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**BOARD OF SELECTMEN
REGULAR MEETING
April 17, 2013**

Present: Norman M. Needleman, First Selectman
Stacia R. Libby, Selectman
Joel B. Marzi, Selectman

Norman Needleman called the meeting to order at 7:01 p.m.

There was a moment of silence in recognition of the victims of the bombing at the Boston Marathon.

Approval of Agenda:

Motion was made by Stacia Libby to approve the Agenda with one addition under New Business: Resolution for Intertown Capital Equipment Purchase Incentive Program. Joel Marzi seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Stacia Libby to approve the March 28, 2013 Special Meeting Minutes. Joel Marzi seconded the motion. All in favor.

Motion was made by Stacia Libby to approve the April 3, 2013 Regular Meeting Minutes. Joel Marzi seconded the motion. All in favor.

Communications and Correspondence:

Drug Take Back will be on Saturday, April 27th from 10 am – 2 pm at the Exit 3 Commuter Parking Lot on Saybrook Road, next to the Essex Fire House.

There was discussion on the process of the removal of the utility pole in front of the Town Hall.

Traffic Authority

Motion was made by Joel Marzi to enter Traffic Authority. Stacia Libby seconded the motion. All in favor.

HEARTSafe Community

Mr. Needleman reported the Town of Essex met the requirements of a designated HEARTSafe community. Signs will be placed throughout Essex.

Motion was made by Joel Marzi to approve the installation of the HEARTSafe Community signs. Stacia Libby seconded the motion. All in favor.

Motion was made by Joel Marzi to exit Traffic Authority. Stacia Libby seconded the motion. All in favor.

Public Announcements / Comment: None

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INFORMATIONAL ITEMS:

Capital Committee

Joel Marzi had nothing new to report.

Traffic Calming Program – Traffic Options Promoting Public Safety (T.O.P.P.S.)

Stacia Libby had nothing new to report.

Household Hazardous Waste

The next collection in Essex at the Estuary Regional HHW Facility, 5 Dump Road is on Saturday, May 18th from 9 am – 1 pm (Route 9, Exit 4)

OLD BUSINESS:

Sanitary Waste Commission Fee Collection – Nothing new to report.

NEW BUSINESS:

Job Description – Municipal Agent

The Selectmen reported that the current Social Services Director will be retiring. The Selectmen were presented with an updated Municipal Agent Job Description for review. This job description combined two positions, the Social Services Representative and the Municipal Agent. Mr. Needleman reported that this is a First Selectman appointment and he has selected Mary Ellen Barnes effective April 30, 2013. There was discussion regarding the job requirement of someone being a Town Resident, Mr. Needleman stated that it is automatically a Town resident.

There was discussion on position classification changes from Hourly Staff to Special Statutory Appointments that will be paid with stipends. Positions under the category include the Municipal Agent, the Burning Official, and the Fire marshal.

There was discussion on the Social Services Representative responsibilities which include fuel assistance applications. There was discussion on the home visits and what specifically that meant. This was tabled to the next Board of Selectmen Meeting for further discussion.

Job Description – Animal Control Officer

Motion was made by Norman Needleman to approve the Animal Control Office job description. Stacia Libby seconded the motion. All in favor.

Council of Governments (COG) – Regional Agriculture Council Study Group

Mr. Needleman reported that COG has asked for a representative from each Town to be part of the Council Study Group.

Motion was made by Norman Needleman to be part of the Regional Agriculture Council. Stacia Libby seconded the motion. All in favor.

Essex Park & Recreation Special Revenue Fund Purchasing Guidelines

Mr. Needleman presented the Guidelines on the Special Revenue funds. He stated there was no procedure for spending the Park & Recreation Funds. Mr. Needleman suggested that the Park & Recreation Commission set some guidelines about how they use their funds. It is a guideline, not a

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rule. The Board of Selectmen would approve it, then, the Board of Finance would approve it. There was further discussion and it was decided to table this until the next Board of Selectmen meeting.

Neighborhood Assistance Act - Schedule Public Hearing

Norman Needleman reported that the Community Music School and the Connecticut River Museum have both submitted applications under the State of Connecticut, Neighborhood Assistance Act. This process requires the Town hold a Public Hearing.

Motion was made by Stacia Libby to set a Public Hearing on Wednesday, May 1st 2013 at 4:45 p.m. in Conference Room A for the Community Music School Neighborhood Assistance Act Application. Joel Marzi seconded the motion. All in favor.

Set Town Meeting:

Motion was made by Stacia Libby to set a Town Meeting on Wednesday, May 1st 2013 at 4:50 p.m. in Conference Room A. Joel Marzi seconded the motion. All in favor.

Resolution – Intertown Capital Equipment Purchase Incentive (ICE) Program

Motion was made by Stacia Libby to approve the Intertown Capital Equipment Purchase Incentive Program Resolution (See Attached). Norman Needleman seconded the motion. All in favor.

Public Comment:

Walter Schieferdecker stated he attended a meeting at the Department of Transportation. AMTRAC has applied to DEEP for expanded train service over the 3 bridges, Old Saybrook, Niantic, and New London. Train traffic will increase. This frequently of trains will impact sailors because there will be very little open bridge time. The weekends are a huge concern.

SELECTMEN GENERAL DISCUSSION:

Prescription Discount Card

There was discussion on the Town of Essex Prescription Discount Card. It is free and offered in a joint effort with the Connecticut Conference of Municipalities. Cards will be mailed out at the end of April to every Essex household.

Town of Essex – Library & Sister Cities Film

There was discussion on a 35 minute film that will be showing on how and why Essex formed the relationship. The event will be held at the Essex Library on Friday, May 10 at 7 pm. There is no cost.

There was discussion on the tick problem at Viney Brook.

There was discussion on implementing an Employment Operations Manual for Boards and Commission members. Other Towns have official Code of Conduct or Code of Ethics Manuals. There was discussion that once you have a Code of Conducts in place, then you need to enforce them. There was discussion that there is no document given to new board and commission members on the tasks and responsibilities of a board and commission member, as well as how they are to conduct themselves as representative of the Town. Mr. Marzi suggested creating a draft policy or manual.

Motion was made by Stacia Libby to adjourn the meeting at 8:29 pm. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli



Selectmen's Office

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RESOLUTION OF ENDORSEMENT

The Legislative Body of the Town of Essex met on April 17, 2013 and adopted a resolution by the vote of 3 to 0 which endorsed the **Intertown Capital Equipment Purchase Incentive (ICE) Program** proposal referenced in Section 75 of Public Act 11-57 (An Act Authorizing Bonds of the State for Capital Improvements . . .). Such proposal is attached to and made a part of this record.

IN WITNESS WHEREOF, the undersigned has executed this certificate this 18th day of April, 2013.

Frances D. Nolin
Town Clerk