

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
March 13, 2024**

**Present:** Norman M. Needleman, First Selectman  
Stacia R. Libby, Selectman  
Bruce M. Glowac, Selectman

Norman Needleman called the meeting to order at 5:00 p.m.

Norman Needleman welcomed everyone to the Board of Selectmen in person and remote public access meeting via Zoom.

Others in attendance: Finance Director Tracey Celentano, Kelly Sterner, David Royston, Peter Decker, Karla Lindquist, Larry Freundlich, and Doug Senn.

**Approval of Agenda:**

**Motion** was made by Stacia Libby to approve the agenda. Bruce Glowac seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Bruce Glowac to approve the February 21, 2024 Meeting Minutes and the February 21, 2024 Budget Meeting Minutes. Stacia Libby seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

Norman reported he received an informal notice that the Town of Essex will be receiving federal funds of approximately one million dollars for the River Road Sidewalk Project bridge replacement.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Committee:** Mr. Glowac reported the RFP for the public safety complex was posted on the Town social media and CTSOURCE Bid Board website RFP #21151. We are waiting for responses and the Town will review all bids received.

**Signage** Selectman Stacia Libby reported that Ryan Welch is meeting with two sign vendors. Mr. Needleman requested a copy of the sign design once presented.

**250<sup>th</sup> Anniversary – July 4, 2026** Selectman Libby reported the event is a Town wide event and several groups will want to participate. The State is holding informational meetings and giving Towns guidance and direction on this event.

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## **NEW BUSINESS:**

### **Appointments and Resignations Board and Commissions**

**Motion** was made by Bruce Glowac to appoint Doug Senn as an alternate member to the Park and Recreation Commission. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried. This appointment requires a Town Meeting.

**First Selectman Norman Needleman appointed** Tom Pinkowish to the Regional Housing Committee and/or the Regional Planning Commission, whichever is the best fit.

## **VACANCIES:**

### **Park & Recreation Commission**

Vacancy (alternate)

### **CT Water's Customer Advisory Council (CAC)**

Connecticut Water & Marine Water is asking the Town to appoint a resident of the community who is a customer of Connecticut Water to serve on CT Water's Customer Advisory Council (CAC). The purpose of the council is to enhance communications with their customers and communities. The meetings are held every 3 to 6 months via Zoom. Please let Selectman Needleman know if you are interested in representing the Town of Essex or call 860-767-4340 x 112 for more information.

Open Town Board and Commission positions can be found at

[https://www.essexct.gov/sites/g/files/vyhlf3116/f/uploads/boards\\_and\\_commissions\\_website\\_30.pdf](https://www.essexct.gov/sites/g/files/vyhlf3116/f/uploads/boards_and_commissions_website_30.pdf)

The application to join a Board or Commission can be found at:

[https://www.essexct.gov/sites/g/files/vyhlf3116/f/file/file/application\\_to\\_volunteer\\_for\\_board\\_or\\_commission\\_fillable\\_4\\_13\\_18.pdf](https://www.essexct.gov/sites/g/files/vyhlf3116/f/file/file/application_to_volunteer_for_board_or_commission_fillable_4_13_18.pdf)

### **Lofts Tax Credit Agreement**

Attorney David Royston presented to the Board of Selectmen the Lofts Tax Credit Agreement. Attorney Royston stated the agreement specifies what the tax credit can be used for, which is restricted to maintenance and upkeep and long-term reserves. Attorney Royston reported he worked and communicated with Campbell Hudson, who was representing the Town on this agreement. The Lofts, aka Spencer's Corner was approved as a 100% affordable housing. There are 17 affordable apartments. A Town ordinance would incorporate this agreement. If the ordinance is adopted at a Town meeting, then this agreement would be adopted. This is to help provide affordable housing of good character and construction and maintenance.

The Board of Selectmen are in support of affordable housing but are concerned that this agreement and ordinance would open doors for other non-profits. Attorney Royston stated this agreement and ordinance are specific to 100% affordable housing. The ordinance is for a 70% credit off the assessed value, in other words, whatever the taxes are, the Town would get 30% of it.

The Selectman wanted to verify that this agreement would not go to any successors, for instance if Hope Partnership ceases to exist, or there is any change in ownership, the successor will have to re-

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apply. Also, there are to be no changes in the declaration, which would affect the affordability of these units and you cannot make any unit's market value.

