

## **Minutes**

### **Town of Darien Representative Town Meeting Rules Committee**

**Tuesday October 2, 2023 7:30 p.m.**

#### **Darien Town Room 119**

**Present:** Seth Morton (Moderator), Lois Schneider (I), Patti Bumgardner (I), Mike Wheeler (II), Jack Davis (III), Joe Miceli (IV), Frank Kemp (IV), Ann Reed (V), Mark Adiletta (V), Peter Orphanos (VI), Theresa Vogt (VI), Joe Miceli (IV), Michael Casolo (II), Peter Orphanos (VI),

**Absent:** Adele Conniff (III),

**Guests:** Christa McNamara (Town Clerk), Mac Patrick (District 5, Chair PH&S)

The meeting was called to order by the Moderator, Seth Morton, at 7:31PM.

There was a motion by Mr. Casolo and second by Ms. Reed to approve the Minutes from the September 5 Regular Meeting, with one typo date edit. This motion passed unanimously.

Mr. Kemp provided an update on RTM Committee descriptions and other proposed change in “Appendix B - Town of Darien Rules of Procedure”. Suggestions were discussed. Mr. Davis provided additional background. There was a general discussion that followed on certain items.

A motion was made by Mr. Davis, with a second by Ms. Reed to accept and to recommend to committees of the RTM the proposed changes to APPENDIX B - TOWN OF DARIEN RULES OF PROCEDURE of the RTM as discussed, this evening, for final comment before being forwarded to the full RTM for consideration and vote. This motion passed unanimously.

Mr. Adiletta provided an update on Great Island Advisory Committee. There was a general discussion that followed. RTM members and interested parties were encouraged to watch the Vimeo on Ch79 for the details provided on the various items by Public Works Director Ed Gentile.

[https://dariantv79.com/?vimeography\\_gallery=72&vimeography\\_video=866734993](https://dariantv79.com/?vimeography_gallery=72&vimeography_video=866734993)

#### **Discuss and Vote RTM Items and Assign Committees**

Next it was noted the Public Works union contract has not been approved by the union yet. Then it needs to be approved by the BOS after which the Town has 30 days to approve it. A motion was made by Mr. Davis, with a second by Ms. Bumgardner to assign PW primary with F& B and Park & Rec secondary. Motion passed unanimously

The Local Ordinance Allowing the Assessor to Waive Certain Penalties was discussed with a motion made by Mr. Adiletta with a second by Mr. Casolo to assign F&B primary, TGS&A

secondary. This motion passed unanimously.

The Adoption of a Noise Ordinance was discussed next. The form recommended from the BOS is attached. No action taken.

There was a motion to cancel the October RTM meeting by Ms. Reed with a proper second. The item passed unanimously.

Next was to set the Agenda for the November 13, 2023 Regular RTM Meeting. A motion was made by Ms. Reed, with a second by Mr. Casolo. This motion passed unanimously.

Agenda:

- Organizational activities as required
- Update on Great Island
- ARPA  
PW union Contract
- Appendix B - Town of Darien Rules of Procedure
- Remaining organizational activities.

New Business

A presentation was made by Mac Patrick regarding the “Slow Down in Town” campaign. RTM members invited to distribute signs.

Ms. Schneider made a presentation on the nominating process to apply to the Board of Ethics for the upcoming session.

Also was discussed briefly was a recap by Ms. McNamara of the selection process for order of candidates on the ballot.

A motion to adjourn was properly made. The meeting adjourned at approximately 9.54 PM.

Respectfully submitted

Mark Adiletta  
Clerk

cc: Standing Committee Chairs  
District Chairs  
First Selectman  
Rules Committee  
Town Administrator  
Town Counsel

*Minutes for the*  
**Board of Selectmen Regular Meeting**

September 05, 2023

**ATTENDANCE:** Monica McNally; Michael Burke, Marcy Minnick; Sarah Neumann, Jon Zagrodzky

**STAFF:** Kathleen Buch, Town Administrator; Ed Gentile, Director of Public Works;

**CALL TO ORDER**

The meeting was called to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

Ms. McNally led those present in the Pledge of Allegiance.

**Adjourn to Executive Session for Personnel Pursuant to CGS Section 1-200 6 (A)**

**MOTION** to Adjourn to Executive Session for Personnel Pursuant to CGS Section 1-200 6 (A)

Motion made by Selectman Neumann, Seconded by Selectman Burke.

Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick, Selectman Neumann, Selectman Zagrodzky

**ADJOURN TO OPEN SESSION**

**MOTION** to return to open session at 7:46 pm.

Motion made by Selectman Minnick, Seconded by Selectman Zagrodzky.

Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick, Selectman Neumann, Selectman Zagrodzky

**FIRST SELECTMAN'S REPORT**

Ms. McNally updated the board of a variety of topics including the predicted hot weather, the Annual Darien

Road Race, this year's teacher convocation, the new Ox Ridge Elementary School, the 9/11 memorial ceremony, the Grove St/Tilley drainage study meeting, Mental Health First Aid Training, bus tours of Great Island to be held on 9/23, and the passing of Penny Glassmeyer.

**TOWN ADMINISTRATOR'S REPORT**

none

## **BOARD LIASION REPORTS**

Mr Burke will report on Blight at next meeting.

Ms Neumann will report on TYTF and HHR at next meeting.

Mr Zagrodzky reported on the Great Island Advisory Committee.

Ms Minnick reported on the Mental Health Task Force and Ox Ridge Elementary School.

## **PUBLIC COMMENTS\***

Beth Ann Kissko spoke regarding lease with Town for concessions.

## **NEW BUSINESS**

1. Discuss and Take Action on a Request to Recommend to the RTM the Adoption of a Local Ordinance Allowing the Assessor to Waive Certain Penalties

This item was withdrawn.

2. Discuss and Take Action to Recommend Adoption of a Noise Ordinance to the Representative Town Meeting and to Further Recommend Inclusion of Certain Provisions

**MOTION** to Recommend Adoption of a Noise Ordinance to the Representative Town Meeting and to Further Recommend Inclusion of Certain Provisions:

- Noise from Garbage Trucks restricted to from 6:30 am – 8:00 pm Monday thru Saturday
- Noise from commercial landscaping equipment restricted to 8:00 am – 8:00 pm Monday thru Saturday and 8:00 am – 3:00 pm Sundays & Holidays
- Enforcement to be provided by the Darien Police Department

Motion made by Selectman Burke, Seconded by Selectman Neumann.

Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick, Selectman Neumann, Selectman Zagrodzky

3. Discuss and Take Action to Request Transfer within ARPA Fund for Various Projects

Ms. Buch introduced the topic.

**MOTION** to Approve a Request Transfer within ARPA Fund for Various Projects

Motion made by Selectman Neumann, Seconded by Selectman Burke.

Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick, Selectman Neumann, Selectman Zagrodzky

4. Discuss Updates to Board of Selectmen Goals and Objectives

Ms. McNally introduced the topic. The board discussed the draft. Ms. Buch will provide an updated draft for the next meeting.

## **PARKING AUTHORITY BUSINESS**

5. Public Hearing on Proposed Changes to Parking Regulations

Ms. Buch explained the proposed changes. No member of the public came forward to provide input.

6. Discuss and Take Action on Proposal to Amend the Parking Regulations

**MOTION** to Approve the Proposal to Amend the Parking Regulations as Follows:

**WHEREAS**, Section 74-23 (c) of the Town of Darien Codified Ordinances designates the Board of Selectmen as the Parking Division for the Town with the authority to adopt rules and regulations for off-street parking; and

**WHEREAS**, Article VII of the Town of Darien Administrative Regulations describes the regulations for off-street parking including a fee schedule for parking permits; and

**WHEREAS**, by lease agreement, the Town of Darien has the responsibility to fund and complete capital improvements to the Darien train stations; and

**WHEREAS**, funds for such capital improvements as well as operating expenses are financed through the fees charged for parking; and

**WHEREAS**, it is desirable that the revenues collected for parking more closely match the anticipated capital costs the Town will incur as a part of its contractual obligations; and

**WHEREAS**, the Darien Board of Selectmen wishes to increase the amount for an annual parking permit.

**NOW THEREFORE**, be it resolved that the following schedule of fees, which will amend Section 74R-6 (a) of the Town of Darien Administrative Regulations, for a parking permit are hereby enacted in accordance with Sec. 74-23(e) of the Town of Darien Codified Ordinances,

Fees effective on January 1, 2024 shall be :

A fee or rebate for a Parking Permit, before State Sales Tax, for all lots shall be as follows:

	Fee	Rebate
January	\$450.00	\$412.50
February	\$412.50	\$375.00
March	\$375.00	\$337.50
April	\$337.50	\$300.00
May	\$300.00	\$262.50

June	\$262.50	\$225.00
July	\$225.00	\$187.50
August	\$187.50	\$150.00
September	\$150.00	\$112.50
October	\$112.50	\$75.00
November	\$75.00	\$37.50
December	\$37.50	\$0.00

The current state sales tax will be added to all permit fees.

**AND be it further resolved** that the Section 74R of the Town of Darien Administrative Regulations be changed as follows:

- Amend 74R-6(c) to read “The fee is determined by the date [the] applicant is notified that a permit is available. Example: If the applicant is notified on February 1 that a permit is available, the fee for the permit for the period February 1 to December 31 for all lots would be \$412.50 plus applicable sales tax.”
- Amend 74R-6(d) to read “A rebate on permits returned to the parking division is determined by the date the permit is actually returned. Example: If the permit is returned May 1, the rebate for all lots would be \$262.50 plus applicable sales tax.”
- Amend 74R-6 (g) to read “Separate permits shall be issued to business owners for their employees to park in designated areas within the Center Street lots. The fee for these permits, shall be \$125.00, applicable sales tax, for the calendar year, provided permit holders will not be guaranteed a space will be available when they need it.”
- Amend 74R-7(d) to read “Daily Parking Fee. The daily parking fee shall be \$5.00 or \$80 per month when purchased through the mobile computing application sanctioned by the Town for such purpose. These fees shall be subject to revision in accordance with section 74-23 of the Darien Codified Ordinances. These fees shall be inclusive of the state sales tax.”
- Amend Sec. 74R-12 (a) to read “Each person holding a parking permit shall be provided information on how to access the currently effective municipal off-street parking regulations online.
- Amend Sec. 74R-3 (d) to read “The Town will issue free permits for employees of the property owner, or such owner's designee of address to park in designated spaces in the upper lots of the Tilley Municipal Parking Lot. The Town will issue up to two free permits per apartment unit to property owners within the Tilley Municipal Parking Lot block for parking in designated spaces in the mid-level of the Tilley Municipal Parking Lot. Residential permit holders may park in the lower lot between 8 pm and 8 am.

Motion made by Selectman Neumann, Seconded by Selectman Zagrodzky.  
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick,  
Selectman Neumann, Selectman Zagrodzky

## **TRANSFERS**

### 7. Discuss and Take Action on Request for FY 2023 Transfers

Ms. Buch explained the transfers.

**MOTION** to Approve the Requests for Transfers as Presented, with the exception of the transfer for accrued leave redemption

Motion made by Selectman Neumann, Seconded by Selectman Burke.  
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick,  
Selectman Neumann, Selectman Zagrodzky

## **APPOINTMENTS:**

### 8. Appointment of two Members to the Monuments & Ceremonies Commission for terms expiring on November 30, 2025

**MOTION** to Appoint Emily Koch and Susan Shannon to the Monuments & Ceremonies Commission for terms expiring on November 30, 2025

Motion made by Selectman Burke, Seconded by Selectman Minnick.  
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick,  
Selectman Neumann, Selectman Zagrodzky

## **MINUTES**

### 9. Review and Approve Minutes of the August 21, 2023 Regular Meeting

**MOTION** to Approve the Minutes of the August 21, 2023 Regular Meeting as presented

Motion made by Selectman Minnick, Seconded by Selectman Zagrodzky.  
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Minnick,  
Selectman Neumann, Selectman Zagrodzky

## **AGENDA REVIEW**

Mr. Burke would like to have an update on train station project and a discussion on the possibility of changing the permit and wait list process to incentivize people to give up permits with promise of going back to the top of the wait list as well as an update on the lease of concession space.

Ms. Neumann would like an update on the Darien station upgrades.

## **ADJOURNMENT**

MOTION to Adjourn at 9:15 pm

Motion made by Selectman Burke, Seconded by Selectman Neumann.

Voting Yea: First Selectman McNally, Selectman Burke

Selectman Minnick, Selectman Neumann, Selectman Zagrodzky