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**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
February 7, 2024**

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

Norman Needleman called the meeting to order at 7:00 p.m.

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

Others in attendance: Finance Director Tracey Celentano, Kelly Sterner, Reporter Aaron Rubin, and P. Kotowski.

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 January 17, 2023 Meeting Minutes. Stacia Libby seconded the motion. All in favor.

Informational Items, Communications and Correspondence

Public Announcements / Comment: None

OLD BUSINESS:

Capital Committee: Mr. Glowac reported they are looking into possibilities for the location of a public safety and emergency management complex. The funds approved earlier this evening at the Town Meeting will be used for a Public Safety Complex Study.

Signage Selectman Stacia Libby reported there was nothing new to report.

250th Anniversary – July 4, 2026 Selectman Libby reported there has been discussion of tying in a July 4th parade with the 250th Anniversary. There was discussion of forming a committee that would include several organizations in Town.

NEW BUSINESS:

Appointments and Resignations Board and Commissions

First Selectman Norman Needleman appointed Drina Zuvic as a regular member of the Conservation Commission filling an unexpired term ending December 2025, which will need to go to a Town Meeting.

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VACANCIES:

Park & Recreation Commission

Vacancy (alternate)

Vacancy (alternate)

Conservation Commission

Vacancy

Vacancy

Vacancy (alternate)

Vacancy (alternate)

Gateway Commission

Vacancy

Vacancy (alternate)

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:

Kelly Sterner presented to the Selectmen options for a replacement multi-function printer for the Land Use Department. The current printer is not compatible with the Town's technology security requirements.

Motion was made by Bruce Glowac to approve and recommend to Board of Finance an appropriation in the amount of \$13,000 to be allocated from the American Rescue Plan Act Funds to be used for a land use multi-function printer. Stacia Libby seconded the motion, and it was unanimously approved. Motion carried.

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Board of Selectmen Meetings

Motion was made by Stacia Libby to move the Board of Selectmen Meeting and the Budget Meeting scheduled for Wednesday, March 6, 2024 to March 13. Bruce Glowac seconded the motion, it was unanimously approved. All in favor.

Supplemental Appropriation

On June 7, 2023 Governor Lamont Signs Legislation establishing early voting in Connecticut elections and primaries. The legislation, [Public Act 23-5](#), requires 14 days of early voting for general elections, 7 days of early voting for most primaries, and 4 days of early voting for special elections and presidential preference primaries. It will apply to elections and primaries that occur on or after January 1, 2024. Every municipality in the state will be required to establish at least one early voting location and has the option of establishing more. This law will require more hours for the Registrars and additional Pollworkers.

Motion was made by Norman Needleman to approve and recommend to the Board of Finance a supplemental appropriation in the amount of \$10,000.00 to Elections to offset the costs associated with the Early Voting in Connecticut Elections and Primaries. Stacia Libby seconded the Motion. All in favor.

Job Description

Motion was made by Stacia Libby to approve the Zoning Board of Appeals Recording Secretary job description. Bruce Glowac seconded the motion. All in favor.

Short Term Rental Ordinance

The First Selectman reported he met with the Town Attorney recently to finalize the Short-Term Rental Ordinance. The Board of Selectmen would like to set another public hearing to present the final draft of the ordinance on March 13, 2024 at 7:00 pm.

Public Hearing

Motion was made by Stacia Libby to set a Public Hearing on Wednesday, March 13, 2024 at 7:00 pm in the Auditorium. Bruce Glowac seconded the motion. All in favor.

Set Town Meeting

Motion was made by Stacia Libby to set a Town Meeting on Wednesday, March 13, 2024 at 4:55 pm in Conference Room A. Bruce Glowac seconded the motion. All in favor.

TRAFFIC AUTHORITY

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

Essex Glen Drive Town Road Maintenance Agreement

Motion was made by Norman Needleman to approve the Essex Glen Drive Town Road Maintenance Agreement and file it with the Land Records. Stacia Libby seconded the motion. All in favor.

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

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Motion was made by Norman Needleman to move out of traffic authority at 7:45 pm. Bruce seconded the motion. All in favor.

Public Comment / Announcements:

The Selectmen discussed the Vumbaco Open Space Property is being conveyed to the Essex Land Trust. A Town meeting will be held on March 13 to authorize the First Selectman on behalf of the Town of Essex to convey an approximately 50 foot by 248 foot strip of land to the Essex Land Trust as part of its acquisition of abutting open space land from Sharon Vumbaco. The strip of land is landlocked and located easterly of Pond Meadow Road. The strip of land was to be a connecting roadway for a contemplated subdivision that never occurred.

Paul Kotowski and the Selectmen discussed certain Town noises, such as the Essex Steam Train, which are the fabric of life in this area.

Mr. Kotowski inquired if a sidewalk along Westbrook Road to Cumberland Farms was ever going to be considered. Selectmen Glowac and Needleman recognize this request and have looked at this project a few times over the last 20 years. . . This initiative is on RiverCOG's list of recommended projects. The Town did put in a request to the Department of Transportation to have the speed limit lowered by 5 mph. Mr. Glowac investigated this project in the 80s, plans were done in the 90s and the cost was around 1 million then. The Selectmen stated they will continue to look at this project and guestimate the project would cost around 5 million today. One of the crucial issues is you do not want pedestrians crossing the road to get on crosswalks.

General Discussion

Centerbrook Meetinghouse

Bruce Glowac has volunteered to chair the Centerbrook Meetinghouse Committee. The committee will need to draft up policies and procedures. He is also creating a list of work that will have to be completed on the building and the grounds. The Community Music School and the Ivoryton Playhouse have been using the meetinghouse and will continue to do so at this time. Other outside entities have requested to use the space, but the Selectmen would like to produce building use policies and procedures before opening the space to others.

Norman Needleman reported the Fire Marshal and Building Official are both looking over the building and grounds.

OSHA Inspection

Selectman Needleman reported the Town of Essex was visited by an OSHA representative. The last visit was 10 years ago. The Town of Essex is working on their findings.

Transfer Station Rates

There was discussion on increasing the rates. Demolition is the biggest cost.

Solid Waste

There was a discussion about Solid Waste issues in Connecticut. There was discussion of installing a scale, but a scale would cost around \$100,000 and there would no return on the investment. There was discussion on whether to form a regional waste authority or lease out the property to a big

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hauler. Then it could still be a regional transfer station but operated by a private company. The Selectmen's job is to look out for Essex residents.

Motion was made by Bruce Glowac to adjourn the meeting at 8:22 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli