

**TOWN OF DARIEN
BOARD OF SELECTMEN
DECEMBER 1, 2014**

ATTENDANCE: First Selectman Jayme Stevenson; Christopher (Kip) 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 7:00 p.m.

PRESENTATION from Tax Collector Regarding Online Tax Payments

Presenter was not in attendance - Item was tabled.

FIRST SELECTMAN'S REPORT

First Selectman Stevenson read her report, as follows:

- On 11/24 I participated in a Hazards & Community Resilience Workshop hosted by the Nature Conservancy and WCCOG Staff. The objective of the workshop was to identify existing and potential hazards and outline potential steps to find solutions. I want to thank all those that attended from Darien. I will share the report with the BOS when I receive it. The Planning and Zoning Commission may want to consider including this information in the redraft of the Town Plan of Conservation & Development.
- Reminder to give your input to the Town Plan of Conservation and Development update by going online to www.surveymonkey.com/r/DarienCT. Your input is valuable. The web link will be open until 12/12/2014.
- Next Monday, 12/8 is the annual RTM State of the Town Address. The meeting will be covered by Channel 79.
- Congratulations to our phenomenal Blue Wave Football Team and Coaches. There was no better Thanksgiving Day entertainment than the Blue Wave coming up with the win after being down 21-0 at the end of the first half. First Selectman Mallozzi from New Canaan will be wearing his old Darien jersey for a photo op tomorrow when he presents his donation to the Darien Human Services Department.
- Tomorrow is Giving Tuesday — a worldwide call to give — whether it's your time, energy, support or a couple of dollars, please share a gift with someone in need tomorrow. There are many non-profits right here in Darien that need our support to help others less fortunate enjoy this holiday season or to just help make ends meet.

ADMINISTRATIVE OFFICER'S REPORT

Mr. Kilduff reported that Department heads are working on the budget process in accordance with the schedule to be presented tonight.

Mr. Kilduff stated that the old Senior Center hazard materials assessment is completed. A draft report to the Town has been issued to determine the scope of the destruction testing prior to demolition. They are waiting for one more firm to submit an RFP response which will determine the next steps of the selection for the study.

PUBLIC COMMENT - None

Mr. Hall asked to bring up the budget discussion and parking issues. First Selectman Stevenson noted that the parking issues would best be deferred to the Parking Authority meeting, but would entertain a discussion on the budget process.

Mr. Hall asked if there were ways to avoid RTM comments that the budget is too long, too detailed and to circumvent a repeat of last year's back and forth revisions and stumbling blocks in the process. He asked if there was a list of the Top 10 items to summarize and simplify and streamline the focus of the majority of the budget.

First Selectman Stevenson explained that the RTM primary role is to review, analyze, provide input and to ultimately adopt the budget. She added that while it is a detailed, complex and cumbersome process, it is their job to dig deep beyond any summary or highlights.

Mr. Kilduff explained that there is a summary of key drivers and cost/benefit/expense highlights to provide an understanding of the Town priorities and services that determine the framework of departmental budgeting. First Selectman Stevenson added that evident in the past year was taxpayer frustration and questions of how we provide services to satisfy the public while trusting Town management. She added that she encourages the Finance and Budget Commission to provide collaboration, engagement and open dialogue in participation of the budget process.

Mr. Tierney asked about the demolition of Edgerton and Hoyt Street buildings and if there was a plan to have destruction measures done at the same time. Mr. Kilduff explained that the process is one that includes the price, an appropriation through the Board of Finance. In response to questions on the time frame, Mr. Kilduff explained that the haz-mats specifications of abatement and destruction testing are all a part of the plan for demolition.

Mr. Tierney asked if this would be likely done during the summer or spring break. First Selectman Stevenson stated that it is too premature to issue a date until a real conversation with the contractor can take place. She added that she empathizes with the neighbors on the timing involved with the demolition plan. Mr. Kilduff added that another factor to consider is that the structure is considered a historic building that requires public notice and other guidelines prior to demolition.

Ms. Marks then asked if there was documentation on the Darien Library 60-year agreement of grant funding as referred to by Mr. Gray. Mr. Kilduff replied that he was not sure of an official document other than a mutual understanding. There was discussion and it was agreed to research the documentation to have for future reference and as a measure to employ best practices.

NEW BUSINESS

Discuss and Take Action on FY2015-16 Budget Review Schedule

The following schedule was presented:

Saturday	Jan. 24	9:00 a.m.	Performance Measures Presentation
Monday	Jan. 26	7:00 p.m.	Presentation of Town Administrator's Proposed Budget to Board of Selectmen (special meeting)
Wednesday	Jan. 28	7:00 p.m.	Board of Selectmen Budget Review
Thursday	Jan. 29	7:00 p.m.	Board of Selectmen Budget Review
Monday	Feb. 2	7:00 p.m.	Board of Selectmen Public Information Meeting on Budget for public comment on the budget (regular meeting date)/Budget Review
Tuesday	Feb. 3	7:00 p.m.	Board of Selectmen Budget Review
Wednesday	Feb. 4	7:00 p.m.	Board of Selectmen Budget Review
Monday	Feb. 9	7:00 p.m.	Board of Selectmen Budget Review
Tuesday	Feb. 10	7:00 p.m.	Board of Selectmen Budget Review
Wednesday	Feb. 11	7:00 p.m.	Board of Selectmen Budget Review
Monday	Feb. 16	7:00 p.m.	Board of Selectmen vote on Budget (special meeting)
Tuesday	Mar. 3	TBD	Board of Selectmen Budget Conveyed to Board of Finance (1 st Tuesday in March per Charter)
Tuesday	Mar. 10	TBD	Board of Finance Public Hearing on Budget (2 nd Tuesday in March per Charter)

Mr. Hall apologized for being out of town from January 24-31, 2015 and there was discussion of schedule conflicts. Mr. Tierney stated that he also was not available on January 24.

Mr. Kilduff explained that the schedule is built around many factors and is compressed with the logistics of having the budget book sent off to the printer. He added that Performance Measures can happen anytime and is not a budget defense but more of an understanding of the departmental outcomes and budget drivers. It was agreed to move the January 24 Performance Measures Presentation to the end of the fiscal year as a post-budget analysis.

There was also discussion on February 16 being a school holiday, President's Day and limited availability of members to attend. There was further discussion of adding Thursday evening meetings to accommodate the key dates for votes in line with the charter guidelines. It was agreed to delete the Special Meeting of February 16 and to have the vote on February 11.

- ** MR. HALL MOVED TO APPROVE THE BOARD OF SELECTMEN BUDGET REVIEW SCHEDULE FOR 2015 AS AMENDED**
- ** MR. NIELSEN SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

AGENDA REVIEW – No additions.

Approval of Minutes

Special Meeting of November 17, 2014

- ** MR. NIELSEN MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF NOVEMBER 17, 2014 AS SUBMITTED.**
- ** MS. MARKS SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

Regular Meeting of November 17, 2014

Page 2, last paragraph, change COO to CO.

- ** MR. NIELSEN MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2014 AS CORRECTED.**
- ** MS. MARKS SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

FORTHCOMING MEETINGS

December 8, 2014 Representative Town Meeting at 8:00 PM
December 9, 2014 Board of Education Regular Meeting at 7:30 PM
December 15, 2014 Board of Selectmen Regular Meeting at 7:00 PM
December 16, 2014 Board of Finance Regular Meeting at 7:30 PM

Adjournment

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

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

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services