

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 5, 2012**

Present: Norman M. Needleman, First Selectman
Joel B. Marzi, Selectman

Norman Needleman called the meeting to order at 5:05 p.m. Selectman Stacia Libby was not in attendance.

Approval of Agenda:

Motion was made by Joel Marzi to approve the Agenda with the following changes: Add item 9G Job Description. Add item 9H CRRA Lease Proposal to Planning Commission. Add item 9I Grant Opportunity. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Approval of Minutes:

Motion was made by Joel Marzi to approve the August 15, 2012 Regular Meeting Minutes. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Communications and Correspondence:

Shoreline Soup Kitchen thanked the Town of Essex for the donation (copy attached).

Household Hazardous Waste

The August 25th collection had 32 Essex households participate.

Light Pole on Grove Street

There was discussion on the safety of the light pole in the middle of Grove Street and whether it could be moved. It is difficult for trucks to maneuver around the corner.

Public Announcements: None

INFORMATIONAL ITEMS: None

Traffic Authority - Hilltop

Motion was made by Joel Marzi to enter Traffic Authority. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Motion was made by Norman Needleman to table this until Attorney Royston has a chance to review. Joel Marzi seconded the motion. Motion carried.

Motion was made by Joel Marzi to exit Traffic Authority. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

OLD BUSINESS:

Resubdivision Rosewood Lane

Mr. Needleman tabled this until the next Board of Selectmen meeting.

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NEW BUSINESS:

Ordinances

Town Clerk Frances Nolin presented the Selectmen several ordinances that needed to be repealed or amended.

Motion was made by Joel Marzi to Repeal the following Ordinances. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

Appointment of Constables	#78-02
Building Permits	#29-02
Building Permits - Penalty	#30-01
Building Notices	#63-04
Cemeteries-Old Part of Riverview	#1910-01
Dump – Controlling Fires	#50-01
Town Dump	#63-03
Refuse Collection	#47-02

Appointments and Resignations Boards and Commissions

Motion was made by Norman Needleman to appoint Claire Matthews as a regular member to the Connecticut River Gateway Commission.

Resolution – Connecticut Department of Emergency Services and Public Protection

Motion was made by Joel Marzi to approve the Signatory Authorization Resolution (copy attached). Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Resolution – September as Leukemia, Lymphoma & Myeloma Awareness Month

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

Resolution – Transportation Study Plan

Motion was made by Norman Needleman to approve the Signatory Authorization Resolution that is in recognition of the Transportation Study Plan (copy attached). This resolution is not an endorsement, but recognition of the plan. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

Set Town Meeting

Motion was made by Joel Marzi to set a Special Town Meeting for Wednesday, September 19, 2012 at 6:30 pm. Norman Needleman seconded the motion, it was unanimously approved. Motion carried.

Job Description

Kelly Sterner, Director of Finance presented the job description for Accountant/Assistant to the Finance Director to the Selectmen (copy attached). The Selectmen will review and vote on the acceptance at the next Board of Selectmen meeting.

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Connecticut Resources Recovery Authority (CRRRA) Lease Proposal to Planning Commission

The Board of Selectmen discussed and concurred that a 15 year Lease with CRRRA makes sense, with the final details to be negotiated and would need to come back to the Board of Selectmen in the form of a Final Agreement for submission to a Town Meeting. The Selectmen would like to forward the proposal to the Planning Commission for their opinion.

Motion was made by Norman Needleman to allow the CRRRA proposal to go to the Planning Commission. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

Grant Opportunity- Intertown Capital Equipment Purchasing Incentive (ICE) Program

Keith Nolin, Fire Marshal presented a granting opportunity for a fire investigation vehicle. This vehicle would be used to store equipment for investigating structure fires. The space within the vehicle will be used to interview fire victims complete with a computer and printer for taking statements. The vehicle cost is estimated at \$30,000 and the equipment would be \$8,000.

Motion was made by Norman Needleman to approve the pre-approval Intertown Capital Equipment Purchasing Incentive (ICE) Program Application. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

Public Comment:

SELECTMEN GENERAL DISCUSSION:

Motion was made by Norman Needleman to adjourn the meeting at 6:08 p.m. Joel Marzi seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,
Maria P. Lucarelli



An Interfaith Community Service

Town of Essex
29 West Avenue
Essex, CT 06426

Dear Town of Essex,

You make a difference in the lives of those in need in your community!

I wanted to say thank you so very much for your generous donation of \$5,000.00 on 8/10/2012 to The Shoreline Soup Kitchens & Pantries.

The Shoreline Soup Kitchens & Pantries' mission is to provide food and fellowship to those in need and educate our community about hunger and poverty. Founded in 1989, at the Baptist Church in Essex, Connecticut, the agency continues in its mission to feed the hungry in body and spirit.

In 2011, 888,069 meals were distributed to individuals and families during The Shoreline Soup Kitchens & Pantries programs. This included 852,534 meals from our grocery distribution sites; 19,259 heat-n-eat meals; and 16,276 meals served at area soup kitchens.

I am happy to answer any questions you may have and urge you to visit our website at www.shorelinesoupkitchens.org for more information.

Again all my thanks and warmest regards,

Kathy Peters
Reverend Kathy Peters
Chair of the Board of Trustees

Many thanks!

Your gift is deductible as a charitable contribution only to the extent that it exceeds the value of goods and/or services you receive in exchange for your gift. We certify that no goods or services were provided in exchange for this gift. This letter serves as a receipt for tax purposes.



Selectmen's Office

www.essexct.gov

Norman M. Needleman, First Selectman

Email: nneedleman@essexct.gov

Board of Selectmen:

Stacia R. Libby

Joel B. Marzi

Essex Town Hall

29 West Avenue

Essex, Connecticut 06426

Telephone: 860-767-4340

Fax: 860-767-8509

Signatory Authorizing Resolution

I, Frances D. Nolin, 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 5th of September 2012, 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 Norman M. Needleman, First Selectman is authorized to execute an amendment to the contract on behalf of the Town of Essex with the Connecticut Department of Emergency Services and Public Protection, Division of the State Police to reduce the services of (1) Resident State Trooper for the period of July 1, 2011 to June 30, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Essex this 6th day of September, A.D. 2012.

Frances D. Nolin, Town Clerk

PROCLAMATION FORMAT

Resolution Recognizing September as Leukemia, Lymphoma & Myeloma Awareness Month

WHEREAS, blood cancers currently afflict more than 1,012,533 people in the United States, with an estimated 140,310 new cases diagnosed each year, and

WHEREAS, leukemia, lymphoma and myeloma will kill an estimated 53,010 people in the United States this year, and

WHEREAS, The Leukemia & Lymphoma Society (LLS), through voluntary contributions, is dedicated to finding cures for these diseases through research efforts and the support for those that suffer from them, and

WHEREAS, LLS maintains an office in Wilton & Meriden to support patients with these diseases and their family members in the State of Connecticut and

WHEREAS, the State of Connecticut is similarly committed to the eradication of these diseases and supports the treatment of its citizens that suffer from them, and

WHEREAS, the State of Connecticut encourages private efforts to enhance research funding and education programs that address these diseases,

NOW THEREFORE BE IT RESOLVED, that the State of Connecticut joins with LLS in designating the month of September 2012 as Leukemia, Lymphoma & Myeloma Awareness Month to enhance the understanding of blood related cancers and to encourage participation in voluntary activities to support education programs and the funding of research programs to find a cure for them.



Selectmen's Office

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Resolved that the Governing body of the Town of Essex approves the 2011 Essex Town-Wide Transportation Study and endorses the recommendations, contained in Volume III - Implementation Plan, that seek to develop or improve town commercial centers to attract small businesses, promoted commercial viability, and improve aesthetics and pedestrian access.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Essex this 6th day of September, 2012.


