

**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  
July 21, 2021**

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

Bruce Glowac called the meeting to order at 4:30 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, Elizabeth Rhinehart, Judi Reynolds, Steven Olson, Jenifer Grant, Alexandra Johnson, Terry Parkinson, Jeff Going, Margot Burns, David Olmstead Deputy Chief

**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 June 16, 2021, Meeting Minutes. Stacia Libby seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

Jenifer Grant reported on Sister Cities Essex Haiti (SCEH). Ms. Grant introduced the SCEH President Alexandra Johnson and SCEH Vice President and Director of the Haiti Library Operations Terry Parkinson to the Selectmen. Ms. Grant reported the organization received a first-place award from Sister Cities International for innovation in education. Some of the programs include robotics, training, tennis tournaments, and music.

The Selectmen expressed their sincere condolences on the passing of Ralph Monaco. Our hearts go out to the family.

The Selectmen expressed their sincere condolences on the passing of Matthew Cooper. Our hearts go out to the family.

**Public Announcements / Comment:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

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

**The First Selectman re-appointed Mary Ellen Barnes as the Municipal Agent for a two-year term to become effective August 1, 2021, to August 1, 2023.**

**The First Selectman re-appointed Winifred Olson as the Essex representative for the Regional Mental Health Board for a two-year term to become effective June 1, 2021, to May 31, 2023.**

**Motion was made by Norman Needleman to create an ad-hoc advisory committee for Thatchbed Island. Stacia Libby seconded the motion. All in favor.**

There was discussion that there was no specific timeline for this committee.

**Motion was made by Norman Needleman to appoint Jeff Going as the Chair to the Advisory Committee for Thatchbed Island. Stacia Libby seconded the motion. All in favor.**

There was discussion that someone from the Harbor Commission should also be on the committee and someone from the Board of Selectmen. It was determined that Bruce Glowac would be a good fit on the committee. Woody Comstock from the Essex Yacht Club is also interested in being part of the committee.

**Motion was made by Norman Needleman to appoint Bruce Glowac as a member of the Advisory Committee for Thatchbed Island. Stacia Libby seconded the motion. Motion carried.**

The Selectmen expressed thanks to Jeff Going in keeping the restoration of Thatchbed Island moving forward. There was discussion that there are resiliency funds that are being made available for these types of projects.

The following are current board and commission openings:

- Conservation Commission – Alternate Member
- Economic Development Commission – Regular Member
- Harbor Management – Alternate Member
- Park and Recreation Commission – 2 Alternate Members
- Tree Committee – Regular Member
- Planning and Zoning Commission – 2 Regular Members
- Zoning Board of Appeals – Alternate Member

### **Lower Connecticut River Valley Council of Governments Hazard Mitigation Plan 2020 Update**

Margot Burns presented to the Board of Selectmen the Hazard Mitigation 2020 Plan Update. All state and local governments need to develop hazard mitigation plans as a condition for federal grant assistance. The plan needs to be updated, approved, and fully adopted for some FEMA grant programs. The plan needs to be adopted by all state and local governments.

**Motion was made by Bruce Glowac to approve the Resolution for the purpose of adopting the Regional Hazard Mitigation Plan as required by the Federal Emergency Management Agency to be eligible for certain Federal assistance (copy attached). Stacia Libby seconded the motion, all in favor. Motion passed.**

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

There was discussion of looking at maps to make sure that there are no hazardous chemicals located within the flood zones that could potentially end up in the river. There was also discussion of looking at where the dams are located and hazardous materials that could be impacted if a dam broke.

#### **Progressive Benefit Solutions, LLC - Certificate of Adopting Resolution**

To raise the Dependent Care Flexible Spending Account (DCA) to the 2021 IRS maximum of \$10,500 the plan needs to be amended

**Motion** was made by Bruce Glowac to approve the Resolution (copy attached). Stacia Libby seconded the motion, all in favor. Motion passed.

#### **Employee Handbook Addendum #1**

**Motion** was made by Bruce Glowac to approve the Employee Handbook Addendum #1 regarding employee vacation accrual (copy attached). Stacia Libby seconded the motion, all in favor. Motion passed.

#### **American Rescue Plan Funds (ARPA)**

##### **Ambulance (ARPA)**

**Motion** was made by Bruce Glowac to approve and recommend to Board of Finance an appropriation in the amount not to exceed an amount of \$285,000 to be allocated from the American Rescue Plan Act Funds for the purchase of a new Ambulance and Lucas Device for Essex Ambulance (non-profit) due to the additional extra wear and tear because of the COVID pandemic. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Judi Reynolds, Chief of Essex Ambulance Association, reported the decontamination of the ambulances caused additional wear and tear and took decades off the life of the ambulances. There was discussion that the ambulances do not have mechanical chest compression devices. The new ambulance will have this device which can provide consistent high-quality CPR.

