

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 19, 2021**

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

Bruce Glowac called the meeting to order at 7:00 p.m.

First Selectman Needleman welcomed everyone to the Board of Selectmen in person and remote public access meeting. This meeting was made available to the public via Zoom Meeting.

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

Others in attendance: Kelly Sterner, Tracey Celentano, Susan Feaster, and Christopher Diakopoulos.

Approval of Agenda:

Motion was made by Stacia Libby to approve the Agenda with two additions under New Business: Item 7E Job Description and 7F Funding for Fire Department. Bruce Glowac seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Bruce Glowac to approve the May 5, 2021 Meeting Minutes. Stacia Libby seconded the motion. All in favor.

Informational Items, Communications and Correspondence

Mr. Needleman reported:

The Fire Marshal requested an antenna be installed on the Town Hall roof for Fire Marshal equipment. The project is under investigation.

There was a honeybee hive inside the Town Hall building walls near the Health Department Office. The bees were safely removed by a beekeeper and relocated. Everyone was given a little cup of honey from the hive, which was delicious.

Bob Doane submitted the final information on the permits for the remainder of Main Street in Centerbrook. That project should be completed very soon.

There is aggressive road construction planned for this summer.

The Essex Police Union has donated funds to create a patio on Sunset Pond. The Town donated time and man hours to assist with the project. Thanks to David Martin and Dwight Massey who worked on the project.

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The daffodils in Sunset Pond have finished blooming and once they have turned brown can be mowed. It was suggested to mow them in the middle of June.

Susan Feastor reported that she enjoys using the sidewalk from Centerbrook to Ivoryton and mentioned that the sidewalk is used by many. Mr. Needleman mentioned the Town's plan is to have the sidewalk connect all the way to the Connecticut River.

Public Announcements / Comment: None

OLD BUSINESS: None

NEW BUSINESS:

Appointments and Resignations Board and Commissions

Norman Needleman reported the following **First Selectman appointments** that will go to a Town Meeting:

Inland Wetlands Commission

Noreen Brennan Rowe (Alternate Member)

The following are current board and commission openings:

- Conservation Commission – Alternate Member
- Economic Development Commission – Regular Member
- Park and Recreation Commission – 2 Alternate Members
- Tree Committee – Regular Member

Mr. Needleman was considering forming a committee that would work on compiling recommendations for allocating the American Rescue Plan dollars. But for now, we are waiting for the guidelines to be finalized.

2021 Small Cities Community Development Block Grant (CDBG)

Town of Essex Drug Free Workplace Policy

Motion was made by Stacia Libby to approve the Town of Essex Drug Free Workplace Policy. (copy attached). Bruce Glowac 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, June 2, 2021 at 4:55 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

Job Descriptions (For Approval)

Motion was made by Stacia Libby to approve the Inland Wetlands and Watercourse Commission (IWWC) Recording Secretary job description. Bruce Glowac seconded the motion. All in favor.

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Funding for Fire Department

Mr. Needleman reported the Essex Fire Department Company #1 has hired a team building coach who is working with fire department personnel to deal with the issues of stress and any mental health issues caused by the pandemic. They would like to continue using the coach at least until the end of this year. The fire department has been using their own funds but have requested that the Town pay for the rest of the year. It is anticipated to cost around \$35,000 and funds from the American Rescue Plan Act will be used to support and provide immediate direct relief to fire department personnel bearing the brunt of the COVID-19 crisis.

Motion was made by Norman Needleman to approve and recommend to the Board of Finance an appropriation in the amount of \$35,000.00 to be allocated from the American Rescue Plan Act Funds for the Fire Department for the coaching, training, team building and counseling due to the impact of the Covid pandemic. Bruce Glowac seconded the Motion. All in favor.

