

Executive Summary

Date: August 25, 2020
To: Seth Morton, Moderator, Representative Town Meeting
From: Kate Clarke Buch, Town Administrator
RE: Items for the September RTM meeting

The purpose of this memo is to brief you on three separate items that need to be addressed by the RTM at its September meeting.

Ox Ridge Easement – As you know, the Ox Ridge Elementary School is located on a state road. The State of Connecticut considers the school to be a major traffic generator. As such, the project requires an OSTA permit. As a condition for approval of the permit, the State is requesting a drainage easement on our property. Currently, water runs off Route 124 (Mansfield Avenue) onto the Ox Ridge Elementary School property. The State is requesting an easement that would allow this to continue into perpetuity. The easement would actually formalize a situation that already exists. It would prohibit us from building any structure within the easement area that would prevent the water from flowing naturally onto the Ox Ridge Elementary School property and into the catch basin.

STEAP Grant – The State has funded the Small Town Economic Assistance Program for the first time in several years. The Town is preparing an application for a grant under the STEAP program. The State requires that there be an authorizing resolution passed by the local legislative body, which authorizes the First Selectman to accept such grant if awarded, and enter into and execute any and all agreements, contracts and documents necessary to obtain said 2020 STEAP Grant with the State of Connecticut. This authorizing resolution needs to be submitted to the administering agency within thirty days of grant award notice if such resolution is not available at time of application. We do not know at this time if we will be awarded a grant, nor do we know when the grant may be awarded, starting the thirty day time frame for passage of the authorizing resolution. Therefore, we are seeking the authorizing resolution in advance, for an amount not to exceed \$128,205, which is the maximum grant award. The grant requires that the Town provide matching funds for the subject project, but does not require that the match be a specific dollar amount or percentage of the project cost or grant award. At the time of the writing of this memo, we have several projects under consideration for our application. We can provide an update on the specific project for which the grant application is submitted at the time of the Rules Committee meeting.

Metro North Lease – Several months ago, representatives from Metro North approached the Town with a request to lease a portion of one of the train station parking lots. Metro North is looking to temporarily relocate some of its employees to allow for appropriate social distancing in their workplace. After some discussion, the Board of Selectmen was agreeable to entering into discussions with Metro North to sub-let to them a portion of the Noroton Heights Railroad Station parking lot on the inbound (Heights Road) side. Town Counsel is currently in discussion with attorneys representing Metro North on lease terms. Town Counsel has opined that this lease would need the approval of the RTM prior to execution.

Executive Summary

Date: August 25, 2020
To: Seth Morton, Moderator, Representative Town Meeting
From: Jennifer Charneski, Finance Director
RE: Authorization of Municipal CRF Submission

The State of Connecticut received federal CARES Act funds. The State established the Municipal Coronavirus Relief Fund (CRF) program to provide municipalities with reimbursement for Covid-19 related expenses. Darien's allocation is \$40,282 for reimbursement of expenditures through June 30, 2020. It is expected that the State will allocate additional funds for expenditures incurred after July 1, 2020.

The submission for CRF funds must be authorized by the RTM. A final report of the invoices and amounts to be submitted will be provided prior to the RTM meeting.

Municipalities must maximize other available federal funding sources before seeking reimbursement through the CRF program. Town and BOE expenditures and funding sources are as follows:

	Expenditures	Estimated Reimbursement					CARES- Municipal CRF (5)	Total Estimated Reimbursement	Total Not Reimbursed
		Secretary of the State (1)	Health Dept Preparedness grant (2)	ESSERF- Schools (3)	Local health district grant (4)	FEMA (5)			
Town	173,046	(5,985)	(5,160)	-	(19,055)	(107,134)	(17,713)	(155,047)	17,999
BOE (6)	316,618	-	-	(134,611)	-	(136,505)	(22,569)	(293,685)	22,933
Total	489,664	(5,985)	(5,160)	(134,611)	(19,055)	(243,639)	(40,282)	(448,732)	40,931

Notes:

(1) Reimbursement for election related items

(2.) Existing Health Department grant. Expenses have been submitted for

(3) First source of federal funding for BOE. Allocation is \$134,611. BOE prepares submission to the State.

(4) First source of federal funding for Town. Darien allocation is \$31,840.93. Estimated eligible expenses total \$19,055. Health department prepares submission.

(5) Reimburse 75% of eligible expenses. Most of our expenses are eligible.

- Submitted claim for \$85,751 on 5/22. Expect to receive 75% reimbursement.

- Second claim being prepared by Emergency Management Director.

Second funding source for Town & BOE.

(5) Final source of funding for Town & BOE. Darien's allocation is currently \$40,282.

(6) Does not include \$324,840 of food service expenditures (\$311,612 for salaries and \$13,228 food expenses). Not sure if these will be reimbursable.

Minutes for the

Board of Selectman Regular Meeting

August 17, 2020

CALL TO ORDER

The meeting was called to order at 7:19 pm.

PLEDGE OF ALLEGIANCE

The First Selectman led those present in the Pledge of Allegiance.

PRESENTATIONS

1. Presentations regarding Police Accountability Laws (Chief Anderson, Town Attorney Wayne Fox, Attorney Tom Gerarde)
Chief Anderson, Attorney Fox and Attorney Gerarde discussed the recently passed Police Accountability laws with the Board.
Attorney Gerarde discussed the impact of sections 41 and 29 of the Public Act and their impact.
Attorney Fox also discussed the impact of the law and noted that there currently exists a federal cause of action and the new law creates a new cause of action in state courts.
Chief Anderson discussed other provisions in the new law and their potential impact, including the requirement for random drug testing, required behavioral health assessment every 5 years, required training in crowd control and required CALEA accreditation. He noted that these are just some items in the law that will have a budgetary impact.

