

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
February 18, 2015**

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

Norman Needleman called the meeting to order at 7:13 p.m.

Approval of Agenda:

Motion was made by Stacia Libby to approve the Agenda with one addition under New Business: 2015 Small Cities Grant. Bruce Glowac seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Stacia Libby to approve the February 4th Minutes. Bruce Glowac seconded the motion. All in favor.

Informational Items, Communications and Correspondence:

Capital Building Committee

Bruce Glowac had nothing new to report.

Main Street Investment Fund - Ivoryton Grant

Norman Needleman reported that the Town Planner is finalizing the RFP for the Main Street project and it should be completed and ready to publish by the end of next week.

Friends In Service Here (FISH)

Henry May, President of FISH, sent a letter to the First Selectman with information regarding the services of FISH. They provided 745 free round trip rides to medical appointment for residents of Essex, Deep River, and Chester. 426 or 57% were for Essex residents.

Public Announcements / Comment: None

OLD BUSINESS: None

NEW BUSINESS:

Street Sweeper

Norman Needleman reported that the Town would need to purchase a new street sweeper because the current Town sweeper was involved in an accident with another vehicle and the frame was bent and the piece of equipment is deemed totaled by the Town insurance carrier. The Town insurance will give the Town \$21,231. The First Selectman stated there are a couple of options to obtain a new sweeper. The Town could do either a 10 year lease at \$18,700 per year or a 7 year lease at \$25,000 per year. The other option is that the Town could purchase a new piece of equipment, possibly requesting an appropriation of funds from the unassigned fund balance. Mr. Needleman stated that an unexpected emergency such as this is one of the primary purposes of the unassigned fund. Mr. Needleman would also like to earmark the insurance funds to be used towards the payment of the new machine. This will need to go to a Special Town Meeting.

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New Elgin "Pelican" Three Wheel High Dump Mechanical Street Sweeper	\$ 182,846
Less Insurance Payment	21,231
Funds needed to purchase sweeper	<u>\$ 161,615</u>

Motion was made by Bruce Glowac to approve and recommend to the Board of Finance an appropriation from the unassigned fund balance in an amount not to exceed \$161,615 for the purchase of a new ELGIN "Pelican" Three Wheel High Dump Mechanical Street Sweeper. Stacia Libby seconded the motion. All in favor.

Motion was made from Norman Needleman to approve and recommend to the Board of Finance that the insurance proceeds in the amount of \$21,231 be added to the Truck and Equipment Sinking Fund with the intention to use said funds for partial payment of the new mechanical street sweeper. Bruce Glowac seconded the motion. All in favor.

Job Description

Motion was made by Stacia Libby to approve the Park and Recreation Aide Job Description. Bruce Glowac seconded the motion. All in favor.

Appointments and Resignations Board and Commissions

Motion was made by Bruce Glowac to accept the resignation of Nancy Arnold from the Inland Wetland Commission with gratitude for her service. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

Norman Needleman, the First Selectman, appointed James E. Leo as a regular member to the Inland Wetlands Commission.

2015 Small Cities Grant - Schedule Public Hearing

Norman Needleman reported that the Town of Essex will be submitting a Small Cities Community Development Block Grant 2015 Application under the Department of Economic and Community Development. The process requires that the Town hold a Public Hearing.

Motion was made by Norman Needleman to schedule a Public Hearing for Wednesday, March 18, 2015 at 6:30 p.m. in Conference Room A for the Small Cities Community Development Block Grant 2015 Application. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

Set Town Meeting

Motion was made by Bruce Glowac to set a Special Town Meeting for Wednesday, March 18, 2015 at 6:45 pm. Stacia Libby seconded the motion. All in favor.

2015 Small Cities Grant

Norman Needleman reported that for the 2015 Small Cities Grant Application the Board of Selectmen need to approve a Fair Housing Policy Statement, an Affirmative Action Policy Statement, Essex Section 3 Plan, a Discrimination Complaint Procedure, an ADA Notice, a Municipal Grievance Procedure, and a Certification to Affirmatively Further Fair Housing, and a Title VI Equal Opportunity Statement to be adopted as the Town of Essex's policy. This is under the guidance of the community and in conjunction with the CDGB funding.

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Motion was made by Norman Needleman to approve the Fair Housing Policy Statement, an Affirmative Action Policy Statement, Essex Section 3 Plan, a Discrimination Complaint Procedure, an ADA Notice, a Municipal Grievance Procedure, and a Certification to Affirmatively Further Fair Housing, and a Title VI Equal Opportunity Statement. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

Traffic Authority

Motion was made by Stacia Libby to enter Traffic Authority. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Meadow Woods Road – Blind Corner

There was discussion on the parked cars along Meadow Woods Road. Neighbors have safety concerns on the blind corner along the stretch of roadway. The Essex Police are monitoring the situation closely.

Motion was made by Stacia Libby to exit Traffic Authority. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Public Comment:

Ed Condon, an Essex Wood Carver, has concerns about the businesses closing in Town and he presented an idea to the Selectmen. Mr. Needleman stated that he is always in favor of anything that could improve business in Town and encouraged economic activity. Mr. Glowac commended the information presented and he is also in favor of anything that can improve business in Town, but suggested that the ideas that Mr. Condon presented are excellent ideas and suggested he present his ideas to the Economic Development Commission and / or the Board of Trade.

