

**TOWN OF DARIEN  
BOARD OF SELECTMEN  
MARCH 17, 2014**

ATTENDANCE: First Selectman Jayme Stevenson; Christopher (Kip) Hall, Susan Marks, E. Reilly Tierney.

STAFF: Karl Kilduff, Administrative Officer.

CALL TO ORDER

First Selectman Stevenson called the meeting to order at 7:07 p.m.

Report from Monuments and Ceremonies Commission

Mr. Bill Kraft presented the annual report, reviewed the highlights of the activities of the commission, and fielded questions and comments. First Selectman Stevenson asked how the parade management was going. Mr. Kraft replied that it is working out remarkably well with committee chairs handling the roles of coordination and logistics very well.

Report from Registrars of Voters regarding possible changes in polling locations.

Mr. John Visi and Kathy Hammett referred to the supporting documents as contained in the agenda packet that provided the background and rationale for the proposed changes. Questions and comments from the Board members were fielded, and it was noted that benefits of the proposed locations are increased voter convenience, public/school safety, and cost savings.

The following chart outlines current and proposed new locations of the five polls that will now be at non-school locations; District 4 will enter the Hindley poll directly with no access to any other interior school facilities:

**Darien Poll Locations**

<i>District</i>	<i>Poll location before 2010 census</i>	<i>2012 poll location</i>	<i>2013 poll location</i>	<i>2014 proposed location</i>	<i>In/Out of District at proposed site</i>
1	Ox Ridge School	Ox Ridge School	35 Leroy	35 Leroy	Out – Adjacent
2	Town Hall	Tokeneke School	Tokeneke School	Town Hall	In
3	Holmes School	Holmes School	Holmes School	Noroton Hts. FD	Out-Adjacent
4	Hindley School	Hindley School	Hindley School	Hindley School	In
5	Darien HS	Darien HS	McGuane	Town Hall	Out-Adjacent
6	Tokeneke School	Town Hall	Town Hall	35 Leroy	In

It was noted that although vote was not required, it was agreed by general consensus that the plan is supported by the Board.

## FIRST SELECTMAN'S REPORT

First Selectman Stevenson read her report, as follows:

- On 2/28, the town has taken possession of the property at 4 Short Lane. We are in the process of preparing the building for demolition. When the structure is gone, the property will be conveyed to the Parks and Recreation Commission for their future use.
- The Thriving Youth Task Force of the Darien Community Fund hosted the first of its kind Community Conversation on Monday, 3/10 where 100 youth and adults came together to discuss stress and anxiety in our youth and ways that our families, schools and community can help alleviate some of the pressures on our kids. I'm looking forward to seeing the final report to understand how this board can help. Thank you for agreeing to reschedule our BOS meeting so that we were able to attend this important event.
- The Board of Finance is in the process of studying the BCE and BOS budgets. Future BOF budget meetings include:
  - 4/3 Catch Up Budget Meeting with BCE and BCS
  - 4/8 Preliminary Vote on Budget
  - 4/10 Final Budget Vote and Set Mill Rate
- Town emails have been created and board and commission members should have received a notification regarding their account. Questions can be directed to support@darienps.org or by calling the Help Desk at 203-656-7402.
- On March 7th on behalf of the Board of Selectmen, I sent a letter to the Mrs. Hagarty-Ross, BCE Chair, requesting a meeting to discuss Consolidation of Non-Educational Services as allowed by Public Act 13-60. (copy of letter attached as an addendum) In October of 2013, the CT State Legislature passed PA 13-60 allowing Boards of Selectmen and Boards of Finance to make recommendations regarding financial efficiencies by consolidating non-educational services such as finance, human resources, legal services, purchasing facilities and grounds maintenance and fleet management, to name a few. I am meeting tomorrow with representatives from the BCE the school administration, town staff and BCE to begin this important public conversation. I want to thank the BCE in advance for their willingness to work with us to help reduce the costs of delivering municipal services to our taxpayers.

## ADMINISTRATIVE OFFICER'S REPORT

Mr. Kilduff stated that additional STEAP grant applications are process for the middle of next month to back fill FEMA funds for generators for Town Hall and other municipal buildings. He noted that there are two STEAP grants on the agenda tonight for approval for Gorham's pond and they will be forwarded on to Hartford. He reminded the Board that he would be leaving this meeting early due to the RTM at 8:00 tonight.

PUBLIC COMMENT – None

NEW BUSINESS

- a) Discuss and Take Action on Request to Extend Sick Leave as Provided for by Collective Bargaining Agreement.

**\*\* MR. HALL MOVED TO APPROVE THE FOLLOWING:**

**AS IS PROVIDED FOR IN SECTION 8.2E OF THE COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 1303-292 OF CONNECTICUT COUNCIL #4 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, THE BOARD OF SELECTMEN, IN ITS DISCRETION, HEREBY APPROVE THE REQUEST TO EXTEND 28 DAYS OF SICK LEAVE TO JAMES HOGAN, PROVIDED AN AGREEMENT IS NEGOTIATED WITH HIS UNION IN REGARD TO A PLAN TO REPAY THE ADVANCED SICK LEAVE.**

**\*\* MS. MARKS SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

- b) Discuss and Take Action on Approval of Mather Center Usage Policies and Facility Rental Schedule.

**\*\* MR. HALL MOVED TO ADOPT THE POLICY AMENDMENT AS PRESENTED.**

**\*\* MS. MARKS SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

- c) Discuss and Take Action on a Resolution Authorizing and Directing the First Selectman to Execute a Grant Assistance Agreement with the State of Connecticut Department of Energy and Environmental Protection for \$150,000.

**\*\* MR. HALL MOVED TO ADOPT THE RESOLUTION AS FOLLOWS:**

**RESOLUTION AUTHORIZING AND DIRECTING THE FIRST SELECTMAN TO EXECUTE A GRANT ASSISTANCE AGREEMENT WITH THE STATE OF CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION FOR \$150,000**

WHEREAS, the Town of Darien received notice that it was awarded a grant of 5 150.000 from the Small Town Economic Assistance Program (STEAP) grant program for repairs to Gorham's Upper Pond Dam; and

WHEREAS, the Board of Selectmen wish to receive State appropriated grant funds: and

WHEREAS, it is desirable and in the public interest that the Town of Darien secure \$150,000 in State grant assistance for the Gorham's Upper Pond Dam Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Selectmen of the Town of Darien that;

1. It is in the best interests of the Town of Darien to enter into contracts with the department of Energy and Environmental Protection
2. Jayme J. Stevenson. First Selectman is duly authorized to enter into and sign said contracts on behalf of the Town of Darien. Jayme J. Stevenson currently holds the title of First Selectman and has held that office since November 11. 2013. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required b the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

**\*\* MS. MARKS SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

d) Discuss and Take Action on a Resolution Authorizing and Directing the First Selectman to Execute a grant Assistance Agreement with the State of Connecticut Department of Energy and Environmental Protection for \$400,000.

**\*\* MR. HALL MOVED TO ADOPT THE RESOLUTION AS FOLLOWS:**

**RESOLUTION AUTHORIZING AND DIRECTING THE FIRST SELECTMAN TO EXECUTE A GRANT ASSISTANCE AGREEMENT WITH THE STATE OF CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION FOR \$400,000**

WHEREAS, the Town of Darien received notice that it was awarded a grant of \$400,000 from the Small Town Economic Assistance Program (STEAP) grant program for Upper Pond Sediment Removal; and

WHEREAS, the Board of Selectmen wish to receive State appropriated grant funds; and

WHEREAS, it is desirable and in the public interest that the Town of Darien secure \$150,000 in State grant assistance for the Upper Pond Sediment Removal Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Selectmen of the Town of Darien that;

1. It is in the best interests of the Town of Darien to enter into contracts with the department of Energy and Environmental Protection
2. Jayme J. Stevenson. First Selectman is duly authorized to enter into and sign said contracts on behalf of the Town of Darien. Jayme J. Stevenson currently holds the title of First Selectman and has held that office since November 11. 2013. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required b the local, state or federal government in connection with said contracts and to execute any amendments rescissions and revisions thereto.

**\*\* MS. MARKS SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

e) Discuss and Take Action on a Resolution Authorizing and Directing the First Selectman to Execute a Memorandum of Agreement Between the State of Connecticut and the Town of Darien regarding the Federal Fiscal Year 2013 Homeland Security Grant Program

**\*\* MR. HALL MOVED TO ADOPT THE RESOLUTION AS FOLLOWS:**

**RESOLUTION AUTHORIZING AND DIRECTING THE FIRST SELECTMAN TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE STATE OF CONNECTICUT AND THE TOWN OF DARIEN REGARDING THE FEDERAL FISCAL YEAR 2013 HOMELAND SECURITY GRANT PROGRAM**

WHEREAS, the State of Connecticut, acting through its Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, is the recipient of the United States Department of Homeland Security Federal Fiscal Year 2013 State Homeland Security Grant Program; and

WHEREAS, it is the Board of Selectmen's wish for the Town to be able to participate in the benefits of the above mentioned funding which will benefit the region.

NOW, THEREFORE, BE IT RESOLVED that the Darien Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Jayme J. Stevenson, as First Selectman of the Town of Darien, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things she deems necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

**\*\* MS. MARKS SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

Discuss and Take Action on Request from Recycling Center Advisory Committee to  
Approve a One-Day Recycling Center Pass Promotion

Mr. Craig Flaherty and Wendy Ward of the Recycling Center Advisory Committee came forward and presented the item. They referred to the supporting documents and explained the program as outlined. Questions and comments from the members were fielded with regard to showing proof of town residency or identification, and the possibility of having an 'open day' as a recycling center day 'free trial' to reach more residents.

**\*\* MS. MARKS MOVED TO APPROVE THE FOLLOWING  
THE BOARD OF SELECTMEN HEREBY APPROVES OF AND AUTHORIZES THE  
CREATION OF A "ONE DAY RECYCLER" PASS AS A ONE-TIME  
PROMOTION FOR THE RECYCLING CENTER WHICH WOULD ALLOW  
FOR 100 DARIEN RESIDENTS TO OBTAIN AT NO-CHARGE, ONE-DAY  
ONLY PASS TO THE RECYCLING CENTER FOR RECYCLING PURPOSES  
ONLY (SINGLE STREAM, BATTERIES, MOTOR OIL, METAL, LARGE  
PLASTICS, TEXTILES, FLUORESCENT LIGHT BULBS, E-WASTE AND USE  
OF THE SWAP SHOP) AND TO PICK UP WOOD CHIPS OR MULCH WITH  
SUCH A PASS EXPIRING ON JUNE 30, 2014.**

**\*\* MR. TIERNEY SECONDED THE MOTION.**

**\*\* MOTION PASSED UNANIMOUSLY.**

Transfers:

Waste Management

Mr. Craig Flaherty and Wendy Ward referred to the supporting documents and explained the rationale for the transfer. Mr. Flaherty noted that the amount has decreased from the original request of \$11,500 to \$10,000. He explained that the Recycling Center Advisory Committee has requested this to provide for further on-going education to the public of single stream recycling and other means of recycling.

The funding request mainly provides for additional signage at the Recycling Center and educational brochures and maps to the Recycling Center (see attached). The Committee believes that more cost savings from increased recycling can be achieved. The Committee wants to make sure that information on recycling opportunities is consistently provided to the public. They are also looking to distribute information through other town volunteer organizations creating more Recycling Center educators and casting a wider net in the process. Earth Day in April and dump sticker renewal in May and June are excellent contact points to educate recyclers.

**\*\* MR. HALL MOVED TO APPROVE THE FOLLOWING TRANSFER:  
RESOLVED:  
THAT THE FOLLOWING TRANSFER OF APPROPRIATIONS IS APPROVED FOR  
REFERRAL TO THE BOARD OF FINANCE: (IT IS NOTED THAT THE AMOUNT  
WAS REDUCED FROM \$11,500 TO \$10,000)**

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
10704000-86600	Contingency	\$10,000	10405154-83012	Public Info Material	\$10,000
<b>TOTAL</b>	<b>\$10,000</b>		<b>TOTAL</b>	<b>\$10,000</b>	

**\*\* MR. TIERNEY SECONDED THE MOTION.  
\*\* MOTION PASSED UNANIMOUSLY.**

Transfer from three accounts to two Regulatory Counsel accounts:

First Selectman Stevenson explained that the Planning and Zoning Department requests a transfer from the Contingency account and the P&Z and EPC Regulatory Counsel accounts to the ZBA and Other Regulatory Counsel accounts. This is to address shortfalls in ZBA Regulatory Counsel and Other Regulatory Counsel, which are now over budget. Most of the costs in these accounts are due to two specific cases. This transfer takes into account expected work between the end of February 2014 (when last bill from Town Counsel came in) and the end of this fiscal year on June 30, as follows:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
10704000-86600	Contingency	\$33,500	10105091-82122	ZBA Reg. Counsel	\$49,000
10105091-82105	P&Z Reg. Counsel	54,000	10105091-82124	Other Reg. Counsel	46,000
10105091-82120	EPC Reg. Counsel	7,500			
<b>TOTAL</b>	<b>\$95,000</b>		<b>TOTAL</b>	<b>\$95,000</b>	

