

**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  
March 23, 2022**

**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.

First Selectman Needleman welcomed everyone to the Board of Selectmen in person and remote public access meeting via Zoom.

In attendance: First Selectman Norman M. Needleman, Selectman Stacia R. Libby, and Selectman Bruce M. Glowac.

Others in attendance: Tracey Celentano and Kelly Sterner.

**Approval of Agenda:**

**Motion** was made by Norman Needleman to approve the agenda. Bruce Glowac seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Bruce Glowac to approve the March 9, 2022 Meeting Minutes. Norman Needleman seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

**Connecticut Water Company**

The Selectmen discussed upcoming water company projects. There is discussion on whether the project will be done during the day or evening hours, whichever has less impact on the community.

**Foxboro/New City/North Main Streets** – This project is expected to start in early April depending on the availability of materials. Construction will start on Foxboro, then New City and finally North Main. Related to Foxboro, please be aware that access will be bit challenging during the work with the narrow road. It should be completed in less than a week.

**Main Street (Route 602), Ivoryton** – This project will also begin early April and will be followed by a state DOT paving project. The water company portion of the work should be completed by the end of July.

We are aware and sensitive to the school/school bus situation in the area (for both projects) and the Water Company is working with the Town and the bus company to ensure a good plan is in place. The Water Company is working with the Selectmen, the Public Works Director, and Officers.

**Blake/Summit/Chestnut** – Construction is scheduled for mid-year. The Water Company will provide updates as necessary.

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**Public Announcements / Comment:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Appointments and Resignations Board and Commissions**

Open Town Board and Commission positions can be found at [https://www.essexct.gov/sites/g/files/vyhli3116/f/uploads/boards\\_and\\_commissions\\_website\\_30.pdf](https://www.essexct.gov/sites/g/files/vyhli3116/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/vyhli3116/f/file/application\\_to\\_volunteer\\_for\\_board\\_or\\_commission\\_fillable\\_4\\_13\\_18.pdf](https://www.essexct.gov/sites/g/files/vyhli3116/f/file/application_to_volunteer_for_board_or_commission_fillable_4_13_18.pdf)

**Motion** was made by Bruce Glowac to re-appoint John Molloy to the Tree Committee. Norman Needleman seconded the motion, and it was unanimously approved. Motion carried.

The following are Board and Commission openings:

- Conservation Commission – Regular Member
- Conservation Commission – Alternate Member
- Inland Wetlands Commission – 1 Regular Member
- Park and Recreation Commission – 3 Alternate Members
- Planning and Zoning Commission – 1 Regular Member

**Outdoor Entertainment – Scotch Plains**

Selectman Bruce Glowac reported the Planning and Zoning Commission responded to the February 18, 2022 Board of Selectmen letter requesting the Commission revoke or rescind the restaurant's approvals for outdoor entertainment. The Commission responded there was no approval, for outdoor music ever granted. However, the prior Zoning Enforcement Officer did sign the liquor permit application in 2017 to continue the use of the location as a restaurant which serves liquor and has live entertainment. The application called for continuation of live entertainment/bands but did not reference either an indoor or outdoor location for the bands. The application exhibits submitted showed the interior of the restaurant, so there was no reason to believe that outdoor entertainment was granted.

There was further discussion regarding what if any controls or limits the town should have regarding outdoor entertainment. Selectman Glowac stated that one option would be to require outdoor entertainment to be permitted through a special exception permit issued by zoning which would require a text amendment to current zoning regulations. First Selectman Needleman stated that the Board of Selectman had the right to submit a recommended text amendment and that our Town attorney could possibly assist with that effort.

Selectman Glowac stated that due to the recent extension of the Governor's executive orders regarding outside dining, the Planning and Zoning Commission intended to send a general letter out to all restaurants in town to provide clarity on the issues.

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### **Inland Wetland Fees**

**Motion** was made by Norman Needleman to table this item. Bruce Glowac seconded the motion, and it was unanimously approved. Motion carried.