FIRST SELECTMAN'S REPORT

TOWN ADMINISTRATOR'S REPORT

Ms. Buch discussed reopening plans.

REPORTS FROM SELECTMEN SERVING AS LIAISONS TO OTHER BOARDS AND COMMISSIONS

Ms. Neumann stated that the Thriving Youth Task Force will meet in September.

Mr. Koons stated that the Ox Ridge Building Committee is meeting Thursday. He will have more to report in September.

OLD BUSINESS

2. Discuss and Take Action on Proposed Fats, Oil and Grease Ordinance
Ed Gentile presented the ordinance and discussed the history behind it. He stated that he will be sending copies of the ordinance or a link to it to all entities that get inspected.
Motion: The Board of Selectmen approves the Sewer Commission's proposed ordinance titled "FATS, OILS AND GREASE REGULATIONS CONCERNING THE ABATEMENT OF FATS, OILS AND GREASE DISCHARGE INTO PUBLIC SEWERS".

Motion made by Selectman Koons, Seconded by Selectman Neumann.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

TRANSFERS

Ms. Buch explained each transfer to the Board.

3. Discuss and Take Action on Request to Transfer \$15,507 to Emergency Management Program Expenses

Motion to approve request to transfer \$15,507 to Emergency Management Program Expenses

Motion made by Selectman Koons, Seconded by Selectman Neumann.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

4. Discuss and Take Action on Request to Transfer \$5,583 to Solid Waste Overtime
Motion to approve Request to Transfer \$5,583 to Solid Waste Overtime

Motion made by Selectman Neumann, Seconded by Selectman Koons.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

5. Discuss and Take Action on Request to Transfer \$6,867 to Public Works Roads - Heating Fuel
Motion to approve Request to Transfer \$6,867 to Public Works Roads - Heating Fuel

Motion made by Selectman Martin, Seconded by Selectman Neumann.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

6. Discuss and Take Action on Request to Transfer \$5,879 to Public Works Roads - Equipment Repair
Motion to approve Request to Transfer \$5,879 to Public Works Roads - Equipment Repair

Motion made by Selectman Koons, Seconded by Selectman Martin.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin,
Selectman Koons, Selectman Neumann

7. Discuss and Take Action on Request to Transfer \$21,672 to Unemployment Compensation
Motion to approve Request to Transfer \$21,672 to Unemployment Compensation

Motion made by Selectman Martin, Seconded by Selectman Neumann.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin,
Selectman Koons, Selectman Neumann

8. Discuss and Take Action on Request to Transfer \$7,960 to Paramedic Services
Motion to approve Request to Transfer \$7,960 to Paramedic Services

Motion made by Selectman Koons, Seconded by Selectman Martin.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin,
Selectman Koons, Selectman Neumann

APPOINTMENTS:

9. Recommend Kevin Treesh to the RTM for Appointment to the Western Tourism District for a term ending June 30, 2022
Motion to recommend Kevin Treesh to the RTM for appointment to the Western Tourism District for a term ending June 30, 2022

Motion made by Selectman Neumann, Seconded by Selectman McNamara.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin,
Selectman Koons, Selectman Neumann

10. Reappointment of Lorene Bora to the Parks & Recreation Commission for a term ending March 31, 2023
Motion to Reappoint Lorene Bora to the Parks & Recreation Commission for a term ending March 31, 2023
Motion made by Selectman McNamara, Seconded by Selectman Koons.
Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Koons,
Selectman Neumann
Voting Nay: Selectman Martin

11. Appointment of a member to the Police Commission for a term ending June 20, 2023
Ms. Stevenson nominated Kevin Cunningham to serve on the Police Commission for a term ending June 20, 2023. Mr. Koons seconded the nomination.
Ms. Stevenson asked if there were any other nominations.
Mr. Martin nominated Sharad Samy. Ms. Neuman seconded the nomination.
There being no further nominations, Ms. Stevenson called for a roll call vote.
For Kevin Cunningham: First Selectman Stevenson, Selectman McNamara, Selectman Koons

For Sharad Samy Selectman Martin, Selectman Neumann

On a vote of 3-2, Kevin Cunningham is appointed to serve on the Police Commission for a term ending June 20, 2023.

MINUTES

12. Review and Approve Minutes of the August 3, 2020 Special Meeting

Mr. Koons noted that the heading with the location and time of the meeting had the wrong time. The heading was removed.

The Motion to approve the minutes of the August 3, 2020 Special Meeting as amended Motion made by Selectman Koons, Seconded by Selectman Martin.

Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

13. Review and Approve Minutes of the August 3, 2020 Regular Meeting

Mr. Koons noted that, in the First Selectman's report, the last sentence of the second paragraph said "...astronomical low tide at" but was missing the time. The sentence will be ended after "astronomical low tide".

Motion to approve the minutes of the August 3, 2020 Regular Meeting as amended Motion made by Selectman Martin, Seconded by Selectman Koons.

Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann

PUBLIC COMMENTS

There were no comments.

AGENDA REVIEW

ADJOURNMENT

The meeting was adjourned at adjourn at 9:09 pm.

Motion made by Selectman McNamara, Seconded by Selectman Neumann.

Voting Yea: First Selectman Stevenson, Selectman McNamara, Selectman Martin, Selectman Koons, Selectman Neumann