Frances D. Nolin
Town Clerk

TOWN OF ESSEX POSITION DESCRIPTION

Title:	ACCOUNTANT/ASSISTANT TO THE FINANCE DIRECTOR
Department:	Treasurer/Finance Office
Classification:	Hourly Staff, Level 9, Non-Exempt
Position Definition:	Performs responsible administrative accounting work in maintaining accounting controls of Town expenditures, employee payroll and benefits program; assists the Finance Director in the administration of cash management.
Supervision Received:	Receives general direction from the Finance Director and confers with the Finance Director on policies and procedures as necessary.
Supervision Exercised:	None.
Examples of Essential Duties:	<p>Responsible for the accounting process of the receipts of Town funds.</p> <p>Responsible for the collection of monies from various departments, recording the monies and depositing the funds into the appropriate accounts.</p> <p>Responsible for the accounting and recording of State checks.</p> <p>Responsible for the receipt of monies from outside Town functions, which includes the collection, recording and maintaining of accurate records from year-to-date.</p> <p>Performs calculating, posting and verifying duties by computer in an electronic accounting system.</p> <p>Responsible for the receiving, recording and reconciling of revenue received from taxes, fees, grants, investments and other sources.</p> <p>In accordance with policies established, and reviewed by the Finance Director, deposits and reconciles funds in bank accounts or investment instruments, and coordinates information to project cash flow of Town.</p> <p>Assists with the annual public audit of the Town's financial records. Provides the auditors with all essential information needed to complete their audit.</p> <p>Prepares payroll including calculating, posting, verifying and reconciling payroll deductions and bank direct deposits.</p> <p>Prepares and reconciles paychecks.</p> <p>Prepares payments to charitable, federal and state governments, and insurance carriers.</p> <p>Develops and implements procedures in accordance with GASB requirements.</p> <p>Maintains all paid time off attendance records for employees of the Town of Essex.</p> <p>Assists in preparation of all Federal and State Quarterly reports as well as the preparation and distribution of employees W2's and CTW2's and 1099s, Form 941, VC2 and UCSR.</p> <p>Assists the Finance Director with the monthly reconciliation of the Town's finances and with the closing of the fiscal year.</p> <p>Provides reports to the Treasurer and Board of Finance when requested.</p> <p>Must possess the ability to provide a high-level of customer service to the public and to effectively interact with co-workers.</p>
Examples of Incidental Duties:	<p>Composes routine correspondence. Establishes new files, and maintains filing system in Treasurer/Finance Office.</p> <p>Prepares statistical and narrative reports as required.</p>

TOWN OF ESSEX POSITION DESCRIPTION

Minimum Qualifications Required:	A Bachelor's degree in accounting or business administration is preferred, and at least two years increasingly responsible experience in municipal accounting or office accounting and computer operations; or the equivalent combination of education and experience which demonstrate possession of the required knowledge, skills and abilities. <i>Prior to reaching Step VI of pay plan, incumbent must complete "Introduction to Municipal Accounting" course or it's equivalent.</i>
Knowledge, Skills, and Abilities:	Excellent knowledge of municipal accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions. A working knowledge of office practices and procedures is required. A working knowledge of Town electronic informational systems is required. The ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately is essential. An increasing ability to understand Town financial statements and to prepare complete and accurate reports and statements of some complexity is necessary. The ability to establish effective working relationships with other employees and the public is a must. The ability to perform secretarial and clerical tasks of a complex and responsible nature is required.
License or Certification:	A Connecticut Motor Vehicle Operator's license may be required. Candidate must be able to be bonded for insurance purposes.
Physical, Mental Exertion/Environmental Conditions:	Performs duties in an office environment. Routinely exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. There is some stress in meeting deadlines and in interacting with members of the public.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.