

**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  
September 19, 2018**

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

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

**Approval of Agenda:**

**Motion** was made by Norman Needleman to approve the Agenda with one addition under New Business: Permit Fees. Bruce Glowac seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Stacia Libby to approve the September 5 Meeting Minutes. Bruce Glowac seconded the motion. All in favor.

**Informational Items, Communications and Correspondence:**

**Take Your Keys \* Remove Your Valuables \* Lock Your Vehicle Banner**

Norman Needleman reported that the banner educating the residents of Essex to lock their cars has been up for approximately one week. He has received several calls and emails pertaining to the new banner and the yard signs around Town. Mr. Needleman reported the banner is sending a strong message to the public to remind everyone to lock their cars and not leave any valuables in vehicles.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Committee:** Bruce Glowac had nothing new to report.

**NEW BUSINESS:**

**Appointments and Resignations Board and Commissions**

**Motion** was made by Stacia Libby to recommend the following **Board of Selectmen appointment**. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

**Central Regional Tourism District**

Jaqueline Hubbard

Norman Needleman reported the following First Selectman appointments that will go to the October 3, 2018 Town Meeting:

**Gateway Commission**

Claire Matthews (Regular)

Mary Ann Pleva (Alternate)

**Illicit Discharge and Connection Stormwater Ordinance**

The Board of Selectmen discussed the Town is required to have an Illicit Discharge Ordinance. A draft Illicit Discharge Ordinance was presented to the Board of Selectmen who recommended the draft ordinance be sent to Attorney David Royston for his review. This item will be tabled until the next Board of Selectmen meeting.

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### **Appropriations**

**Motion** was made by Norman Needleman to approve and recommend to the Board of Finance the 2017/18 Budget year fye special/supplemental appropriations in the amount of \$425,000 to be distributed according to the following chart. Bruce Glowac seconded. Motion carried.

### **Fiscal Year End Supplemental Appropriations Fiscal Year 2017-2018**

<b>Budget Category</b>	<b>Purpose</b>	<b>Account</b>	<b>Amount</b>
Fringe Benefits - Retirement	Police Pension Plan - additional contribution to improve funding level	10494-501500 supplemental appropriation	150,000.00
Fringe Benefits - Retirement	Merit Service Pension Plan - additional contribution to improve funding level	10494-501500 supplemental appropriation	50,000.00
Fringe Benefits - OPEB	Other Post Employment Benefits- to establish an OPEB Trust Fund	10494-501510 supplemental appropriation	25,000.00
Capital & Sinking Funds Fire Department	Additional appropriation for Fire Department equipment sinking fund	10496-508350-855 supplemental appropriation	50,000.00
Capital & Sinking Funds Police Vehicle	Additional appropriation for Police Vehicle sinking fund	10496-508350-850 supplemental appropriation	25,000.00
Capital & Sinking Funds Infrastructure/Bridges	Appropriation for a sinking fund established for major repairs and/or replacement of Town owned bridges	10496-508350 special appropriation	50,000.00
Capital & Sinking Funds Ambulance	Appropriation for a sinking fund established to assist with the purchase of equipment by Essex Ambulance	10496-508350 special appropriation	25,000.00
Capital & Sinking Funds Harbor Management	Additional appropriation for Harbor Management sinking fund	10496-508350-860 supplemental appropriation	25,000.00
Capital & Sinking Funds Open Space	Additional appropriation for Open Space sinking fund	10496-508350-865 supplemental appropriation	25,000.00

TOTAL  
APPROPRIATIONS    \$425,000.00

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### **Town Hall Holiday Party**

**Motion** was made by Stacia Libby to approve and recommend that the annual Holiday Party be set for Monday, December 10<sup>th</sup>. Stacia Libby seconded the motion. All in favor.

**Schedule Public Hearing:** None

### **Set Town Meeting**

**Motion** was made by Stacia Libby to set a Special Town Meeting on Wednesday, October 3, 2018 at 4:30 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

### **Permit Fees**

**Motion** was made by Stacia Libby to waive all Town of Essex Permit Application Fees on Town property and Town facilities until December 31, 2020. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

### **TRAFFIC AUTHORITY**

**Motion** was made by Stacia Libby to enter Traffic Authority. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

### **Pratt Street Parking**

Mr. Needleman reported that a parking spot on Pratt Street was accidentally painted and made into a non-parking spot. There is extremely limited parking along this route. The Selectmen unanimously agreed that the space should be brought back to an original parking spot and the paint removed.

**Motion** was made by Norman Needleman to leave all spaces as parking spots on Pratt Street. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

The Selectmen unanimously agreed that any time there is a request to turn a parking spot into a non-parking spot in the future, the request must go through Traffic Authority.

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

**Public Comment / Announcements:** None

### **SELECTMEN GENERAL DISCUSSION:**

The Board of Selectmen were approached with a request to look at the possibility of burying all utility lines. Town Engineer Bob Doane and Town Planner John Guskowski have been asked to determine what the costs would be to bury all utilities underground.

Mr. Needleman also suggested the Town do a study on onsite community septic systems and to possibly obtain estimates for a future project.

The Selectmen were discussing the Dickinson House and the potential for such a home to become a bed and breakfast, but unfortunately, the Town of Essex does not allow bed and breakfasts. There was discussion that the house would be perfect for a bed and breakfast and currently only events such as weddings or gathering for up to 75 people are happening there.

**Motion** was made by Norman Needleman to adjourn the meeting at 7:59 p.m. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,  
Maria P. Lucarelli