

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
August 3, 2022**

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

Norman Needleman called the meeting to order at 5:00 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: Jeffrey Croyle, Finance Director Tracey Celentano, and Kelly Sterner.

Approval of Agenda:

Motion was made by Stacia Libby to approve the agenda. Bruce Glowac seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Bruce Glowac to approve the July 6, 2022 Meeting Minutes. Stacia Libby seconded the motion. All in favor.

Informational Items, Communications and Correspondence

Selectman Needleman reported on the paving projects on Maple Avenue, Kings Lane, Riverview Street, New City Street, and a section of Foxboro Road. The Town is grinding, grading, and paving the full width of the road and replacing all curbing. During the grinding and grading phase, the road will be a rough and at times an uneven surface. Please drive **slowly** and avoid the area when possible. Be **very cautious** around the machinery and follow directions from workers and flaggers. This work is the final restoration of the Water Main Replacement and a Capitol Paving Project for the Town of Essex. Thank you for your patience throughout the duration of the construction process. We apologize for any inconvenience you may experience during this time.

Selectman Needleman reported on the chip sealing projects on Falls River Drive, West Hills Road 1, West Hills Road 2, Mitchel Terrace, Mitchel Circle, and Bittersweet Lane. Many of the roads on the list will receive two (2) coats of chip seal. These roads have been selected due to cracks and deteriorated areas. This new surface treatment will extend and preserve the durability of the road. In the past the Town used a larger 3/8-inch stone for Chip Sealing. We are now using 1/4-inch stone because it has a smoother finish surface which is more acceptable to pedestrians and vehicles

Public Announcements / Comment: None

OLD BUSINESS:

Capital Committee: Nothing new to report

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NEW BUSINESS:

Appointments and Resignations Board and Commissions

Motion was made by Bruce Glowac to appoint Peter Fleischer as a regular member to the Planning and Zoning Commission. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried. This appointment requires a Town Meeting.

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 a one (1) year term January 1, 2022 to January 1, 2023.

Local Open Burning Official

Norman Needleman re-appointed John Planas as the Local Open Burning Official for the Town of Essex for a four (4) year term February 1, 2022 to January 31, 2026.

Central Regional Tourism District

Motion was made by Bruce Glowac to appoint Jaqueline Hubbard as the Representative for the Central Regional Tourism District for a two (2) year term July 1, 2022 to June 30, 2024. Libby seconded the motion, and it was unanimously approved. Motion carried.

Building Official

Norman Needleman re-appointed David DeLeeuw as the Building Official for the Town of Essex for a four (4) year term April 2, 2022 to April 2, 2026.

Assistant Animal Control Officer

The Town is looking for and an Assistant Animal Control Officer. The Town is seeking applicants and is currently interviewing. There was discussion of the work involved in taking care of animals that are in the shelter, especially those animals residing there for an extended period. The Town is investigating options of using volunteers to care for the animals in the shelter so that the ACO's could concentrate on the other parts of the job. A Volunteer Policy would need to be created. Stacia Libby stated she would assist in creating a policy.

Open Town Board and Commission positions can be found at
https://www.essexct.gov/sites/g/files/vyhlif3116/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/vyhlif3116/f/file/application_to_volunteer_for_board_or_commission_fillable_4_13_18.pdf

The following are Board and Commission openings:

- Conservation Commission – Regular Member
- Conservation Commission – Alternate Member
- Park and Recreation Commission –2 Alternate Members

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American Rescue Plan Funds:

The Finance Director presented to the Board of Selectmen the summary list of projects to date along with the remaining balance \$490,579.

First Selectman Needleman requested \$10,000 to be used to fund the installation of two additional electric vehicle charging stations.

Motion was made by Bruce Glowac to approve and recommend to Board of Finance an appropriation in the amount of \$10,000 to be allocated from the American Rescue Plan Act Funds for the installation of two electric vehicle charging stations, one in Ivoryton, and one in the Essex Town Hall parking lot. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

First Selectman Needleman requested \$65,000 to be used to fund the digitization of the land use department. Digitizing is an incredible way to be efficient by scanning the property files so people at home can view their files without coming into the office.

Motion was made by Bruce Glowac to approve and recommend to Board of Finance an appropriation in the amount of \$65,000 to be allocated from the American Rescue Plan Act Funds for digitizing the Land Use Department. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Resolution – To Commit Match Fund for the Hazard Mitigation Grant Program Disaster Declaration

As part of FEMA's Hazard Mitigation Grant program process, a local funding match is required. The Town of Essex Resolution of Commitment as authorized by the Board of Selectmen is attached. The Town must commit to fund 25% of the \$300,000 grant or \$75,000.

