

**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 20, 2015**

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

Norman Needleman called the meeting to order at 7:03 p.m.

**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 Norman Needleman to approve the May 6th Minutes. Bruce Glowac seconded the motion. All in favor.

**Informational Items, Communications and Correspondence:**

**CCM Prescription Discount Card Program**

467 prescription claims have been processed since April 2013. Essex residents have saved \$19,600.

**Household Hazardous Waste**

Mr. Needleman reported on the May 16<sup>th</sup> collection total. 55 households participated in Essex.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Building Committee Report:**

Bruce Glowac reported that everything is going well with the projects. The mandatory walk through for the Elementary School Roof Project happened today. There were five companies represented. Tuesday May 26<sup>th</sup> is the deadline for all final questions. On May 29<sup>th</sup> the bids are due and will be opened at 2 pm. The Notice to Proceed will be on June 3<sup>rd</sup>. The roof for the Elementary School will be completed first, then the Town Garage, then the Town Hall.

**Main Street Investment Fund - Ivoryton Grant**

Norman Needleman reported that Ivoryton is still under construction and warned all drivers to pass through the area with care and to drive slowly.

**Code of Ethics**

The Town received an edited copy of the Code of Ethics from the Town Attorney. There was discussion and a few additional adjustments still need to be made. This was tabled until the next Selectmen's meeting.

**Interlocal – Municipal Agreement**

This was tabled until the next Selectmen's Meeting.

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### **Amended and Restated Ordinance Creating a Park and Recreation Commission**

There was discussion on the Restated Ordinance Creating a Park and Recreation Commission for the Town of Essex. The ordinance is being done for clarification purposes. The language should read "may be considered", not "shall be considered". This was tabled until the next Selectmen's meeting.

### **NEW BUSINESS:**

#### **Permit Fees – Town Hall Windows**

The Essex Town Hall is replacing 43 windows.

**Motion** was made by Norman Needleman to waive the Town of Essex Building Permit Application Fee. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

#### **Neighborhood Assistance Act – Essex Place**

Norman Needleman reported that The Company of Fifers & Drummers has submitted 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, which was conducted earlier this evening and approval by the governing body of the municipality.

**Motion** was made by Norman Needleman to approve the Neighborhood Assistance Act application for The Company of Fifers & Drummers. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

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

**Motion** was made by Norman Needleman to appoint Peter Decker to the Board of Assessment Appeals contingent on the resignation of John Ackerman. Bruce Glowac seconded the motion. All in favor.

#### **Schedule Public Hearing – Code of Ethics**

Norman Needleman reported that the Town of Essex is planning on adopting a Code of Ethics and he would like to hold a public hearing to answer any questions.

**Motion** was made by Norman Needleman to set a Public Hearing on Wednesday, June 17th 2015 at 6:30 p.m. in Conference Room A. Bruce Glowac seconded the motion. All in favor.

#### **Set Town Meeting**

This was tabled until the next meeting.

#### **Resolution – Flexible Spending Certificate of Adopting Resolution**

The dollar amount that can be withheld has increased from \$2,500 to \$2,550. In order to make that change to the Town's Flexible Spending Plan a resolution adopting the amendment must be approved.

**Motion** was made by Bruce Glowac to approve the Resolution (copy attached). Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

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**Public Comment / Announcements:** None

**SELECTMEN GENERAL DISCUSSION:**

The Finance Director announced that the auditors will be at the Essex Town Hall on July 6, 2015.

**Motion** was made by Bruce Glowac to adjourn the meeting at 8:13 p.m. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,  
Maria P. Lucarelli



## Selectmen's Office

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

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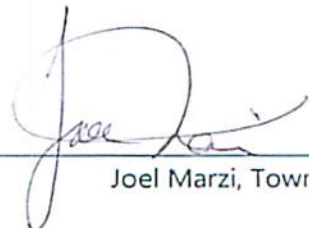
### CERTIFICATE OF ADOPTING RESOLUTION

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 20th of May, 2015, 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 Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective 7/1/2015, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of FSA & DCA Plan Town of Essex Cafeteria Section 125 as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the Town of Essex this 21st day of May, A.D. 2015.

  
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Joel Marzi, Town Clerk