

**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  
August 5, 2020**

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

Norman Needleman called the meeting to order at 5:00 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. Stacia Libby seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Stacia Libby to approve the July 15, 2020 Meeting Minutes. Bruce Glowac seconded the motion. All in favor.

**Informational Items, Communications and Correspondence**

Norman Needleman announced Storm Isaias came through yesterday and the Town has 54% of the residents without power.

**Public Announcements / Comment:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Appointments and Resignations Board and Commissions** None

**Planning and Zoning Ordinance**

Mr. Needleman reported that the Town is working on merging the Planning Commission and Zoning Commission. A Public Hearing will be scheduled, and the ordinance will be approved at a Town Meeting.

**Motion** was made by Stacia Libby to table the Ordinance Repealing Prior Ordinances Establishing the Essex Zoning Commission and the Essex Planning Commission and Establishing in Place Thereof a Combined Planning and Zoning Commission to the next Board of Selectmen Meeting. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

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**An Amendment to the Ordinance Providing Tax Relief for Elderly or Disabled Homeowners and Gold Star Parents and Spouses**

**Motion** was made by Stacia Libby to table the Amendment to the Ordinance Providing Tax Relief to the next Board of Selectmen Meeting. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

**Resolution – STEAP 2020**

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

**Resolution – Essex Veterans Memorial – Ophelia A. Tiley**

Jack Monahan presented to the Selectmen background information on Ophelia A. Tiley and requested that her name appear on the Essex Veterans Memorial. Mr. Monahan felt Ophelia's name is worthy to be next to the soldier's names that she took care of during the war as a Red Cross Volunteer. The Selectmen were in support of the idea that she be honored in some way. If not on the Veterans Memorial, then maybe a memorial marker just for her. Stacia Libby said she would be happy to help in any way to honor Ophelia A. Tiley and would like to discuss other options with Mr. Monahan.

**Motion** was made by Bruce Glowac to table the Resolution until the August 19, 2020 meeting. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

**Preliminary Revenue and Expenditure Report for fye June 30, 2020**

Tracey Celentano provided preliminary revenue and expenditure reports for the fiscal year ending June 30, 2020 but noted there is one more Board of Education payroll that needs to be included. Ms. Celentano reported the Town had roughly \$30,000 in overages due to COVID and hopefully the Town will receive a reimbursement from FEMA and the State of Connecticut. There was discussion that the Town has had and will continue to keep gatekeepers at the doors to monitor entry into the building. Ms. Celentano stated that overall, it was a strong fiscal year.

Ms. Celentano reported there were a overages in Fringe Benefits, Central Services, Police Services, Finance, and the Town Clerk's office.

**Encumbrances**

There was discussion of the Encumbrance Policy recommended by the auditors and approved by the Board of Finance in the June 11, 2020 meeting.

**Road Reconstruction & Sidewalk Installation / Reconstruction Sinking Fund Encumbrance Request**

Mr. Needleman reported the road reconstruction, sidewalk installation and paving funds must be encumbered due to delays caused by COVID.

**Motion** was made by Norman Needleman to approve and recommend to the Board of Finance the encumbrance of a sum not to exceed \$93,283.00 for the completion of the sidewalk and paving projects. Said sum to be encumbered from the Road Reconstruction \$68,283.00 Sidewalk Installation / Reconstruction \$25,000.00 Sinking Funds. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

**Municipal Property Improvements Encumbrance Request**

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There was discussion that Public Works needs a software program to help simplify managing the maintenance, operations, and reporting of the Public Works Department. A software program will help Public Works to be more efficient and will help to plan. The software program called Dude Solutions is user-friendly, cloud-based software that can be used to help mobilize the workforce. This program can be used with the Town's existing AppGEO. The total cost for the program and training is not to exceed \$9,970.78.

There was discussion the Town has existing cameras that are out of date and many are not working due to age. The Town would like to upgrade to Verkada cameras, which is the same system Region 4 schools are using. This system is also user-friendly and cloud-based. The initial purchase for 10 cameras and the three-year license is not to exceed \$11,163.41.

**Motion** was made by Norman Needleman to approve and recommend to the Board of Finance the encumbrance of a sum not to exceed \$19,935.00 for the purchase of the Public Works and Security equipment and software programs. Said sum to be encumbered from the Municipal Property Improvements Fund. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

Park & Recreation: Mowing, Park Operations, Maintenance & Repair (Main Street & Ivoryton)

There was discussion that the Park and Recreation Director requested encumbrance of funds for Park and Recreation Projects that were unable to be completed due to COVID.

**Motion** was made by Norman Needleman to approve and recommend to the Board of Finance the encumbrance of a sum not to exceed \$12,755.00 for the completion of the Park and Recreation tree removal and mowing as well as the Ivoryton Park Project. Said sum to be encumbered from the Park and Recreation Fund. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

**Public Hearing** None

**Set Town Meeting** None

**Public Comment / Announcements:** None

**SELECTMEN GENERAL DISCUSSION:**

There being no further business to conduct, a motion to adjourn was moved and seconded and unanimously adopted, and the meeting adjourned at 6:12 pm.

Respectfully submitted,  
Maria 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

### Municipal Certification of Resolution - STEAP 2020

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 Representative Town Meeting of said municipality at the Regular Monthly Meeting held on August 5, 2020:

"RESOLVED, that First Selectman Norman M. Needleman be, and hereby is, authorized to accept on behalf of the Town of Essex a 2020 Connecticut STEAP Grant in the amount of \$128,205 for parking lot paving at the Lofts at Spencer's Corner at 90 Main Street; and

FURTHER RESOLVED, that First Selectman Norman M. Needleman is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2020 STEAP Grant with the State of Connecticut."

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Norman M. Needleman is the First Selectman of the Town of Essex and has been since November 15, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Essex this 6th day of August, 2020.

(SEAL)

Joel Marzi, Town Clerk