Motion was made by Norman Needleman to approve the Authorizing Resolution to Commit Match Fund (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Resolution of Lessee's Governing Body

Motion was made by Bruce Glowac to approve the Resolution of Lessee's Governing Body (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Resolution – Municipal Certification of Resolution – STEAP 2022 – Civic Campus Phase II

Motion was made by Norman Needleman to approve the Municipal Certification of Resolution – STEAP 2022 (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Acceptance & Certification – STEAP 2022

Motion was made by Norman Needleman to approve the Acceptance & Certification – STEAP 2022 (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Resolution – Municipal Certification of Eligibility for Discretionary State Funding – STEAP 2022

Motion was made by Norman Needleman to approve the Municipal Certification of Eligibility for Discretionary State Funding– STEAP 2022 (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

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Encumbrances

Municipal Improvements Encumbrance Request

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$6,850 for the municipal improvements at the Transfer Station. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Road Reconstruction Encumbrance Request

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$28,325 for the completion of paving projects. Said sum to be encumbered from Road Reconstruction. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Supplemental Appropriations

Motion was made by Norman Needleman to approve and recommend to the Board of Finance the 2021/22 Budget year fye special/supplemental appropriations in the amount of \$755,000.00 to be distributed according to the following chart. Bruce Glowac seconded the Motion. All in favor.

FYE Supplemental Appropriations

Fiscal Year Ending 6/30/2022

<u>Proposed to Board of Selectman @ 8/3/2022 meeting</u>	<u>Amount</u>
Assessor Revaluation Sinking Fund	\$ 15,000.00
Bridges/Infrastructure Sinking Fund	200,000.00
OPEB Pension	25,000.00
PW Grounds Maintenance & Repairs (additional tree work)	50,000.00
Radio Tower Upgrade & New Radios	165,000.00
Capital for Road Reconstruction, Chip Sealing & Sidewalks	300,000.00
Supplemental Appropriations	<u>\$ 755,000.00</u>

Revenue from Nips - Public Act 21-58 known as the "Bottle Bill" (nips)

At the last Selectmen's meeting there was discussion that the Town received \$5,031.80 for the period October 1, 2021 – March 31, 2022 and discussed how these funds should be used. The Selectmen stated that as these represent a special revenue source, the funds and related expenditures should be administered through the Town grants fund rather than the general fund. Related expenditures will be limited to the amounts received from the bottle bill program.

Motion was made by Norman Needleman to designate the Bottle Bill (nips) funds to be utilized by the Town of Essex SustainableCT group for the specific purpose of funding sustainability actions and initiatives in Essex. Nips revenue and related expenditures will be recorded and tracked in the Town's Grant Fund (026). Bruce Glowac seconded the motion. All in favor.

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Employee Handbook Addendum #4

Motion was made by Bruce Glowac to approve the Employee Handbook Addendum #4 regarding part time employee holiday pay (copy attached). Stacia Libby seconded the motion, all in favor. Motion passed.

Public Hearing None

Set Town Meeting

Motion was made by Bruce Glowac to set a Special Town Meeting on Wednesday, August 17, 2022, at 6:45 pm in Conference Room A. Stacia Libby seconded the motion. All in favor.

Public Comment / Announcements: None

SELECTMEN GENERAL DISCUSSION:

Zoom Rooms – A and B

Kelly Sterner reported that meeting rooms A & B will be undergoing some technology updates and improvements. The new systems being installed have come highly recommended by other municipalities and should be easy to use. The installation is anticipated to take 3 days. ARPA funds have already been approved.

Auditorium Upgrades

The Town is also looking at doing some minor technology upgrades to the auditorium with cameras that would be mounted at the back of the room to catch the presenters as well as cameras at the front of the room to capture the audience. The Town is also investigating ways to improve the acoustics in this large room.

