

**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  
May 3, 2023**

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

Norman Needleman called the meeting to order at 5:03 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 (virtual), Selectman Stacia R. Libby, and Selectman Bruce M. Glowac.

Others in attendance: Tracey Celentano, Ken Barre, Jeff Going, 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 April 12, 2023 Regular Meeting Minutes. Stacia Libby seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

Mr. Needleman reported he has received compliments from residents for the public works crew and the land use department.

**Public Announcements / Comment:**

Ken Barre inquired if the Selectmen knew anything about the Essex Hills Project and how he could be kept informed of applications. The Selectmen were not aware of that particular project but suggested that Mr. Barre stop by Town Hall and meet with the Land Use Official Carey Duques to inquire. Mr. Glowac also suggested that Mr. Barre look on the Town web site under Planning and Zoning Agendas. Mr. Glowac stated that all agendas are filed with the Town Clerk and listed on the Town web site prior to any meetings being held. All applications are listed on agenda that will be discussed.

**OLD BUSINESS:**

**Capital Committee:**

Mr. Glowac presented a list of Proposed Capital Projects. It is a very thorough list. The Selectmen decided to discuss the list at their next Selectmen's meeting.

The Selectmen would also like to discuss the Short-Term Rental Ordinance at a June meeting.

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## **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/vyhlif3116/f/uploads/boards\\_and\\_commissions\\_website\\_30.pdf](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](https://www.essexct.gov/sites/g/files/vyhlif3116/f/file/application_to_volunteer_for_board_or_commission_fillable_4_13_18.pdf)

### **Board and Commission Vacancies**

Conservation Commission – 1 Regular Members  
Conservation Commission – 2 Alternate Members  
Park and Recreation Commission – 2 Alternate Members

**Motion** was made by Stacia Libby to accept the resignation of Claire Matthews from the Gateway Commission. Bruce Glowac seconded the motion, and it was unanimously approved. Motion carried.

First Selectman Norman Needleman appointed alternate member Misha Semenov as a regular member to the Gateway Commission, which will need to go to a Town Meeting.

Norman reported he is looking for someone to be an alternate on the Gateway Commission. The commission meets one day a month on the fourth Thursday at 7 pm at RiverCOG or via Zoom. Meetings typically last between 1 to 2 hours. At the meeting, the commission members review all referrals. Additional information on this commission can be found <https://ctrivergateway.org/about/>

First Selectman Norman Needleman appointed William DeMatteo as Interim Acting Building Official for 180 days starting on April 24, 2023.

### **American Rescue Plan Funds:**

The remaining balance is \$289,331. These funds must be committed by December 31, 2024 and spent by December 31, 2026.

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

The next meeting is a Special Selectmen Meeting on May 24, 2023 at 6:00 pm followed by a Public Informational Meeting at 7:00 pm in the auditorium.

**Motion** was made by Stacia Libby to cancel the June 7, 2023 Board of Selectmen Meeting. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

**Motion** was made by Stacia Libby to set a Special Selectmen Meeting on June 8, 2023 at 5:00 pm. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

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### **Hooker & Holcombe Advisory Agreement**

The Retirement Board reviewed and recommended to the Board of Selectmen the approval of the three-year contract renewal of Hooker & Holcombe. The contract will automatically renew if they do not hear from the Town by April 30, 2023. There was discussion that Hooker & Holcombe, Inc. and HHIA will be acquired by USI Consulting Group, Inc. (USICG).

**Motion** was made by Bruce Glowac to approve the renewal. Stacia Libby seconded the motion. Norman Needleman abstained. Motion carried.

### **Set Ophelia Tiley Proclamation Event**

**Motion** was made by Bruce Glowac to set the Ophelia Tiley Proclamation Presentation for Wednesday, June 21 at 6:30 pm in the Town Hall Auditorium. Stacia Libby seconded the motion. All in favor.

### **Resolution – Flexible Spending Account (FSA) Amendment**

For the 2023 calendar year, an individual may contribute up to the 2023 IRS maximum of \$3,050 with a rollover of \$610. The Town must approve a resolution adopting the amendment to increase to maximum salary deferral contribution.

**Motion** was made by Bruce Glowac to approve the Certificate of Adopting Resolution (copy attached). Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

### **Viney Hill Brook Park Gate**

The Selectmen discussed the Viney Hill Brook Park Gate and how it became the Town's responsibility to open and close the gate every day. Mr. Needleman reported that Park and Recreation Director Mary Ellen Barnes is researching how this came to be and she will relay that information to him.

### **Neighborhood Assistance Act**

Bruce Glowac reported that they received an application under the State of Connecticut, Department of Revenue Services Neighborhood Assistance Act Tax Credit Program. The Neighborhood Assistance Act is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses that make cash contributions to these entities. The application process requires a public hearing and approval by the governing body of the municipality.

**Motion** was made by Bruce Glowac to approve the Neighborhood Assistance Act applications. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Bruce Glowac reported that all Neighborhood Assistance Act applications that are submitted require that the Town hold a Public Hearing.

### **Set Public Hearing**

**Motion** was made by Bruce Glowac to set a Public Hearing for Wednesday, June 21 at 6:55 pm in Conference Room A. Stacia Libby seconded the motion. All in favor.

### **Set Town Meeting**

**Motion** was made by Bruce Glowac to set a Special Town Meeting for Wednesday, May 24 at 6:55 pm in Conference Room A. Stacia Libby seconded the motion. All in favor.

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**Public Comment / Announcements:** None

**SELECTMEN GENERAL DISCUSSION:**

There was a discussion on the possibility of looking into the future of the Essex Fire Department and the Essex Ambulance Association and possibly forming a study committee to talk about long-term viability of volunteer services.

The Animal Control Vehicle is in for repairs and will be back in service very soon.

**Motion** was made by Norman Needleman to adjourn the meeting at 5:29 p.m. Stacia Libby seconded the motion. All in favor.

Respectfully submitted,  
Maria P. Lucarelli





## Selectmen's Office

[www.essexct.gov](http://www.essexct.gov)

Norman M. Needleman, First Selectman

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Board of Selectmen:

Stacia R. Libby

Bruce M. Glowac

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### CERTIFICATE OF ADOPTING RESOLUTION

I, Joel Marzi, 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 May, 2023, 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.

**RESOLVED**, that the form of amended and restated Welfare Benefit Plan, effective July 01, 2023, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

**RESOLVED**, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Town Of Essex's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the Town of Essex this 4th day of May, A.D. 2023.

Joel Marzi, Town Clerk

(SEAL)