Public Comment: None

SELECTMEN GENERAL DISCUSSION:

Job Opportunities

There was discussion of job opportunities that are currently available at the Essex Town Hall:

- Part Time Custodian
- Inland Wetland and Watercourses Recording Secretary
- Part Time Seasonal Park and Recreation Camp Counselors
- Weekend and Holiday Public Restroom Cleaner

Public Restrooms Beautification

There was discussion that the public restrooms located on Main Street in Essex were installed more than 17 years ago and are looking a bit tired. The Selectmen suggested requesting the Building and Grounds Superintendent look at the building and submit recommendations for beautification to the Selectmen.

American Rescue Plan Act

There was discussion of the possibilities and ways to use the funds when they are made available. Loans or grant money could go to small businesses and local non-profits, such as the Connecticut River Museum, the Essex Steam Train and Riverboat, or the Ivoryton Playhouse, who are struggling and have not been assisted with other grants or loans. The guidelines for the funds are still being determined.

Connecticut Land Mobile Radio Network (CLMRN)

There was discussion on the use of the new State of Connecticut Land Mobile Radio Network system. This system will improve public safety communications and enhance public safety.

Motion was made by Bruce Glowac to adjourn the meeting at 7:38 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli



Selectmen's Office

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Board of Selectmen:

Stacia R. Libby

Bruce M. Glowac

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TOWN OF ESSEX DRUG FREE WORKPLACE POLICY

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 Drug Free Workplace Policy has been adopted at a regular meeting of the Board of Selectmen of the Town of Essex, duly held on the 19th of May, 2021, and is on file and of record, and that said policy has not been altered, amended or revoked and is in full force and effect.

Introduction: The Federal Government enacted the "Drug Free Workplace Act of 1988", which became effective March 1989. Section 5153(a) of the Drug Free Workplace Act (1988) requires that in order to receive federal funding, the recipient or grantee must certify to the granting agency that it will provide a drug free workplace. The Town of Essex receives and depends on federal funding to provide a variety of services to the Town. The certification process has very specific requirements which must be met in order to comply with the Federal Act. The policy presented here is intended to meet and comply with the Federal certification requirements, and is hereby announced to all Town of Essex employees.

A Drug Free Workplace: It is the policy of the Town of Essex to provide a work environment that is totally free from the illegal use of controlled substances or drugs. Accordingly, the unlawful manufacture, distribution, dispensing, possession, or usage of a controlled substance or drug is strictly prohibited at all workstations, town sites, in town vehicles, in town facilities, and by all town employees at all times while they are acting in their capacity as employees. Any employee found in violation of this policy will be subject to discipline up to and including dismissal and/or may be required to successfully complete a drug abuse assistance or rehabilitation program. Any discipline will be in accordance with the Town Personnel Rules or the applicable sections of collective bargaining agreements, whichever is appropriate.

The Town of Essex offers a confidential Employee Assistance Program (EAP), designed to help employees overcome serious problems they may be having with drug abuse, alcohol, and/or other personal problems which may negatively affect their job performance.


Additionally, under the Federal Act, employees must, as a condition of continued employment with the Town:

1. Abide by the terms of the Drug Free Workplace policy as presented above.
2. Notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

It is a requirement of the Federal Act that upon receipt of notice of conviction of a drug statute violation committed in the workplace that the Town notify the Federal Agency providing the grant. The Town must give such notice within 10 days, and within 30 days of receiving such notification either take appropriate personnel action against the employee, up to and including termination of employment, or require the employee to participate in an approved drug abuse assistance or rehabilitation program. Personnel action against the employee convicted of a criminal drug statute violation will depend on the nature of the violation, the sentence imposed (e.g., confinement, etc.) and employee work history. However, the employee's failure to notify the Town of such a criminal drug statute conviction committed in the workplace within five (5) days as required will be subject to sanctions.

As part of the federal certification requirement all employees will be given a copy of this policy statement. The policy will be posted throughout Town offices, facilities, and programs.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of Essex this 20th day of May, A.D. 2021.


Joel Marzi, Town Clerk

2nd Congressional District



33rd Senatorial District



36th Assembly District