### **LoCIP Project Authorization**

**Motion** was made by Bruce Glowac to approve and recommend to Board of Finance the acceptance of the "reclamation and repaving of Oxbow Lane in the Town of Essex, CT" as part of the Town's Capital Improvement Plan for the fiscal year 2021-2022. Furthermore, the Board recognizes the project as a local capital improvement project and upon acceptance, authorizes submission for state reimbursement in the amount of \$40,852 under the Local Capital Improvement Program (LoCIP). Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

### **American Rescue Plan Funds**

#### **Town Hall Improvements – Conference Room A**

Quotes are still being obtained for upgrades to Conference Room A and will be presented at the next Board of Selectmen meeting.

#### **Funds for Employee Premium Pay**

The Selectmen decided to table this until the next meeting.

#### **Additional Police Body Cameras**

Mr. Needleman discussed purchasing additional body cameras. The reason is there is a new officer starting in April and the upload of the data is very time consuming, so the cameras need to be swapped out and rotated while uploading the data.

#### **Generator at the Public Works Garage**

Mr. Needleman discussed purchasing a new generator for the Public Works Garage.

#### **Public Hearing** None

#### **Set Town Meeting** None

### **Employee Handbook Addendum**

**Motion** was made by Bruce Glowac to approve the Addendum #2 – Carryover Vacation Days (copy attached). Stacia Libby seconded the motion. Motion passed.

**Motion** was made by Bruce Glowac to approve the Addendum #3 – Unpaid Time (copy attached). Stacia Libby seconded the motion. Motion passed.

#### **Public Comment / Announcements:** None

### **SELECTMEN GENERAL DISCUSSION:**

#### **Annual Budget Public Hearing**

The Selectmen discussed the Annual Budget Public Hearing being held on Thursday, April 14, 2022 will be both in person and by Zoom. See the web site for additional information and the Zoom link.

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### **Annual Budget Meeting**

The Annual Budget Meeting being held on Monday, May 9<sup>th</sup>, 2022 at 7:30 pm in person only.

### **Valley Regional High School Tennis Courts**

The Selectmen discussed the poor condition of the Valley Regional High School tennis courts. The courts are in such bad condition, they are closed. There are structural and drainage issues. The school is looking for another interim location for the students. The Selectmen thought the Town Hall tennis courts could be used, but only sporadically and in an emergency, but we would need to work out a schedule since there are already Park and Recreation Programs in place. The Selectmen suggested the possibility of the school reaching out to the Old Saybrook Racquet Club.

### **Second Amendment to Tier 1 Long Term Municipal Solid Waste Management Services Agreement – Materials Innovation and Recycling Authority (MIRA) (fka CRRA)**

The Selectmen discussed the second amendment agreement between MIRA and the Town of Essex. The Selectmen are fine with staying with MIRA for another five (5) years, but on a month-to-month basis. Based on the tonnage for the Town of Essex, the Town would prefer to be billed month by month. The Town is not opting out of MIRA, just not signing a long-term contract.

**Motion** was made by Norman M. Needleman to not sign the Second Amendment to the Tier 1 Long Term Municipal Solid Waste Management Services Agreement (On File in Town Clerk's Office). Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Motion** was made by Bruce Glowac to adjourn the meeting at 7:59 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,  
Maria P. Lucarelli

## **Addendum #2 – Carryover Vacation Days**

**Effective 03/23/22**

Employees are expected to take vacation leave during the anniversary year in which it is earned. The Town establishes a maximum amount of vacation leave that may be carried over from one anniversary year to the next of no more than the equivalent of twenty (20) vacation days per year.

Any vacation leave in excess of the maximum allowable carryover amount as of the employee's anniversary date will automatically lapse and be lost for future use. Exceptions where exigent workload did not allow the employee to take the necessary vacation time, must be documented in writing and will only be accepted with the prior approval of the First Selectman.

No compensation shall be paid to any employee for unused vacation leave except upon termination under certain circumstances as provided below.

### **Addendum #3 – Leave of Absence (Unpaid)**

**Effective 03/23/22**

The First Selectman recognizes that due to personal circumstances, it may be necessary for an employee to request more time off than is provided under Town leave programs. An unpaid personal leave of absence, for non-medical reasons, may be granted at the sole discretion of the First Selectman to employees who have exhausted leave available to them under other Town leave programs. A Leave of Absence is a privilege the First Selectman may grant to employees at his/her sole discretion and is not a right to which employees are entitled.