

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
April 15, 2020**

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

Others in Attendance: Kelly Sterner, Finance Director

Stacia Libby called the meeting to order at 7:00 p.m.

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

The Board of Selectmen and attendees went around the room and announced themselves.

First Selectman Needleman announced that audio attendees will be muted during the meeting except during public comment. Attendees were asked to please identify themselves for the record prior to making any comments.

Approval of Agenda:

Motion was made by Bruce Glowac to approve the Agenda with one addition under New Business: Pension Services. Stacia Libby seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Stacia Libby to approve the March 18, 2020 Meeting Minutes. Bruce Glowac seconded the motion. All in favor.

Informational Items, Communications and Correspondence None

Public Announcements / Comment: None

OLD BUSINESS: None

NEW BUSINESS:

Appointments and Resignations Board and Commissions None

Job Descriptions

Motion was made by Bruce Glowac to approve the two (2) job descriptions listed below. Stacia Libby seconded the motion. All in favor.

1. Park and Recreation Aide II
2. Finance Director

Resolution – Authorizing the Board of Finance to Vote on the Matter of the Town Budget

Motion was made by Bruce Glowac to approve the Resolution Pertaining to a Modified Calendar and Deliberation of the Town of Essex FY 2020-2021 General, Capital Fund and Education Budgets as

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Authorized by Executive Orders 2020-7B, 7C, and 7I (copy filed in Town Clerk's office). Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Resolution – Flexible Spending Account (FSA) Amendment

For the 2020 calendar year, an individual may contribute up to \$2,750 to a health care FSA. The Town must approve a resolution adopting the amendment to increase to maximum salary deferral contribution.

Motion was made by Norman Needleman to approve the Certificate of Adopting Resolution (copy attached). Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Property Taxation – Municipal Program Election

Under Governor's Lamont's Executive Order 7S Section 6, "Protection of Public Health and Safety during COVID-19 Pandemic and Response – Safe Stores, Relief for Policyholders, Taxpayers, and Tenant", the Town shall participate in at least one of the two established programs, the Deferment Program or the Low Interest Rate Program.

Motion was made by Stacia Libby to select under the Governor's Executive Order 7S Section 6 Municipality Program Election the Low Interest Rate Program (copy attached). Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Tax Anticipation Notes (TANs) – Short Term Financing

The Selectmen discussed the possibility of seeking borrowing authorization for Tax Anticipation Notes (TANs). If needed, these could be issued to fund cash flow gaps. There are concerns that in fiscal year 2020-2021, a sufficient number of taxpayers, due to COVID-19, may not be able to make their tax payments on a timely basis. While the Town maintains a healthy fund balance, having the TANs authorization is being done as a precautionary move. Finance Director Kelly Sterner reported that in addition to the authorization to issue the notes, the Town would need to obtain a note credit rating and work with a financial advisor to prepare an Official Statement which could take several weeks. Under Executive Order 7S, The Board of Finance and Board of Selectmen may, by a majority vote of each board, approve the authorization for borrowing.

Motion was made by Bruce Glowac to recommend and approve that the Town work with bond counsel to put in place the borrowing authorization for Tax Anticipation Note (TAN). Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Schedule Public Hearing None

Set Town Meeting None

Pension Services

The Retirement Board has been working with Hooker and Holcombe (h&h) for several years on the Town of Essex Pension Services. The Town signed on for a three (3) year contract. The Retirement Board is pleased with the services provided by h&h and would like to reaffirm the Town would like to continue using h&h. The Board of Selectmen agreed to continue working with h&h and deemed it not necessary to go out to bid for pension services at this time.



Selectmen's Office

www.essexct.gov

Norman M. Needleman, First Selectman

Email: nneedleman@essexct.gov

Board of Selectmen:

Stacia R. Libby

Bruce M. Glowac

Essex Town Hall

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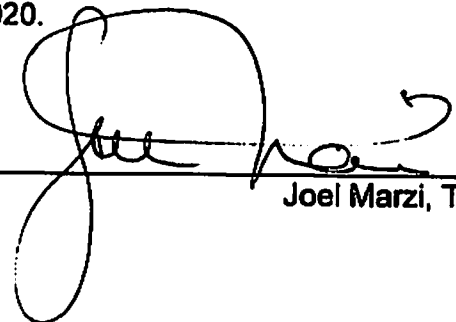
CERTIFICATE OF ADOPTING RESOLUTION

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 15th of April, 2020, 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 7/1/2020, 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 16th day of April, A.D. 2020.



Joel Marzi, Town Clerk

(SEAL)



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Motion was made by Bruce Glowac to recommend and approve to continue to use Hooker and Holcombe services for the Town of Essex Pension Plans. Norman Needleman seconded the motion; it was unanimously approved. Motion carried.

Public Comment / Announcements: None

SELECTMEN GENERAL DISCUSSION:

The Selectmen announced that some of the IRS Economic Impact Payments were distributed today. There was mention that banks are being impacted by the additional work on new loan applications and depositing of the stimulus checks and all the additional banking tasks involved with the COVID-19 virus.

The Selectmen wished a speedy recovery and best wishes to the Landfill Supervisor Mike Birner.

There was discussion about banning smoking on all Town property and absolutely no smoking in any Town vehicles. Mr. Glowac mentioned that he had the same policy in place years ago.

The Annual Budget Meeting and Board of Finance meeting are scheduled for Monday, May 11th at 7:30 pm via Zoom Meetings.

Motion was made by Stacia Libby to adjourn the meeting at 7:53 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria Lucarelli



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6
MUNICIPALITY PROGRAM ELECTION

The municipality of Essex by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on April 15, 2020, that we will participate in the following program(s):

Deferment Program. During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

PROGRAM CONTACT:

Printed Name: Megan Haskins Title: Tax Collector
 Email Address: mhaskins@essexct.gov Phone: 860-767-4340 x120

CEO CERTIFICATION:

Dated this 15th day of April, 2020.
 Printed Name: Norman M. Needleman Title: First Selectman
 Email Address: nneedleman@essexct.gov
 Signature: 

DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: Martin.Heft@ct.gov