

**TOWN OF DARIEN  
BOARD OF SELECTMEN  
JANUARY 6, 2014**

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

STAFF: Karl Kilduff, Administrative Officer.

CALL TO ORDER

First Selectman Stevenson called the meeting to order at 7:05 p.m.

FIRST SELECTMAN'S REPORT

First Selectman Stevenson wished all a Happy 2014 and read her report, as follows:

12/18 - Jeremy Ginsberg, Wayne Fox, Ed Schmidt and I met with the residents of Fairmead Road to discuss the ownership of the road and answer resident questions. The Town of Darien owns the land but the road does not meet the standards to be considered or maintained as an accepted roadway.

12/20 - attended VEOCI training in Bridgeport new web based emergency management software

12/23 - met with Rudy Marconi, First Selectman from Ridgefield and Representatives Terrie Wood, Jonathan Steinberg and John Frey to discuss legislative priorities relating to modifications to 8-30g for the upcoming legislative session. We agreed to press for a change in the moratorium point allocation for Senior Affordable Housing from the current ½ point to a full 1 point. The idea is to try for a small legislative victory in the short session and prepare for a more substantive modification request for the 2015 session. The Legislative Committee of SWRPA has agreed with this strategy.

RTM deliberation process on the potential acquisition of 4 Short Lane has begun. The Parks and Recreation Committee is meeting this evening.

Karl and I have begun meeting with all Department Heads discussing their FY 2014-15 budget requests. Board of Selectmen will officially begin our budget review on Monday, January 27<sup>th</sup>.

In advance of our budget review, the Board of Selectmen will be holding a Performance Measures review with department heads on Saturday, January 25<sup>th</sup> beginning at 9am.

Mr. Reilly asked for an update on the composition of the Trust Advisory Board. and First Selectman Stevenson replied that the minority representation has been satisfied.

ADMINISTRATIVE OFFICER'S REPORT

Mr. Kilduff stated that budget development is in process for recommendation to the Board the end of January.

PUBLIC COMMENT - None

NEW BUSINESS

Discuss and Take Action on a Resolution to Approve the Participation of the Town of Darien in the Commercial Property Assessed Clean Energy (C-Pace) Program and Referral of Same to the Representative Town Meeting.

First Selectman Stevenson provided an overview of the resolution and referred to the supporting documents as provided in the agenda packet. There was discussion and questions and comments from the Selectmen were addressed. First Selectman Stevenson read the resolution as presented and called for a motion to approve.

**\*\* MR.HALL MOVED TO ADOPT THE RESOLUTION AND REFER TO THE REPRESENTATIVE TOWN COMMITTEE AS FOLLOWS:**

**WHEREAS, Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the “Act”) established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans; and**

**WHEREAS, the Act authorizes the Clean Energy Finance and Investment Authority (the “Authority”), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties; and**

**WHEREAS, the Darien Board of Selectmen wishes for the Town of Darien to participate in the C-PACE program as an opportunity for commercial property owners to access for energy efficiency improvements; and**

**WHEREAS, ultimately, the C-PACE agreement requires the approval of the Representative Town Meeting as the Legislative Body of the Town of Darien to sign the C-PACE Agreement.**

**NOW, THEREFORE, BE IT RESOLVED:**

**(a) that the Darien Board of Selectmen hereby approve of the participation in the C-PACE program and the execution of the C-PACE Agreement, and**

**(b) that the Darien Board of Selectmen recommend approval of the C-PACE agreement to the Darien Representative Town Meeting, and**

**(c) that the Darien Board of Selectmen refer the final approval of the C-PACE Agreement to the Darien Representative Town Meeting for approval and to authorize and direct the First Selectman, on behalf of the Town of Darien, to execute and deliver the C-PACE Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as he or she may determine to be necessary and appropriate to evidence, secure and otherwise complete the C-PACE Agreement.**

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

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

Discuss and Take Action on Approval of Email Communication Policy for  
Members of All Boards and Commissions

First Selectman Stevenson explained the proposed policy and stated that e-mail is an expedient and easy means of communication, but must be used carefully, both to avoid conflicts with open meeting requirements and the CT FOI guidelines.

