

**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  
April 17, 2024**

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

Norman Needleman called the meeting to order at 7:00 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 and Kelly Sterner.

**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 April 3, 2024 Meeting Minutes. Stacia Libby seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

There was discussion of the increase in juvenile crime in the area.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Committee:** Mr. Glowac reported that the Town received 9 responses to the RFP from different firms. 6 of the firms were within the budget. The committee picked the top three candidates to interview. The Capital Committee unanimously recommends that the Town of Essex contract with the firm Jacunski & Humes to provide professional services pertaining to the preliminary study of a Town Police and Emergency Operations Center. The Committee felt that Jucunski & Humes had a lot of Emergency Operations Center experience, they are local, and they were the most qualified firm to meet the needs of the study. The plan is to review three potential sites.

**Motion** was made by Norman Needleman for the Town to contract with the firm Jacunski & Humes to provide professional services pertaining to the Preliminary study of a Town Police and Emergency Operations Center. Stacia Libby seconded the motion. All in favor.

**Solar Array System**

There was discussion that the Capital Committee is looking at installing a solar system at Public Works. However, the older Public Works buildings would need a new roof prior to a solar system being installed. There was discussion of also including the new public works building with a solar array system.

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Signage Selectman Stacia Libby reported she had met with Public Works Director Ryan Welch with the Selectmen’s recommendations from the April 3<sup>rd</sup> Selectmen’s meeting. Ms. Libby suggested placing a directional sign at the bottom of Route 9 South and to consider moving the existing Essex Sign at the corner intersection near the fire house to the front of the Essex Firehouse across from the Route 9 North exit. The existing sign needs a little work and the posts need to be replaced. The quote was \$2,900 to rework the sign. Ms. Libby reported she would work with Mr. Welch and would obtain costs for a new directional sign. There was discussion about including the Lion’s Club, the Rotary Club, and the U.S. Coast Guard Auxiliary emblems on one of the signs. Norman Needleman stated that he is ok with placement of the signs at the bottom of the exit ramps.

250<sup>th</sup> Anniversary – July 4, 2026 Selectman Libby reported the next committee planning meeting is scheduled for May 16, 2024 at 3 pm.

**NEW BUSINESS:**

**Appointments and Resignations Board and Commissions**   None

**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)

**Transfer Station Fee Increase Proposal**

**Motion** was made by Stacia Libby to approve the fee increase proposals as presented. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

Brush Disposal		
Residents and nonprofits		\$ 5.00 (instead of free)
Commercial Haulers		\$15.00/yard (\$10 previously)
Log Disposal		
		\$20.00/yard (\$15 previously)
Demolition and Bulky Waste		
Per Yard		\$50.00/yard (\$25 previously)



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Per ½ Yard	\$30.00/1/2 yard (\$15 previously)
Annual Sticker (as of 1/1/25)	\$200.00 (previously \$150)
Seniors	\$150.00 (previously \$100)

### **Permit Fee Increase Proposal**

PermitLink notified the Town of Essex that their pricing will be increasing due to inflation on July 1, 2024. Therefore, effective July 1, 2024 Land Use department fees will need to be increased to offset the PermitLink fee increase.

**Motion** was made by Stacia Libby to approve increasing the Land Use Department fees effective July 1, 2024. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

**American Rescue Plan Funds:** None. There is currently \$22,013 remaining.

### **Capital Asset Management Policy**

The auditors strongly recommended the Town create and implement a capital asset policy and to increase the capitalization thresholds. A policy was created, vetted by the auditors, and is on file in the Town Clerk's Office and in the Finance Department.

**Motion** was made by Bruce Glowac to approve the Capital Asset Management Policy. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

### **Resolution – Flexible Spending Account (FSA) Amendment**

For the 2024 calendar year, an individual may contribute up to the 2024 IRS maximum of \$3,200 with a rollover of \$640. The Town must approve a resolution adopting the amendment to increase to maximum salary deferral contribution.

**Motion** was made by Bruce Glowac to approve the Certificate of Adopting Resolution (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

**Public Hearing** None

**Set Town Meeting** None

**General Discussion** None

**Motion** was made by Bruce Glowac to adjourn the meeting at 8:10 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,  
Maria P. Lucarelli



## Selectmen's Office

[www.essexct.gov](http://www.essexct.gov)

**Norman M. Needleman, First Selectman**

**Email: [nneedleman@essexct.gov](mailto:nneedleman@essexct.gov)**

**Board of Selectmen:**

**Stacia R. Libby**

**Bruce M. Glowac**

**Essex Town Hall**

**29 West Avenue**

**Essex, Connecticut 06426**

**Telephone: 860-767-4340**

**Fax: 860-767-8509**

### CERTIFICATE OF ADOPTING RESOLUTION

I, Caitlin Riley, duly qualified and Town Clerk of the Town of Essex, a municipality organized under the laws of the State of Connecticut, do hereby certify that the following is a full and true copy of a resolution adopted at a regular meeting of the Board of Selectmen of the Town of Essex, duly held on the 17 of April, 2024, and is on file and of record, and that said resolution has not been altered, amended or revoked and is in full force and effect.

**RESOLVED**, that the form of amended and restated Welfare Benefit Plan, effective July 01, 2024, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

**RESOLVED**, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Town Of Essex's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the Town of Essex this 18th day of April, A.D. 2024.

Caitlin Riley, Town Clerk



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