

**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  
November 6, 2013**

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

Norman Needleman called the meeting to order at 7:02 p.m.

**Approval of Agenda:**

**Motion** was made by Norman Needleman to approve the Agenda with two additions under New Business. Add item 9J Park & Recreation Sinking Fund Request and add item 9K Municipal Property Sinking Fund Request. Joel Marzi seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Joel Marzi to approve the agenda as amended October 16, 2013 Regular Meeting Minutes. Norman Needleman seconded the motion. All in favor.

**Communications and Correspondence:** None

**Public Announcements / Comment:** None

**Traffic Authority**

**Motion** was made by Norman Needleman to enter Traffic Authority. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

**Route 153 at Route SR 604 and Bokum Road Traffic Control Signal Equipment.** There was discussion on a November 1 letter received from the State of Connecticut Department of Transportation in regards to revising the traffic control signal equipment. The project is expected to be completed by February, 2014.

**Motion** was made by Stacia Libby to approve the signing of the letter from the Department of Transportation to upgrade traffic control signals at Route 153 at State Route 604 and Bokum Road (Intersection 49-206). Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

**Route 153 at Route SR 604 Traffic Speed Reduction.** There was discussion on reducing the speed on Westbrook Road from 35 miles per hour to 30. There are serious safety issues related to the fact the road has several curves, has no sidewalk and a large number of pedestrians walk along this road.

**Motion** was made by Stacia Libby to approve sending a letter to the Connecticut Department of Transportation requesting they lower the speed limit on Westbrook Road from 35 to 30 miles per hour. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

**Motion** was made by Stacia Libby to exit Traffic Authority. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

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**INFORMATIONAL ITEMS:**

**Household Hazardous Waste**

October 26th collection had 47 household participate. This was the last collection until April 2014.

**Paper Shredding Event**

On October 19<sup>th</sup> Essex had 27 vehicles. A total of 135 vehicles participated.

**Capital Project Committee**

There was discussion on the Town Hall Projects: Which included the Essex Elementary School projects, infrastructure improvements, Town Hall projects and improvements. There was discussion on the scope of the work, which would be first define the needs, get approval, and go out to bond.

**Walnut Street Bridge**

There was discussion on the condition of the Walnut Street Bridge. The bridge must be repaired as soon as possible. There is a maximum gross weight limit of 10 tons. Emergency vehicles cannot go over the bridge. The bridge is more than 33 years old.

**Sister Cities Grant from Community Foundation of Middlesex County**

Mr. Needleman announced that the Community Foundation of Middlesex County issued a disbursement grant of \$10,000 to Sister Cities Essex Haiti Fund.

**Ivoryton Village Intersection Grant Committee (DOH)**

There was discussion on forming an Ivoryton Village Intersection Grant Committee. The committee would take a look at sidewalks, roads, curbs, and changes to lighting, etc. Mr. Needleman recommended the following members. Stacia Libby has been asked to Chair the committee with members Kelly Sterner, John Guskowski, Rick Audet, and one member from the Ivoryton Alliance.

**Endangered Species Letter**

There was discussion on a letter that was received notifying the Town of two species being added to the endangered species list. The first is the rufa red knot (*Calidris canutus rufa*), a shore bird that can use inland areas during migration and the northern long-eared bat (*Myotis septentrionalis*) as endangered.

**OLD BUSINESS:**

**Property Acquisition**

There was discussion on the acquisition of a portion of 27 West Avenue, which is a piece of property abutting the Town Hall. A Public Hearing and a Town Meeting will be scheduled.

**Motion** was made by Stacia Libby to approve moving forward with the acquisition of a portion of 27 West Avenue. Joel Marzi seconded the motion. All in favor.

**NEW BUSINESS:**

**Bottle Bill Campaign**

There was discussion on endorsing the Bottle Bill Campaign.