- A Town of Darien email address shall be provided every member of a Town Board or Commission to facilitate official business.
- All email use by the any member of any board or commission of the Town of Darien involving that Board or Commission will comply with the Freedom of Information Act.
- Email communications by, between, or among members will not address substantive policy issues, decisions, or deliberations. Email may not be used to discuss policy issues on an item coming before a Board or Commission for discussion, to make decisions, or carry on deliberations.
- Email communication by, between or among members may only be used to schedule meetings, send informative messages, request information or similar administrative type communications.

FREEDOM OF INFORMATION

Email correspondence is subject to the Connecticut Freedom of Information Act and copies of email correspondence can be provided to members of the general public following a properly submitted FOIA request. All email sent, and all email received by Board or Commission members at a Town-issued address, or any address when in an official capacity, should be considered a public record subject to inspection and disclosure and scheduled retention and disposition. There should be no expectation of privacy in the town-related use of email.

The Town supplied email address is provided for the convenience of the member to separate official email in your role as a public official from private emails on a personal computer. Please do not forward e-mails from the Town supplied address to a private personal email address. Doing so may require your personal account to be subject to inspection to comply with a FOIA request.

GUIDELINES FOR USE

- 1) The email address is supplied for the purposes of official communication only. The email account shall not be used for private correspondence.
- 2) Board and Commission members should clearly identify themselves by name and title in all email correspondence.
- 3) Members are not to perform any of the following acts:
  - a) Take any action that would disguise the origin of email.
  - b) Permit another person to transmit email that falsely identifies your account as the origin of email transmission.
  - c) Transmit offensive material of any kind through email.
  - d) Transmit or receive responses to chain letters of any kind.
- 4) To the extent possible, only open emails and attachments from known and trusted sources.

January 6, 2013

**\*\* MR. NIELSEN MOVED TO APPROVE THE EMAIL COMMUNICATION  
POLICY FOR MEMBERS OF ALL BOARDS AND COMMISSIONS**

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

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

Agenda Review

It was noted that the next meeting agenda would include an update from the Mather Center Building Committee from the Board of Education.

APPOINTMENTS/RE-APPOINTMENTS

Consider and take action on the following appointment:

Tom Joyce to the Police Commission for a 3-year term beginning on July 1, 2013 and expiring on June 30, 2016.

First Selectman stated that she wanted to publicly thank Bob Harroll for his years of service to the Town as Police Commissioner.

- \*\* **MR. NIELSEN MOVED TO APPROVE THE APPOINTMENT OF TOM JOYCE TO THE POLICE COMMISSION FOR A 3-YEAR TERM BEGINNING ON JULY 1, 2013 AND EXPIRING ON JUNE 30, 2016.**
- \*\* **MS. MARKS SECONDED THE MOTION.**
- \*\* **MOTION PASSED UNANIMOUSLY**

APPROVAL OF MEETING MINUTES

Special Meeting of December 16, 2013

- \*\* **MR. HALL MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 16, 2013 AS SUBMITTED.**
- \*\* **MS. MARKS SECONDED THE MOTION.**
  
- \*\* **MOTION PASSED UNANIMOUSLY.**

Regular Meeting of December 16, 2013

The following corrections were requested:

Page 1, Under Attendance correct F. Reilly Tierney to E.

Paragraph 2 correct Royal to Royale. Page 2: Ms. Hall to Mr. Hall. The following spelling corrections to resolutions: Page 2: 10.000 should be 10,000. Page 3, under the 3<sup>rd</sup> whereas clause, add 'an' before opportunity; after Therefore Be it Resolved, correct Daren to Darien. Page 4 under the 4<sup>th</sup> whereas clause, change present to presents.

Page 6, Paragraph 2 change Tina to Christina.

- \*\* **MR. HALL MOVED TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 16, 2013 AS AMENDED WITH CORRECTIONS NOTED**
- \*\* **MR. TIERNEY SECONDED THE MOTION.**
- \*\* **MOTION PASSED UNANIMOUSLY.**

FORTHCOMING MEETINGS

January 13, 2014 Board of Selectmen Regular Meeting at 7:00 PM

January 14, 2014 Joint Department Heads Meeting at 8:30 AM

January 27, 2014 Representative Town Meeting Regular Meeting at 8:00 PM

First Selectman Stevenson encouraged the Selectmen to attend the Department meeting on January 14, 2014.

There was no other business.

Adjournment

**\*\* MR. NIELSEN MOVED TO ADJOURN.  
\*\* MS. HALL SECONDED THE MOTION.  
\*\* MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Marilyn Knox  
Telesco Secretarial Services