

**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  
January 17, 2018**

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

Norman Needleman called the meeting to order at 7:03 p.m.

**Approval of Agenda:**

**Motion** was made by Norman Needleman to approve the Agenda with the addition of Executive Session after general discussion. Bruce Glowac seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Stacia Libby to approve the January 3 Meeting Minutes. Bruce Glowac seconded the motion. All in favor.

**Informational Items, Communications and Correspondence:**

The Director of Finance presented hard copies of the audit to the Board of Selectmen. The electronic copy can also be found on the Town web site under the Finance Department.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Committee:** Nothing new to report.

**Job Descriptions**

**Motion** was made by Norman Needleman to approve the nine (9) job descriptions listed below. Stacia Libby seconded the motion. All in favor.

1. Building Official
2. Assistant Building Official
3. Assistant to the Tax Collector
4. Social Services Representative (Part Time)
5. Park and Recreation Director
6. Administrative Assistant to the Land Use Department I
7. Administrative Assistant to the Land Use Department II
8. Assistant to the Town Clerk / Assistant Town Clerk
9. Assistant to the Assessor (Part Time)

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## **NEW BUSINESS:**

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

**Motion** was made by Bruce Glowac to accept the resignation of Adrienne Forrest from the Zoning Commission with gratitude for her service. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

Norman Needleman reported the following **First Selectman appointments**

**The First Selectman appointed** Gary Arnhold to the Essex Housing Authority as the resident representative with a term from January 17, 2018 to December 31, 2020.

#### **Representative South Central Emergency Medical Services Council**

Norman Needleman re-appointed Judith Reynolds as the Representative for the South Central Emergency Medical Services Council for term January 1, 2018 to January 1, 2019.

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

**Motion** was made by Bruce Glowac to appoint Susan Malan as an alternate to the Harbor Management Commission. Stacia Libby seconded the motion and it was unanimously approved. Motion carried. This appointment requires a Town Meeting.

**Motion** was made by Bruce Glowac to re-appoint Eric Peter Bierrie as a member of the Estuary Transit District for term February 14, 2018 to February 15, 2022. Stacia Libby seconded the motion. All in favor.

### **Proposed Ordinance Concerning the Appointment and Supervision of the Assessor**

#### **Assessor, Full Time Amendment Ordinance**

In 1969 The Town voted and adopted an ordinance that the Assessor is under the supervision of the Board of Finance and the Board of Selectmen for a period of time as may be deemed proper by said boards. There was discussion that the Assessor reports to the First Selectman, not the Board of Selectmen nor the Board of Finance. The Selectmen requested the Town Attorney draft up an Amendment to repeal or change this Ordinance.

**Motion** was made by Norman Needleman to table the Proposed Ordinance Concerning the Appointment and Supervision of the Assessor. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried. (Copy of proposed Ordinance is on file with the Town Clerk's Office).

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### **Harbor Patrol Police Boat**

The Harbor Patrol Boat was damaged beyond repair during the last storm. The Town's insurance company, CIRMA, will replace the value of the boat. The insurance proceeds will be combined with sinking funds to purchase a new harbor patrol police boat. Boat quotes were obtained and the Selectmen discussed the differences and the different options being offered.

**Motion** was made by Norman Needleman to amend the original motion to approve and recommend to the Board of Finance the appropriation from the Harbor Patrol Sinking Fund for the purchase of a new Harbor Patrol boat with all necessary equipment, electronics, associated transportation and training costs with a total appropriation of a sum not to exceed \$190,000.00 or the sum of \$127,072 plus the insurance proceeds, whichever is less. Bruce Glowac seconded the motion. All in favor.

**Public Hearing** - None

### **Set Town Meeting**

**Motion** was made by Stacia Libby to set a Special Town Meeting on Wednesday, January 31st at 5:00 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

**Public Comment:** None

### **SELECTMEN GENERAL DISCUSSION:**

The Selectmen discussed that they are still looking at sidewalk equipment. There was also discussion that the Essex Bridge Inspection Reports came in as either Fair vs. Good. There was further discussion on the conditions of the bridges in Essex. The Selectmen requested the Town engineer be contacted and asked to look at the condition of the bridges and for him to come up with a plan.

## **EXECUTIVE SESSION**

**Motion** was made by Norman Needleman to go into Executive Session at 8:15 pm for the purpose of a personnel matter. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Present: Selectmen Members: Norman M. Needleman, Bruce M. Glowac, and Stacia R. Libby

**Motion** was made by Norman Needleman to exit the Executive Session at 8:30 pm. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

### **Re-open the Regular Meeting:**

The regular meeting resumed at 8:31 pm.

**Motion** was made by Norman M. Needleman to approve and offer the Fire Marshal position to one of the four qualified applicants that interviewed for the position. The Selectmen approved this appointment for a six (6) month probationary period. Bruce Glowac seconded the motion. All in favor.

**Motion** was made by Norman Needleman to adjourn the meeting at 8:32 p.m. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,  
Maria P. Lucarelli