BOARD OF SELECTMEN REGULAR MEETING
Monday, August 22, 2022
Darien Town Hall - Room 206
loleary@darienct.gov | 203-656-7338

AGENDA

REGULAR MEETING

7:00 PM

CALL TO ORDER

ADJOURN TO EXECUTIVE SESSION FOR PERSONNEL PURSUANT TO CGS 1-200 (6) A

ADJOURN TO OPEN SESSION

PLEDGE OF ALLEGIANCE

FIRST SELECTMAN’S REPORT

TOWN ADMINISTRATOR’S REPORT

BOARD LIASION REPORTS

PUBLIC COMMENTS*

NEW BUSINESS

1. Discuss and Take Action on a Request for a Special Appropriation for the Park & Rec Program Account

2. Discuss and Take Action on Proposed Policy Regarding Display of Flags

TRANSFERS

3. Discuss and Take Action on a Request to Transfer $8,127 to Property Insurance (FY 22)

APPOINTMENTS:

4. Appointment of a member to the Youth Commission for a term expiring on 3/31/25

5. Reappointment of a member to the Architectural Review Board for a term expiring on 6/30/24

6. Reappointment of Town Historian for a term expiring on 3/31/23

MINUTES

7. Review and Approve Minutes of the August 8, 2022 Regular Meeting

8. Review and Approve Minutes of the August 8, 2022 Special Meeting

AGENDA REVIEW

ADJOURNMENT

UPCOMING MEETINGS:
*Public Comment is limited in duration at the discretion of the Chair and is intended to allow members of the community an opportunity to voice their opinions and/or concerns. There should be no expectation for dialogue.
FY2022 SPECIAL APPROPRIATION

From: Pamela Gery, Director of Parks & Recreation
Date: 8.8.22

Parks & Recreation

RESOLVED:
That the following special appropriation is approved by the Board of Finance for referral to the Representative Town Meeting (RTM):

<table>
<thead>
<tr>
<th>Source</th>
<th>Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. Number</td>
<td>Account Name</td>
</tr>
<tr>
<td>10604001-44032</td>
<td>Program Fees</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$563,232</td>
</tr>
</tbody>
</table>

In FY20, we dissolved our stand-alone Contra account for our programming revenues and expenses and established new programming accounts in our operating budget. To do this in FY21, we had to project, based on previous years, how much program revenue and expenses we would have in the FY21 budget. To our surprise, our programs hit an all-time high and registrations increased 215% compared to previous years, bringing in approximately $550,000 more in revenue. However, that also depleted our expense account and we had to request a special appropriation to replenish our account. In FY22, to avoid estimating again, we waited until the end of the fiscal year to get the final accounting. We brought in over $1.3 million in revenue but also depleted our expense account, which was budgeted at $517,000. Therefore, we request this special appropriation of $563,232.00 to eliminate the FY22 deficit in the Program expense account.

A new special revenue fund was approved in the FY2023 budget to record all program revenues and expenses. Therefore, special appropriations will not be required in future years.
Town of Darien Policy Display of Flags

PURPOSE
It is the intent of the Town of Darien to establish a Town-wide policy which follows the United States and State of Connecticut provisions governing the display of flags, including the United States flag, the State flag and the Town flag on Town owned buildings and properties, excluding those under the care, custody and control of the Board of Education.

GUIDANCE
The Town of Darien follows the Federal and State of Connecticut General Statutes governing the display and care of flags.
The following flags are the only flags authorized to be flown or otherwise displayed on or over Town owned buildings and property: the United States flag, the State flag, and the Town flag.

DISPLAY OF THE FLAGS AT HALF-STAFF
i. All flags shall be flown at half-staff as prescribed or consistent with Flag Code and Protocol or as directed by the proper federal or state officials.
ii. In addition to any federal or state protocols or directions, the First Selectman (or designee) may order the Town of Darien flag to be flown at half-staff for up to one week under the following circumstances:
   1. On the death of any of the following individuals:
      a. Darien First Selectman, Former First Selectman or First Selectman-elect;
      b. Current Darien elected official;
      c. Current Darien Department Head;
      d. Any other local official, Town employee, citizen, or other individual deemed by the First Selectman to have made significant contributions to the benefit and welfare of the Town and Citizens of Darien.
   2. Any instance where a Town of Darien employee or Darien Emergency Services Volunteer has been killed in the line of duty or has died as a direct result of injuries incurred while in the performance of official duties.
iii. The First Selectman shall state the reason or name of the individual in whose honor the flag or flags have been lowered to half-staff in his or her report at the first Board of Selectmen meeting following the lowering of the flags to half-staff.
For Finance Dept Use Only

<table>
<thead>
<tr>
<th>Transfer #:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Received:</td>
<td>Availability Verified:</td>
</tr>
<tr>
<td>BOS Approval:</td>
<td>BOF Approval:</td>
</tr>
</tbody>
</table>