##### **Community Fire Safety Knoxbox (ARPA)**

**Motion** was made by Bruce Glowac to approve and recommend to Board of Finance an appropriation in the amount of \$26,000 to be allocated from the American Rescue Plan Act Funds for the Community Safety Knoxbox Program to support first responders in providing rapid access to community individuals affected by COVID. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

##### **Shoreline Soup Kitchen (ARPA)**

**Motion** was made by Norman Needleman to approve and recommend to Board of Finance an appropriation in the amount of \$10,000 to be allocated from the American Rescue Plan Act Funds for the Shoreline Soup Kitchen in the acquisition of a refrigerated truck to aid a local non-profit organization due to the COVID pandemic. Funds are contingent on the other nine (9) towns participating. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

#### **Encumbrances**

##### **Assessor Applied Geographics Encumbrance Request**

**Motion** was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$6,000 for the completion of the Applied Geographics project

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

to update planimetric features. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Municipal Improvements Encumbrance Request**

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$21,770 for the repair of the septic system and overhead doors for Public Works Garage. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Transfer Station Maintenance Encumbrance Request**

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$2,355 for the repair of gates at the Transfer Station. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Road Reconstruction & Sidewalk Installation Encumbrance Request**

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$127,465 for the completion of sidewalk and paving projects. Said sum to be encumbered from Road Reconstruction, \$83,580, Public Works Road Maintenance & Repair \$34,185 and Public Works Sidewalk Maintenance & Repair \$9,700. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Public Works Maintenance Encumbrance Request**

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$1,295 for the electrical project at Public Works. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

**Public Works Vehicle Encumbrance Request**

Motion was made by Norman Needleman to approve and recommend to Board of Finance the encumbrance of a sum not to exceed \$50,000 for the acquisition of a Truck for Public Works. Said sum to be encumbered from Capital Equipment Leases \$25,000 and Capital Equipment Public Works \$25,000. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

There was discussion that all future town vehicle purchases should be electric, or propane run vehicles. There was further discussion of installing a propane generator at the public works garage. The public works director is looking into obtaining quotes.

**Land Use Fees**

The Land Use Department is using a new system called Point Software. To cover the costs associated with the software, there has been a request to increase the fees by \$10.

Motion was made by Stacia Libby to approve the increase of the Land Use Permit Fee by \$10 to cover the Point Software costs. Bruce Glowac seconded the motion, and it was unanimously approved. Motion carried.

**Schedule Public Hearing** None

**Set Town Meeting**

Motion was made by Bruce Glowac to set a Special Town Meeting on Wednesday, September 1, 2021, at 4:45 pm in Conference Room A. Stacia Libby seconded the motion. All in favor.

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**August 4, 2021, Board of Selectmen Meeting Cancellation**

**Motion** was made by Stacia Libby to cancel the August 4, 2021, Board of Selectmen Meeting. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

**Public Comment:** None

**SELECTMEN GENERAL DISCUSSION:**

**Cannabis Municipal Authority – SB 1201**

There was discussion on this new act regarding the action steps municipalities will need to take to allow the recreational sale of marijuana or to allow certain types of cannabis businesses to operate in Essex.

**Ferry Street**

There was discussion of the continued flooding on Ferry Street. There was further discussion of applying for a resiliency grant and using the funds to fix this flooding issue. It was suggested that the Town create a plan to raise Ferry Street to help with the water level on the road.

**Zoom or not to Zoom**

There was discussion on whether to continue using Zoom or not. The Selectmen stated that giving people the option is the better way to go at this time. The Town will need to spend some money on improving the sound system in the auditorium and in Conf. Room A.

**Emergency Hurricane Preparedness Meeting**

Bruce Glowac reported that at the recent emergency preparedness meeting it was vague as to what plans are in place for the shelter at John Winthrop Middle School. Mr. Glowac suggested a meeting happen for everyone to preparing themselves for the shelter. Mr. Needleman stated he would set up a meeting with Superintendent Brian White, Chester Selectman Lauren Gister, and Deep River Selectman Angus MacDonald, to formalize the emergency shelter plans. When the shelter is opened, the three Towns split the costs associated with operation of the shelter.

**Storm Emergency Preparedness and Safety Training**

There was discussion about resident's safety before, during, and after storms. Residents are seen out walking and driving around in their cars, and kids are seen out walking and riding their bicycles when power lines and trees are down. There was discussion of a need to educate and possibly put up more signage.

**Motion** was made by Bruce Glowac to adjourn the meeting at 6:00 p.m. Norman Needleman 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

Email: [nneedleman@essexct.gov](mailto:nneedleman@essexct.gov)

Board of Selectmen:

Stacia R. Libby

Bruce M. Glowac

Essex Town Hall

29 West Avenue

Essex, Connecticut 06426

Telephone: 860-767-4340

Fax: 860-767-8509

### RESOLUTION

#### 2021 Lower Connecticut River Valley Hazard Mitigation Plan Update

I, Joel Marzi Town Clerk of the Town of Essex, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Regular Monthly Meeting held on July 21, 2021:

The Board of Selectmen approve and recommend:

For the purpose of adopting the Regional Hazard Mitigation Plan as required by the Federal Emergency Management Agency in order to be eligible for certain Federal assistance for any natural hazards.