The taxes would be based on the grand list as of October 1, 2023 and if the ordinance is adopted, then the municipality will give a tax credit of 70% of that tax bill and the Tax Collector will need to make an adjustment to the tax bill.

**Motion** was made by Norman Needleman to approve the Loft's at Spencer's Corner, LLC Tax Credit Agreement (on file in the Town Clerk's Office). Norman Needleman seconded the motion. Stacia Libby abstained. Motion carried.

**Ordinance Providing Property Tax Credits for the Four Deed Restricted Affordable Housing Units Containing 17 Affordable Apartments at Spencer's Crossing, 90 Main Street, Centerbrook**

**Motion** was made by Bruce Glowac to approve and add the Ordinance Providing Property Tax Credits for the Four Deed Restricted Affordable Housing Units Containing 17 Affordable Apartments at Spencer's Crossing, 90 Main Street, Centerbrook to a Public Hearing and a Special Town Meeting for the Legislative Body's approval. Norman Needleman seconded the motion. Stacia Libby abstained. Motion carried.

**American Rescue Plan Funds:**

There is currently \$43,110.00 available. After this request there will be \$31,110.00 available.

**Motion** was made by Norman Needleman to approve and recommend to Board of Finance an appropriation in the amount of \$12,000 to be allocated from the American Rescue Plan Act Funds for the Transfer Station fence repair. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Appropriations**

**Motion** was made by Norman Needleman to approve and recommend to the Board of Finance a supplemental appropriation in the amount of \$18,000.00 to the Dog Fund to offset the costs from December 1 to June 30, 2024 associated with the reorganization and hiring of a full-time Animal Control Officer position. Stacia Libby seconded the Motion. All in favor.

**Sinking Fund Request**

**Motion** was made by Bruce Glowac to approve and recommend to the Board of Finance the appropriation of a sum not to exceed \$10,000.00 from the Municipal Property Sinking Fund for the repair of the Essex Fire Engine Company No. 1 roof. Said sum to be taken from the Municipal Property Sinking Fund. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Capital Asset Management Policy**

**Motion** was made by Norman Needleman to table the Capital Asset Management Policy (on file in the Town Clerk's Office). Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

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### **Structure of School District**

The Selectmen read into the record a letter to the Board of Education, Boards of Finance, and to the Chester and Deep River Board of Selectmen (see attached).

### **Acceptance of the Acknowledgement of the automatic Reverter to the Town of Essex of title to the 4.82-acre property on Plains Road, conveyed by the Town of Essex to the Essex Fire Department Association, Inc. in 1986. The reason for the automatic Reverter is the inability of the Association to meet the specific conditions of the conveyance as set forth in the Acknowledgement.**

**Motion** was made by Bruce Glowac to approve and accept the Acceptance of the Acknowledgement of the automatic Reverter to the Town of Essex of title to the 4.82-acre property on Plains Road, conveyed by the Town of Essex to the Essex Fire Department Association, Inc. in 1986. The reason for the automatic Reverter is the inability of the Association to meet the specific conditions of the conveyance as set forth in the Acknowledgement. Stacia Libby seconded the motion. All in favor.

### **Public Hearing**

**Motion** was made by Stacia Libby to set a Public Hearing on Wednesday, April 17, 2024 at 6:30 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

### **Set Town Meeting**

**Motion** was made by Stacia Libby to set a Town Meeting on Wednesday, April 17, 2024 immediately following the Public Hearing at 6:30 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

### **March 20, 2024 Board of Selectmen and March 20, 2024 Budget Meeting**

**Motion** was made by Stacia Libby to cancel the March 20, 2024 Board of Selectmen Meeting and the March 20, 2024 Budget Meeting. Bruce Glowac seconded the motion. All in favor.

### **General Discussion**

First Selectman Norman M. Needleman, Selectman Stacia R. Libby, and Selectman Bruce M. Glowac, reported they are fully endorsing the resolution at the referendum on Tuesday, March 26, 2024 for the remediation at John Winthrop Middle School.

The Selectmen stated it is all about getting the students and staff back into the school as quickly as possible.

**Motion** was made by Bruce Glowac to adjourn the meeting at 6:07 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,  
Maria P. Lucarelli