A. Muska, Selectman
smuska@eastwindsorct.com