**Motion** was made by Norman Needleman to agree to support the updating of the Bottle Bill. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

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### **2014 Holiday Schedule**

**Motion** was made by Stacia Libby to approve the 2014 Holiday Schedule (copy attached). Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

### **2014 Board of Selectmen Meeting Schedule**

**Motion** was made by Joel Marzi to approve the 2014 Board of Selectmen Meeting Schedule (copy attached). Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Norman reminded everyone that:

- The next Board of Selectmen meeting will be at 6 pm instead of 7 pm on November 20th.
- The Annual Report Dedication will be at 6:30 on November 18<sup>th</sup> in the Auditorium
- The Annual Town Meeting will be at 7:00 pm on November 18<sup>th</sup>
- The Annual Budget Meeting will be at 7:30 pm on May 12<sup>th</sup>

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

**Motion** was made by Stacia Libby to recommend the following **Board of Selectmen appointments** to the Annual Town Meeting on November 18. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

#### **Harbor Management Commission**

Jeffrey Going  
Joseph Zaraschi

#### **Park & Recreation Commission**

James Rawn  
Thomas Clerkin  
Edward Burleson (alternate)

#### **Sanitary Waste Commission / Water Pollution Control Authority**

Susan Malan  
Randel Osborne  
Leigh Rankin  
Mark Reeves  
Robert Van Houten  
Al Wolfgram (alternate)

#### **Zoning Board of Appeals**

Michael Noto

#### **Zoning Commission**

James Hill  
Jeffrey Lovelace (alternate)

**Motion** was made by Stacia Libby to approve these Board of Selectmen appointments. Joel Marzi seconded the motion, it was unanimously approved. Motion carried

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Norman Needleman reported the following **First Selectman appointments** that will go to the Annual Town Meeting on November 18:

**Economic Development Commission**

Lon Seidman  
David Sousa  
Elizabeth D'Amico

**Inland Wetlands Commission**

Charles Corson  
Daniel Lapman  
Stephen Knauth (alternate)

**Planning Commission**

Alan Kerr  
John Ackerman (alternate)

Norman Needleman reported the following **Board of Selectmen appointments.**

**Tree Committee**

Susan Malan  
Mark Pratt  
Judy Saunders

**Central Regional Tourism District Representative**

Jerry Roberts

**Motion** was made by Stacia Libby to approve these Board of Selectmen appointments. Joel Marzi seconded the motion, it was unanimously approved. Motion carried

**Resignations:**

**Motion** was made by Stacia Libby to accept the resignation of Lynn C. Faulstick from the Zoning Board of Appeals. Joel Marzi seconded the motion, it was unanimously approved. Motion carried

**Motion** was made by Norman Needleman to accept the resignation of James Francis from the Retirement Board. Joel Marzi seconded the motion, it was unanimously approved. Motion carried

**Small Cities – Community Development Block Grant**

- Affirmative Action Policy Statement
- Americans with Disabilities Act (ADA) Notice
- ADA Municipal Grievance Procedure
- Fair Housing Action Plan
- Past Fair Housing Initiatives Schedule
- Fair Housing Resolution
- Fair Housing Policy Statement
- Fair Housing Month Resolution
- Compliance with Title VI of the Civil Rights Act of 1964
- Title VI Discrimination Compliant Form

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- Citizen Participation Plan
- Town of Essex Section 3 Plan

**Motion** was made by Norman M. Needleman to approve the Affirmative Action Policy Statement, Americans with Disabilities Act (ADA) Notice, ADA Municipal Grievance Procedure, Fair Housing Action Plan, Past Fair Housing Initiatives Schedule, Fair Housing Resolution, Fair Housing Policy Statement, Fair Housing Month Resolution, Compliance with Title VI of the Civil Rights Act of 1964, Title VI Discrimination Compliant Form, Citizen Participation Plan, Town of Essex Section 3 Plan. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

#### **Job Description – Pumpout Boat Operator**

**Motion** was made by Joel Marzi to approve the Pumpout Boat Operator Job Description (copy attached). Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

#### **Building Permit Fees – Mechanical – Town Hall Boiler Replacement**

**Motion** was made by Stacia Libby to waive the permit fees for the boiler replacement and heating system improvements at the Essex Town Hall. Norman Needleman seconded the motion. Motion carried.

#### **Set Public Hearing**

**Motion** was made by Joel Marzi to set a Public Hearing Meeting for Wednesday, November 20, 2013 at 7:00 pm to hear any or all persons who wish to be heard in regard to the proposed purchase of a .65 acre portion of the land commonly known as 27 West Avenue, Essex. Norman Needleman seconded the motion. All in favor.

#### **Set Town Meeting**

**Motion** was made by Joel Marzi to set a Special Town Meeting for Wednesday, November 20, 2013 immediately following the public hearing. Norman Needleman seconded the motion. All in favor.