**FY 2022 TRANSFER**

**From:**
**Date:**

---

**Risk Management**

**RESOLVED:**
That the following transfer of appropriations is approved for referral to the Board of Finance:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct. Number</th>
<th>Account Name</th>
<th>Amount</th>
<th>Acct. Number</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10703611-82525</td>
<td>Workers compensation Ins</td>
<td>8,127</td>
<td>10703611-82521</td>
<td>General Property &amp; Crime Ins</td>
<td>8,127</td>
</tr>
</tbody>
</table>

| TOTAL | | TOTAL | $8,127 |

In FY2022 the facility at Pear Tree Beach became eligible to participate in the FEMA National Flood Insurance Program. The cost of the premium was $8,268. This was not anticipated in the FY2022 budget. The flood insurance premium has been included in the FY 2023 budget. Funds are available in the Workers Compensation account due to the premium increase being less than budgeted.
Minutes for the
Board of Selectmen Regular Meeting
August 08, 2022
Virtual

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

STAFF: Kathleen Buch, Town Administrator; Pam Gery, Director of Parks & Recreation; Don Anderson, Chief of Police

CALL TO ORDER

The meeting was called to order at 7:31 pm

FIRST SELECTMAN’S REPORT

Ms. McNally reported on various topics including updates on COVID, Great Island, and the drought status.

TOWN ADMINISTRATOR’S REPORT

Ms. Buch reported that the consultants conducting the emergency services study would be on site this week.

BOARD LIASION REPORTS

Mr. Zagrodzky reported on the IT committee.

Ms. Neumann reported on the HHR Committee.

PUBLIC COMMENTS*

There was no public comment.

TRANSFERS

1. Discuss and Take Action on Request to Transfer $27,493 to Selectmen Professional Services

   Ms. Buch explained the request for transfer.

   MOTION to approve the Request to Transfer $27,493 to Selectmen Professional Services

   Motion made by Selectman Burke, Seconded by Selectman Neumann.
   Voting Yea: First Selectman McNally, Selectman Burke, Selectman Neumann, Selectman Zagrodzky
2. Discuss and Take Action on Request to Transfer $107,290 to Various Salary Accounts

Ms. Buch explained the request for transfer.

**MOTION** to approve the Request to Transfer $107,290 to Various Salary Accounts

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

3. Discuss and Take Action on Request to Transfer $32,020 to Patrol Overtime

Chief Anderson presented the request. Ms Buch informed the Board of an update to the transfer request amount.

**MOTION** to approve the request to transfer $32,949 to Patrol Overtime.

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

4. Discuss and Take Action on Request to Transfer $5,527 to Parks Overtime

Ms. Gery presented the request.

**MOTION** to approve Request to Transfer $5,527 to Parks Overtime

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

**APPOINTMENTS:**

5. Appointment to the Zoning Board of Appeals as an Alternate for a term expiring on 6/30/24

**MOTION** to appoint Jana Romine to the Zoning Board of Appeals as an Alternate for a term expiring on 6/30/24

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

6. Appointment of two members to the Commission on Aging, with terms expiring on 3/31/2023 and 3/31/2024 respectively

**MOTION** to appoint Sue Okie to the Commission on Aging for a term expiring on 03/31/23 and Susan Kostin to the Commission on Aging for a term expiring on 03/31/24
Motion made by Selectman Burke, Seconded by Selectman Neumann.
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Neumann, Selectman Zagrodzky

7. Reappointment to the Environmental Protection Commission for a term expiring on 6/30/2024

MOTION to approve the Reappointment of Bill Wright to the Environmental Protection Commission for a term expiring on 6/30/2024

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

8. Reappointment to the Monuments & Ceremonies Commission for a term expiring on 6/30/2024

MOTION to approve the Reappointment of Jim Demark to the Monuments & Ceremonies Commission for a term expiring on 6/30/2024

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

9. Reappointment to the Police Commission for a term expiring on 6/30/2025

MOTION to approve the Reappointment of Brent Hayes to the Police Commission for a term expiring on 06/30/25

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

MINUTES

10. Review and Approve Minutes of the July 25, 2022 Special Meeting

MOTION to approve the Minutes of the July 25, 2022 Special Meeting as presented

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

11. Review and Approve Minutes of the July 26, 2022 Regular Meeting

MOTION to approve the Minutes of the July 26, 2022 Regular Meeting as presented.
12. Review and Approve Minutes of the July 27, 2022 Special Meeting

MOTION to approve the Minutes of the July 27, 2022 Special Meeting as presented/a

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

AGENDA REVIEW

Mr. Burke requested that representatives of Palmers come to speak about their plans for redeveloping their property.

ADJOURNMENT

MOTION to adjourn at 7:48 pm.

Motion made by Selectman Burke, Seconded by Selectman Neumann.
Voting Yea: First Selectman McNally, Selectman Burke, Selectman Neumann, Selectman Zagrodzky
Minutes for the
Board of Selectmen Special Meeting
August 08, 2022
Virtual

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

CALL TO ORDER

The meeting was called to order at 6:00 pm.

Adjourn to Executive Session for Personnel and Discussion of the Purchase of Real Estate Pursuant to CGS 1-200 (6) (A) and (D)

MOTION to Adjourn to Executive Session for Personnel and Discussion of the Purchase of Real Estate Pursuant to CGS 1-200 (6) (A) and (D)

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

Ms. Minnick left the meeting at 6:50 pm. Town Counsels Wayne Fox and Patti Gaug and Town Administrator Kate Buch joined the meeting at 7:15 pm.

ADJOURN TO OPEN SESSION

Marcy Minnick left at 6:50

MOTION to return to open session and adjourn the special meeting at 7:30 pm

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