Motion was made by Bruce Glowac to adjourn the meeting at 6:14 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli



Selectmen's Office

www.essexct.gov

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Board of Selectmen
Stacia R. Libby
Bruce M. Glowac

Essex Town Hall
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Essex, Connecticut 06426
Telephone: 860-767-4340
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Authorizing Resolution to Commit Match Fund

A RESOLUTION OF THE BOARD OF SELECTMEN OF THE TOWN OF ESSEX

Providing a Guarantee of Matching Funds for the
Hazard Mitigation Grant Program Disaster Declaration HMGP-DR-CT-4500
Related to the Town of Essex's participation in the Hazard Mitigation Grant Program (HMGP)

WHEREAS, federal monies are available under the HMGP Disaster Declaration HMGP-DR-CT-4500 by the State of Connecticut, Division of Emergency Management and Homeland Security, for the purpose of the mitigation or elimination of damage resulting from natural disasters; and

WHEREAS, the Board of Selectmen of the Town of Essex has authorized the submission of an HMGP Application to the State of Connecticut for the following project: Ferry Street Flood Mitigation; and

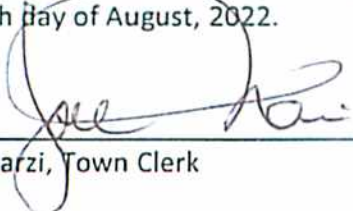
WHEREAS, an adequate local financial match must be provided for the proposed flood mitigation project by the Town of Essex.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Essex does hereby authorize the commitment of match funds to be used as outlined in the HMGP application, for the match amount of \$75,000, from the following secured source(s): Reserve for Encumbrances (account \$10000-29260).

ATTEST:

I, Joel Marzi, the duly qualified and Town Clerk of the Town of Essex, a municipality organized under the laws of the State of Connecticut, do hereby certify that the following is a full and true copy of a resolution adopted at a regular meeting of the Board of Selectmen of the Town of Essex, duly held on the 3rd of August, 2022, and is on file and of record, and that said resolution has not been altered, amended or revoked and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Essex this 4th day of August, 2022.


Joel Marzi, Town Clerk

RESOLUTION OF LESSEE'S GOVERNING BODY

The undersigned, being the officer identified below of the Town of Essex (the "Lessee"), hereby certifies that the following is a true and correct copy of the Resolution adopted by the governing body of the Lessee at a meeting duly held on August 3, 2022.

* * * *

WHEREAS, in order to facilitate the acquisition of certain equipment for use by the Lessee and to pay the cost thereof, it is necessary and desirable for the Lessee to enter into a Tax Exempt Lease Purchase Agreement (together with all Exhibits and Schedules, the "Agreement") with Municipal Asset Management, Inc. (together with its successors and assigns, the "Lessor"), pursuant to which the Lessee will Finance the Equipment from the Lessor with an option to purchase; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, AS FOLLOWS:

Section 1. Approval of the Agreement. The Agreement is hereby approved in substantially the forms submitted to and reviewed by the governing body of the Lessee on the date hereof, with such changes therein as shall be approved by the following officer of the Lessee, said officer's execution thereof to be conclusive evidence of the approval thereof:

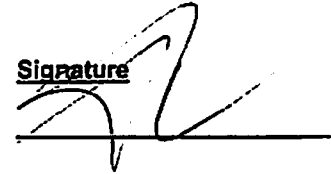
Title

Printed Name

Signature

First Selectman

Norman M. Needleman



Said officer is hereby authorized and directed to execute and deliver the Agreement on behalf of and as the act and deed of the Lessee, and to affix the seal of the Lessee, if applicable.

Section 2. Further Authority. The Lessee shall, and the officials and agents of the Lessee are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the Lessee with respect to the Agreement and the Equipment.

Section 3. Declaration of Official Intent of Reimbursement of Capital Expenditures. BE IT RESOLVED by the Board of Selectmen (the "Governing Body") of the Town of Essex (the "Governmental Unit"), as follows:

The Governing Body has determined that it is necessary and in the best interests of the Governmental Unit to acquire one Mercury 150HP XL described further on Exhibit A hereto (the "Equipment"). The Governmental Unit intends to finance all or a portion of such Equipment cost through the entering into of a Tax Exempt Lease Purchase Agreement the interest on which is intended to be excludable from the gross income of the recipient for federal income tax purposes (the "Agreement"). The Governmental Unit expects to make expenditures for costs relating to the Equipment after the date of this resolution (or has made such expenditure no longer than 60 days prior to the date of this resolution) and prior to the entering into of such Agreement.

Official Intent Declaration. The Governmental Unit reasonably expects to reimburse the expenditures it will make or has made in the last 60 days for costs of the acquisition of Equipment out of the proceeds of the Agreement to be incurred by the Governmental Unit in a maximum principal amount of \$13,730 after the date of payment of all or a portion of such acquisition costs. All reimbursed expenditures shall be capital expenditures as defined in Section 1.150-1 (h) of the Regulations.