**\*\* MR. HALL MOVED TO APPROVE THE FOLLOWING TRANSFER:  
RESOLVED THAT THE FOLLOWING TRANSFER OF APPROPRIATIONS IS  
APPROVED FOR REFERRAL TO THE BOARD OF FINANCE**

<u>From:</u>			<u>To:</u>		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
10704000-86600	Contingency	\$33,500	10105091-82122	ZBA Regulatory Counsel	49,000
10105091-82105	P&Z Regulatory Counsel	54,000	10105091-82124	Other Regulatory Counsel	46,000
10105091-82120	EPC Regulatory Counsel	7,500			
	<b>TOTAL</b>	<b>\$95,000</b>		<b>TOTAL</b>	<b>\$95,000</b>

**\*\* MR. TIERNEY SECONDED THE MOTION.  
\*\* MOTION PASSED UNANIMOUSLY.**

AGENDA REVIEW

First Selectman Stevenson noted that this meeting agenda needs to be brief due to expected absence of two members.

Approval of Minutes: Special Meeting – February 24, 2014

- \*\* MR. HALL MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 24, 2014 AS SUBMITTED.**
- \*\* MS. MARKS SECONDED THE MOTION.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Regular Meeting of February 24, 2014

Page 1: Paragraph 2 Delete the last sentence and replace with: First Selectman Stevenson noted that the success of this pilot may greatly help the Town and other communities.

Page 2: move the first part of the motion at the bottom of the page to the top of page 3.

- \*\* MR. HALL MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2014 AS AMENDED WITH CORRECTIONS NOTED.**
- \*\* MS. MARKS SECONDED THE MOTION.**
- \*\* MOTION PASSED UNANIMOUSLY.**

Forthcoming Meetings – As noted:

March 17, 2014: 800 p.m. Representative Town Meeting

March 24, 2014: 7:00 p.m. Board of Selectmen Regular Meeting

Adjournment

- \*\* MR. TIERNEY MOVED TO ADJOURN THE MEETING.**
- \*\* MR. HALL SECONDED THE MOTION.**
- \*\* MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 8:15 p.m.

Addendum:

First Selectman's letter to Board of Education on Public Act 13-60

Respectfully submitted,  
Marilyn Knox  
Telesco Secretarial Services

Public Act 13-60, *An Act Concerning the Consolidation of Non-Educational Services* effective October 1, 2013, provides that a municipality's Board of Selectmen or Board of Finance may, within 10 days of the Board of Education's submission of their appropriation request, recommend to the Board of Education areas for consolidating non-educational services for the purpose of realizing financial efficiencies. Due to the state mandated property revaluation and a resulting reduction in the Town of Darien Grand List value of 7%, as well as unanticipated costs associated with improvements to our Special Education system, taxpayers will be significantly burdened by higher taxes before any requested increases from our respective boards' regular budget requests.

We are of the opinion that efficiencies can be accomplished to the benefit of our taxpayers as well as town management structure in a number of areas where the town and the Board of Education duplicate functions.

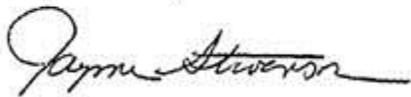
Pursuant to Public Act 13-60, on behalf of the Board of Selectmen, I submit to the Board of Education the following recommendations for realizing financial efficiencies by consolidating non-educational services with similar department functions of the Town of Darien. As a follow up, I recommend we form a working group including myself, members of the Board of Selectmen, members of the Board of Education, members of the RTM and appropriate staff to further discuss these recommendations.

I have identified the following areas in which opportunities for financial efficiency may be realized:

- Finance • Human Resources • Employee Benefits • Legal Services/Labor Counsel
- Purchasing and Procurements - Facility/Grounds Maintenance • Fleet Management/Maintenance

We recognize identified and agreed upon efficiencies will not happen overnight, but Public Act 13-60 serves as the basis to begin a public dialogue on the issue. We will work together to quantify potential taxpayer savings and present an action plan to the Board of Finance and Representative Town Meeting.

Respectfully submitted,



Jayme Stevenson  
First Selectman, Town of Darien