SELECTMEN GENERAL DISCUSSION:

Mr. Needleman reported that all Resident Trooper funded may be cut out completely by the State. Towns may soon have to pay 100% of the costs associated with their Resident Trooper(s).

Budget Discussion:

Selectmen, Tab 2, Page B1

Reflects a 3% salary increase.

Assessor, Tab 3, Page B2

Reflects a 3% salary increase.

Central Services, Tab 4, Page B3

The budget decreased because the phones are being removed from this budget and will be placed into the Technology budget, since the new phone system will function through Nutmeg Network Technology.

Elections, Tab 5, Page B5

The budget decreased slightly with reductions in postage, office supplies, telephone, and training.

Probate Court, Tab 6, Page B6

Probate Court will remain flat as long as they can stay in their building in Old Saybrook.

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Tax Collector, Tab 7, Page B7

Reflects a 3% salary increase.

Finance Department, Tab 7, Page B7

Reflects a 3% salary increase and longevity.

Zoning Enforcement Agent, Tab 10, Page B10

Reflects a 3% salary increase.

Fringe Benefits, Tab 11, Page B11

The health insurance numbers have not yet been received, but it is anticipated there will be a 4.5% increase. There was a reduction in the part time payroll and the unemployment compensation.

General Insurance, Tab 12, Page B12

Reflects a 9.5% increase in the Town LAP insurance.

Legal Services, Tab 13, Page B13

Reflects a 1.36% increase.

Public Restroom Facilities, Tab 14, Page B14

Remained flat.

Technology, Tab 15, Page B15

There is a 2.58% increase which includes the new phone system and all of the costs associated with the Nutmeg Network.

Board of Assessment Appeals, Tab 16, Page B17

Remained flat.

Board of Finance, Tab 17, Page B18

Remained flat.

Clean Energy Task Force, Tab 18, Page B19

No funding request placed in the budget.

Conservation Commission, Tab 19, Page 20

There is a 42.22% increase which includes the grounds maintenance and repair request for \$9,775.

Economic Development Commission, Tab 20, Page 21

Remained flat.

Inland Wetlands Commission, Tab 21, Page 22

Overall slight reduction in budget.

Park and Recreation Department, Tab 22, Page 23

Overall slight reduction in budget.

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Park and Recreation Commission, Tab 23, Page 24

Part Time Payroll remained flat.

Planning Commission, Tab 24, Page 26

There was a slight increase on the fees to CME.

Tree Committee, Tab 25, Page 27

The increase was due to a grant funding match for America the Beautiful Grant.

Zoning Board of Appeals, Tab 26, Page 28

Overall slight reduction in budget.

Zoning Commission, Tab 27, Page 29

Overall slight reduction in budget.

Ambulance Association, Tab 28, Page 30

There was a slight reduction in budget request. The Town has paid for the Worker's Compensation for the Ambulance Association since 2010.

Animal Control, Tab 29, Page 31

Remained flat.

Building Department, Tab 30, Page 32

Additional part time and supplemental payroll hours have been added for additional coverage.

Emergency Management, Tab 31, Page 33

Additional part time payroll hours have been added.

Emergency 9-1-1, Tab 32, Page 34

There is currently a 12.08% increase anticipated for the Town of Essex. Final numbers will be available sometime in April

Fire Department, Tab 33, Page 35

Reflects a 2.9% increase.

Fire Marshal, Tab 34, Page 36

Reflects a 3% salary increase.

Harbor Patrol, Tab 35, Page 37

Remained flat.

Police Services, Tab 36, Page 38

Reflects a 12.07% increase for an additional police officer.

Resident State Trooper, Tab 37, Page 40

The 4.69% increase is a projection. Actual figures are pending.

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Water, Tab 38, Page 41

Reflects a 1.43% increase.

Estuary Transit, Tab 39, Page 42

Reflects a 7.5% increase.

Health Department, Tab 40, Page B43

Reflects an 11.19% increase. A part time Registered Sanitarian position has been placed in the budget.

Transfer Station & Recycling Center, Tab 41, Page B44

Reflects a 0.77% increase.

Sanitary Waste Commission, Tab 42, Page B46

No funding request placed in the budget.

Social Services, Tab 43, Page B47

Reflects a 0.21% increase.

Visiting Nurses, Tab 44, Page B48

Remains flat.

Water Pollution Control, Tab 45, Page B49

Reflects a \$200 or -7.14% decrease.

Highway Department, Tab 46, Page B50

Reflects a 2.86% increase. There was an increase in the seasonal payroll line.

Town Garage, Tab 47, Page 52

There was a reduction of \$6,000 from the cleaning budget. The Town Hall Maintenance Staff now cleans the garage.

Debt Service: Interest, Tab 48, Page 53

Reflects an 8.96% decrease.

Debt Service: Principal, Tab 49, Page 54

Reflects a 14.04% increase.

Motion was made by Stacia Libby to adjourn the meeting at 8:55 p.m. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,
Maria P. Lucarelli