#### **Park & Recreation Sinking Fund Request**

**Motion** was made by Norman Needleman to recommend to the Board of Finance to appropriate a sum not to exceed \$55,000 for the construction of the Playscape and purchase and installation of the tennis court fence. Said sum to be taken from the Park and Recreation Sinking Fund. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

#### **Municipal Property Sinking Fund Request**

**Motion** was made by Norman Needleman to recommend to the Board of Finance to appropriate a sum not to exceed \$25,000 for the reconstruction of the front of the Town Hall Building including improvements to the sidewalks. Said sum to be taken from the Municipal Property Sinking Fund. Stacia Libby seconded the motion and it was unanimously approved. Motion carried.

**Public Comment:** None

#### **SELECTMEN GENERAL DISCUSSION:**

**Motion** was made by Norman Needleman to adjourn the meeting at 6:02 p.m. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,  
Maria P. Lucarelli



# 2014 HOLIDAY SCHEDULE

New Year's Day .....	January 1, 2014.....	Wednesday
Martin Luther King Day .....	January 20, 2014.....	Monday
Presidents' Day.....	February 17, 2014.....	Monday
Good Friday.....	April 18, 2014.....	Friday
Memorial Day .....	May 26, 2014.....	Monday
Independence Day .....	July 4, 2014 .....	Friday
Labor Day .....	September 1, 2014.....	Monday
Columbus Day.....	October 13, 2014.....	Monday
Election Day.....	November 4, 2014 .....	Tuesday
Veterans Day.....	November 11, 2014.....	Tuesday
Thanksgiving Day.....	November 27, 2012.....	Thursday
Day after Thanksgiving Day.....	November 28, 2012.....	Friday
Christmas Day .....	December 25, 2014 .....	Thursday
Day after Christmas Day .....	December 26, 2014 .....	Friday
New Year's Day .....	January 1, 2015.....	Thursday
Day after New Year's Day .....	January 2, 2015.....	Friday

\* Personnel Manual states: All holidays will be celebrated either on the traditional date or on the date designated by the Governor. In all cases, when a holiday falls on a Saturday, the preceding Friday shall be the day off; and when a holiday falls on a Sunday, the following Monday shall be the day off.

Approved by the Board of Selectmen November 6, 2013



**TOWN OF ESSEX  
BOARD OF SELECTMEN  
CALENDAR OF MEETINGS  
JANUARY 1, 2014 – JANUARY 10, 2015**

<b>January 8, 2014</b>	<b>5:00 pm</b>
<b>January 22, 2014</b>	<b>7:00 pm</b>
<b>February 5, 2014</b>	<b>5:00 pm</b>
<b>February 19, 2014</b>	<b>7:00 pm</b>
<b>March 5, 2014</b>	<b>5:00 pm</b>
<b>March 19, 2014</b>	<b>7:00 pm</b>
<b>April 2, 2014</b>	<b>5:00 pm</b>
<b>April 16, 2014</b>	<b>7:00 pm</b>
<b>May 7, 2014</b>	<b>5:00 pm</b>
<b>May 21, 2014</b>	<b>7:00 pm</b>
<b>June 4, 2014</b>	<b>5:00 pm</b>
<b>June 18, 2014</b>	<b>7:00 pm</b>
<b>July 2, 2014</b>	<b>5:00 pm</b>
<b>July 16, 2014</b>	<b>7:00 pm</b>
<b>August 6, 2014</b>	<b>5:00 pm</b>
<b>August 20, 2014</b>	<b>7:00 pm</b>
<b>September 3, 2014</b>	<b>5:00 pm</b>
<b>September 17, 2014</b>	<b>7:00 pm</b>
<b>October 1, 2014</b>	<b>5:00 pm</b>
<b>October 15, 2014</b>	<b>7:00 pm</b>
<b>November 5, 2014</b>	<b>5:00 pm</b>
<b>November 19, 2014</b>	<b>7:00 pm</b>
<b>December 3, 2014</b>	<b>5:00 pm</b>
<b>December 17, 2014</b>	<b>7:00 pm</b>
<b>January 7, 2015</b>	<b>5:00 pm</b>

All meetings are held in Meeting Room A unless otherwise noted.  
Calendar Approved by the Board of Selectmen: November 6, 2013