I further certify that the foregoing ordinance has not been modified, amended or repealed and is in full force and effect as of the date hereof.

WITNESS my hand this 3rd day of August 2022.

Lessee: Town of Essex

By: 

Printed Name & Title: Joel Marzi, Town Clerk

TAX ID NUMBER: 06-6002017



Selectmen's Office

www.essexct.gov

Norman M. Needleman, First Selectman

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Board of Selectmen:

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Bruce M. Glowac

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Essex, Connecticut 06426

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Municipal Certification of Resolution - STEAP 2022

I, Joel Marzi Town Clerk of the Town of Essex, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Representative Town Meeting of said municipality at the Regular Monthly Meeting held on August 3, 2022:

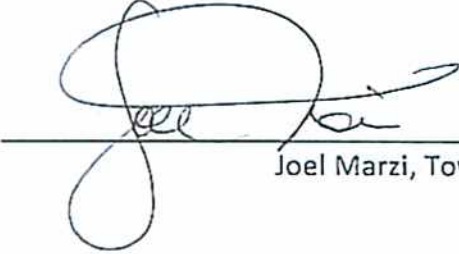
RESOLVED, that First Selectman Norman M. Needleman be, and hereby is, authorized to accept on behalf of the Town of Essex a 2022 Connecticut STEAP Grant in an amount not to exceed \$500,000 for the Civic Campus Enhancements Phase II project; and

FURTHER RESOLVED, that First Selectman Norman M. Needleman is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut."

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Norman M. Needleman is the First Selectman of the Town of Essex and has been since November 15, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Essex this 4th day of August, 2022.


Joel Marzi, Town Clerk



Selectmen's Office

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Norman M. Needleman, First Selectman

Email: nneedleman@essexct.gov

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ACCEPTANCE & CERTIFICATION

(Page 1 of 2)

This Acceptance and Certification must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of Essex, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits and permit-related documentation may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations, including but not limited to the Connecticut Environmental Policy Act Evaluation, Environmental Impact Evaluation, Flood Management Certification; State Historic and Preservation Office and/or Municipal Plan of Conservation and Development;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy and Planning Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [this link](#).



ACCEPTANCE & CERTIFICATION

(Page 2 of 2)

1. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded;
2. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract; and
3. I have read, in full, all pages of this application package and the 2022 Small Town Economic Assistance Program (STEAP) Guidelines.

Norman M. Needleman

Authorized Signatory's Name (Please Print)

First Selectman

Title

Signature

August 4, 2022

Date

Joel Marzi, Town Clerk



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Town of Essex
Municipal Certification of
Eligibility for Discretionary State Funding

Name of Discretionary Grant Funding Program: Small Town Economic Assistance Program (STEAP).

Name of Municipality & Town Code: 050 Essex (hereinafter referred to as "Town of Essex")

In accordance with C.G.S. § 8-23, as amended by Public Act 15-95, any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for discretionary state funding unless they submit a "Notice of Expired POCD" to the OPM Secretary and to the Commissioners of Transportation, Energy and Environmental Protection, and Community and Economic Development, and they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary

In accordance with C.G.S. § 8-23(a)(1), the Town of Essex has adopted a POCD within the last ten years; the adopted plan expires November 12, 2025.

I attest that the aforementioned information is accurate and complete and that I am the representative of the Town of Essex who is authorized to execute this certification.

Norman M. Needleman, First Selectman

Signature: _____

050 Essex

August 3, 2022

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Essex this 4th day of August, 2022.



Joel Marzi, Town Clerk



Addendum #4 – Part Time Permanent Employee Holiday Benefits

Effective 08/03/22

Eligibility

All regular, full-time and part-time** permanent employees with an approved regular work schedule in which an authorized holiday occurs, are eligible for the paid holiday leave in accordance with the provisions of this policy. Seasonal, temporary, or casual employees are not eligible for paid holiday leave.

In order for an employee to receive a designated holiday off with pay, the employee must have worked the last scheduled work day before, and the first scheduled work day after the designated holiday, unless the absence for such days has been an authorized sick day by the employee's supervisor, in writing, as part of an approved leave request in accordance with prevailing Town leave policies.

** Regular part-time permanent employees who are scheduled to work at least 25 to less than 29 hours per week during the entire year, and have completed their probationary period, are eligible for holiday pay