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, at 42 U.S.C. § 5165, and 44 CFR Part 201.6 of the Federal Disaster Mitigation Act of 2000, require the municipalities to adopt a mitigation plan in order to be eligible for grants to implement certain mitigation projects; and

WHEREAS the Lower Connecticut River Valley Council of Governments (RiverCOG) municipalities have experienced past flooding and other natural hazard events that pose risks to public health and safety, may cause serious property damage, and a plan is needed to address the results of these events: and

WHEREAS the planning process fostered by the Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, and set forth by the Federal Emergency Management Agency, offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future impacts of such hazards; and

WHEREAS the State of Connecticut has provided federal Hazard Mitigation Assistance program funds to support development of the mitigation plan; and

WHEREAS a Hazard Mitigation Plan (the "Plan") has been updated by the Hazard Mitigation Planning Committee and staff from RiverCOG and 15 of its municipal members, including the Town of Essex, and

WHEREAS the Hazard Mitigation Plan recommends several mitigation actions that will help minimize and reduce safety threats and damage to private and public property; and

WHEREAS a public meeting was held on July 21, 2021, to present the Plan and proposed mitigation actions and to solicit questions and comments.

NOW THEREFORE BE IT RESOLVED by the Board of Selectmen of Essex, Connecticut, that the Hazard Mitigation Plan, including Volume I and the annex for our municipality, is hereby adopted.

BE IT FURTHER RESOLVED that the municipal offices identified in the Plan are hereby directed to pursue implementation of the recommended priority actions that are assigned to their agencies.

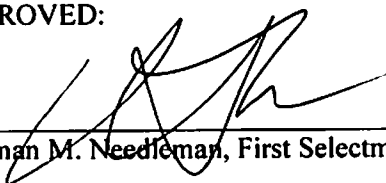


BE IT FURTHER RESOLVED that any action proposed in the Plan shall be subject to and contingent upon budget approval, if funding is required, and this resolution may not be interpreted so as to mandate any such appropriations.

BE IT FURTHER RESOLVED that the Office of the Selectmen is designated to coordinate with other offices and entities and shall periodically report on the activities, accomplishments, and progress, and shall prepare a progress report as required by the Federal Emergency Management Agency.

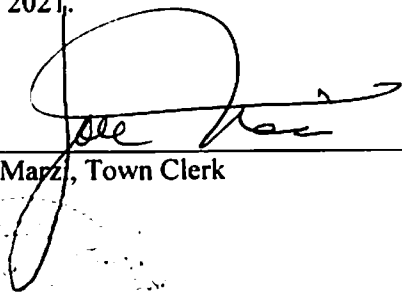
Adopted this 21 day of July, 2021.

APPROVED:

  
\_\_\_\_\_  
Norman M. Needleman, First Selectman

ATTEST:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Essex this 21st day of July, 2021.

  
\_\_\_\_\_  
Joel Marz, Town Clerk



Handwritten text at the top of the page, possibly a header or title, which is mostly illegible due to fading and bleed-through.

Second line of handwritten text, continuing the document's content.

Handwritten text located in the upper right quadrant of the page.

Handwritten text located in the middle right section of the page.

Handwritten text located in the lower right section of the page.

Third line of handwritten text, possibly a signature or a concluding statement.







## Selectmen's Office

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

Norman M. Needleman, First Selectman

Email: [nneedleman@essexct.gov](mailto:nneedleman@essexct.gov)

Board of Selectmen:

Stacia R. Libby

Bruce M. Glowac

Essex Town Hall

29 West Avenue

Essex, Connecticut 06426

Telephone: 860-767-4340

Fax: 860-767-8509

### 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 21st of July, 2021, 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 January 01, 2021, 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.

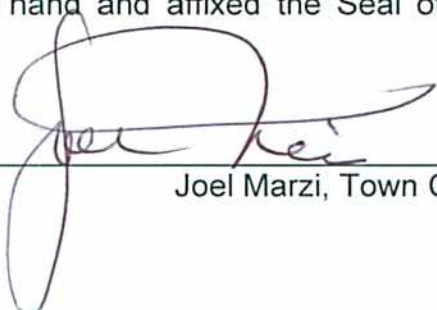
**RESOLVED**, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

**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 22nd day of July, A.D. 2021.



  
\_\_\_\_\_  
Joel Marzi, Town Clerk



## **Addendum #1 – Vacation Days**

**Effective 07/01/21**

Employees shall be credited with vacation days based upon the employee's continuous length of service with the Town.

Vacation days shall be credited in accordance with the following:

- During the employee's first year of employment with the Town, he/she shall be credited with one (1) week (five (5) work days) after six (6) months of employment with the Town. At the discretion of the First Selectman, the employee may use up to five (5) of the credited vacation days during the employee's first six (6) months of employment with the Town;
- Two (2) weeks (ten (10) work days) credited on the employee's one (1) year anniversary date of employment with the Town; and
- One (1) additional work day credited on each subsequent anniversary date (commencing on the employee's two (2) year anniversary date of employment with the Town) to a maximum of twenty (20) work days.

The crediting of vacation days shall be based on the employee's regular work day.