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BOARD OF SELECTMEN  
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<b>August 20, 2014</b>	<b>7:00 pm</b>
<b>September 3, 2014</b>	<b>5:00 pm</b>
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**TOWN OF ESSEX  
POSITION DESCRIPTION**

<b>Title:</b>	<b>PUMPOUT BOAT OPERATOR</b>
<b>Department:</b>	PUMPOUT BOAT PROGRAM
<b>Classification:</b>	Hourly Staff, Non-Exempt
<b>Position Definition:</b>	<p><u>Boat Operator (Captain)</u> for Pumpout Boat. Oversees boat operations and is ultimately responsible for the safe navigation and passage of the Pumpout Boat; including responsibility for keeping the boat crew safe. Also responsible for prevention of damage to vessels being serviced.</p> <p>The Captain makes the go or no go decision in the event of inclement weather.</p> <p>Directs all personnel aboard to support boat operations such as navigation and docking.</p> <p><u>Boat Crew Member</u> works with the Captain in the safe operation of the vessel and equipment therein, including maintenance and upkeep. Also take care to prevent damage to vessels being serviced.</p>
<b>Supervision Received:</b>	Program Managers
<b>Supervision Exercised:</b>	Technical aspects and operational activities.
<b>Examples of Essential Duties:</b>	<p>Captain and Crew Member must possess the ability to provide a high-level of customer service to the customers including educating them to the value of clean water activities.</p> <p>Must: Work the duty hours  Maintain the published schedule as closely as possible  Check for messages regularly  Maintain the required logs  Leave appropriate messages in the Ships Log for the next crew/check for messages.  Keep oil reservoir full  The wearing of PFDs is mandatory.</p>
<b>Examples of Incidental Duties:</b>	<p>Cleans boat hull and interior.</p> <p>Monitors weather for changes and responds accordingly.</p>
<b>Minimum Qualifications Required:</b>	<p>Valid Connecticut Safe Boating Certificate or any Coast Guard approved license and a valid CT driver's license.</p> <p>Vision in both eyes and good hearing. Ability to swim is required. First Aid and CPR Certified or Medical Response Technician Certification a plus.</p>
<b>Knowledge, Skills, and Abilities:</b>	<p>Boat Operators are required to have center console boat driving experience.</p> <p>Boat handling abilities including mooring the boat to a pier, dock or another vessel.</p> <p>Only under special circumstances will the Pumpout Boat take another vessel under tow. This case is if the towed vessel is in immediate danger of damage, and then the tow is only to safe water. The Pumpout Boat will standby until commercial tow or emergency</p>

**TOWN OF ESSEX  
POSITION DESCRIPTION**

<b>Title:</b>	<b>PUMPOUT BOAT OPERATOR</b>
	<p>responders arrive.</p> <p>Navigation knowledge including use depth finder, use of paper charts; use of information on charts including navigational aids;; determining state of tide and current speed; familiarity with local Connecticut River waters from the East Haddam bridge to the north, to the mouth of the River This does not include the waters of Long Island Sound; but does include navigable tributaries to the Connecticut River in the area of operation.</p> <p>Nautical rules of the road knowledge including maneuvering and warning signals; navigation lights; vessel priority; vessels in restricted visibility; safe speed; proper lookout; narrow channels.</p> <p>Small boat seamanship knowledge including tying appropriate knots; use of mooring lines and fenders.</p> <p>Special situations, adverse conditions and emergencies knowledge including grounding; collision; man overboard; restricted visibility; high winds; fire; medical; capsizing; pollution response; refueling; security patrols.</p> <p>Search and Rescue knowledge including distress signals and proper procedural words.</p> <p>Marine radio knowledge including use of distress, bridge to bridge, calling, weather, and Coast Guard liaison frequencies, proper terminology and radio communication procedures.</p> <p>Connecticut boating laws knowledge including no wake areas; speed limitations.</p> <p>Personal survival gear knowledge including personal floatation devices; visual and sound signal gear.</p>
<b>Physical, Mental Exertion/Environmental Conditions:</b>	Boat operates day and early evening hours, in good and low visibility. In the event of adverse weather conditions the Captain makes the decision to not go out, hunker down till the weather clears, or to return to port.
<b>Note:</b>	<p>The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.</p> <p>Captains and crew are responsible for reading and understanding the <i>Pumpout Boat Operators Program Policy Manual</i>.</p>