

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
November 15, 2023**

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

Norman Needleman called the meeting to order at 6:00 p.m.

Norman Needleman welcomed everyone to the Board of Selectmen in person and remote public access meeting via Zoom.

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

Others in attendance: Finance Director Tracey Celentano, Kelly Sterner, and several residents of Essex Glen Drive.

Approval of Agenda:

Motion was made by Stacia Libby to approve the agenda with the following additions: Add under Old Business 6B – Merit Service Plan, add under New Business 7F Ordinance Regarding the Town of Essex Pension and Retirement Plans, and add Executive Session – Pending Litigation. Bruce Glowac seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Bruce Glowac to approve the November 1, 2023 Meeting Minutes. Stacia Libby seconded the motion. All in favor.

Informational Items, Communications and Correspondence

Selectman Needleman reported the River Road Bridge Sidewalk, although not completed, is being used and caution sidewalk under construction signage will be ordered and installed.

It is anticipated that the Essex Civic Campus Enhancements at Hubbard Field will start in 2024.

The Ferry Street improvements and installation of a sidewalk is another project that is forthcoming.

Public Announcements / Comment: None

OLD BUSINESS:

Capital Committee: Mr. Glowac reported nothing new.

The next Capital Committee meeting is scheduled in December to finalize the discussion on the creating a campus for emergency services and to finalize the numbers for a bond.

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Merit Service Retirement Plan

The Board of Selectmen at their October 25, 2023 meeting made a motion to approve the adoption of the amendment to the multiplier from \$16.65 to \$23.00. Unfortunately, the limit would exceed the allowable limit and this change would cause the plan to not qualify as a LOSAP and would be subject to all the 457 rules resulting in immediate taxation of all plan participants. But if the town raises the multiplier from \$16.65 to \$20.75 the plan would stay compliant and would keep it as a tax-free benefit for the volunteers.

Motion was made by Norman Needleman to approve the adoption of the updated amendment to the multiplier for the Town of Essex Merit Service Retirement Plan. The amendment would need to go to a Public Hearing and a Town Meeting. Bruce Glowac seconded the motion and it was unanimously approved. Motion carried.

NEW BUSINESS:

Appointments and Resignations Board and Commissions

Motion was made by Stacia Libby to accept the resignation of Frank Hall from the Conservation Commission. Bruce Glowac seconded the motion, and it was unanimously approved. Motion carried.

Motion was made by Stacia Libby to recommend the following **Board of Selectmen appointments** to the Annual Town Meeting on November 20. Norman Needleman seconded the motion, and it was unanimously approved. Motion carried.

Park & Recreation Commission

Vacancy (alternate)

Vacancy (alternate)

Norman Needleman reported the following **First Selectman appointments** that will go to the Annual Town Meeting on November 20:

Conservation Commission

Vacancy

Vacancy

Vacancy

Vacancy (alternate)

Gateway Commission

Vacancy

Vacancy (alternate)

Norman Needleman reported the following **Board of Selectmen appointments:**

Tree Committee

Vacancy

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CT Water's Customer Advisory Council (CAC)

Connecticut Water & Marine Water is asking the Town to appoint a resident of the community who is a customer of Connecticut Water to serve on CT Water's Customer Advisory Council (CAC). The purpose of the council is to enhance communications with their customers and communities. The meetings are held every 3 to 6 months via Zoom. Please let Selectman Needleman know if you are interested in representing the Town of Essex or call 860-767-4340 x 112 for more information.

Gateway Commission

The Town is looking for two representatives, a regular and an alternate for the Gateway Commission. The commission meets once a month on the fourth Thursday at 7 pm at RiverCOG or via Zoom. Meetings typically last between 1 to 2 hours. At the meeting, the commission members review all referrals. Additional information on this commission can be found at <https://ctrivergateway.org/about/>. Please let Selectman Needleman know if you are interested in representing the Town of Essex or call 860-767-4340 x 112 for more information.

Open Town Board and Commission positions can be found at https://www.essexct.gov/sites/g/files/vyhlif3116/f/uploads/boards_and_commissions_website_30.pdf

The application to join a Board or Commission can be found at: https://www.essexct.gov/sites/g/files/vyhlif3116/f/file/file/application_to_volunteer_for_board_or_commission_fillable_4_13_18.pdf

American Rescue Plan Funds:

The remaining balance is \$111,084. These funds must be committed by December 31, 2024 and spent by December 31, 2026.

Job Description None

An Ordinance Regarding the Town of Essex Pension and Retirement Plans

There was discussion on the Ordinance Regarding the Town of Essex Pension and Retirement Plans which is on file in the Town Clerk's Office.

Motion was made by Bruce Glowac to approve and add the Ordinance Regarding the Town of Essex Pension and Retirement Plans to a Public Hearing and a Special Town Meeting for the Legislative Body's approval. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

Public Hearing

Motion was made by Norman Needleman to set a Public Hearing for Wednesday, December 13th, 2023 at 4:45 p.m. for the purpose of an Amendment to the Merit Service Retirement Plan. Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Set Town Meeting

Motion was made by Norman Needleman to set a Special Town Meeting for Wednesday, December 13th, 2023 immediately following the Public Hearing. Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

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Public Comment / Announcements: None

TRAFFIC AUTHORITY

Motion was made by Stacia Libby to enter Traffic Authority. Bruce Glowac seconded the motion. All in favor.

Essex Glen Drive

Land Use Official Carey Duques reported that the Planning and Zoning Commission at their November 8, 2023 meeting recommended that the Essex Board of Selectmen place the acceptance of Essex Glen Drive as a Town Highway on the Board of Selectmen agenda and then place it onto a Town meeting to accept Essex Glen Drive as a Town Highway. This recommendation was based on a November 2, 2023 letter from Bob Doane indicating that all the requirements of the regulations had been met.

The Selectmen discussed this recommendation and before making any decisions they would like to see the Essex Glen Declaration and to make sure all details are worked out and an agreement is in place prior to the road being transferred to the town, so that in 10 years nothing unexpected comes up. The Selectmen stated that the upkeep of the landscaping is a concern. The Town is accepting a road at a condominium complex and we want to make sure that condominium association is going to continue being responsible for the landscaping. We need to be clear of all expectations.

Ms. Duques reported there is a retention pond and it needs to be determined who would be responsible for that. This is where the drainage goes from the catch basins.

The Selectmen stated the conveyance of Essex Glen Drive to the Town of Essex would need to be voted on at a Town Meeting.

Handicap Parking Spot at the Essex Post Office

A request was made to the Town to re-paint the handicap spots at the Essex Post Office. The Selectmen stated they would visit the post office and look at the parking spots.

Motion was made by Stacia Libby to table these two items. Bruce Glowac seconded the motion. All in favor.

Motion was made by Stacia Libby to exit Traffic Authority. Bruce Glowac seconded the motion. All in favor.

Motion was made by Stacia Libby to move out of traffic authority at 5:35 pm. Bruce seconded the motion. All in favor.

EXECUTIVE SESSION

Motion was made by Norman Needleman to go into Executive Session at 5:36 pm for the purpose of discussion of Pending Litigation. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Present: Selectmen Members: Norman M. Needleman, Bruce M. Glowac, Stacia R. Libby, and invited guest Maria Lucarelli.

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Motion was made by Norman Needleman to exit the Executive Session at 5:51 pm. Stacia Libby seconded the motion; it was unanimously approved. Motion carried.

Re-open the Regular Meeting:

The regular meeting resumed at 5:52 pm.

Motion was made by Bruce Glowac to adjourn the meeting at 5:53 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli