

OFFICE OF THE  
FIRST SELECTMAN

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Lynne A. Vanderslice  
*First Selectwoman*

Joshua S. Cole  
*Second Selectman*

Kimberley Healy  
*Selectwoman*

Basam Nabulsi  
*Selectman*

Ross H. Tartell  
*Selectman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING**  
**Tuesday February 21, 2023**  
**Comstock Room 31**

**PRESENT:** First Selectwoman Lynne Vanderslice, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell

**GUESTS:** DPW Director/Town Engineer-Frank Smeriglio, Andrea Gartner & Charlie Taney of NRV, Town Administrator Matt Knickerbocker, CFO Dawn Norton

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:01pm.

Ms. Vanderslice requested a motion to amend the agenda to insert under D3 – Town of Wilton and NRV Cooperation Agreement for LOTCIP Grant. Motion moved by Mr. Tartell, seconded by Ms. Healy and carried 5-0.

B. Public Comment

None

C. Consent Agenda

Motion made by Mr. Tartell seconded by Mr. Nabulsi and carried 5-0 to approve the Consent Agenda as follows:

- Minutes
  - Board of Selectmen Meeting – January 24, 2023
  - Board of Selectmen Special Meeting – February 15, 2023
- Refunds
  - As per Tax Collectors Memo dated – February 16, 2023

D. Discussion and/or Action

1. Town Counsel Remarks – Municipal Provided Counseling – Ira Bloom

Ms. Vanderslice asked for a motion to remove item from the agenda. Motion moved by Mr. Cole seconded by Mr. Nabulsi and carried 5-0.

2. Update Dana Dam Removal Project – Mike Conklin

Mr. Conklin updated the Board on the Dana Dam Removal Project, noting the next phase will require the removal of over 180 trees to create an access way for the dam deconstruction. He also noted the Mianus Chapter of Trout Unlimited has agreed to plant 2 trees for each tree removed up to 400 trees. Further discussion and review with the Board on the project.

3. CT DEEP Trail Grant Application in Collaboration with NRVt – Frank Smeriglio  
Mr. Smeriglio requested approval to apply for a grant for an additional portion of WilWalk (1000ft of trail from Chipmunk Lane to just short of Kent Road). After further discussion and review, motion to authorize the First Selectwoman to execute the grant application for the CT DEEP Trail Grant moved by Ms. Healy, seconded by Mr. Cole and carried 5-0.
4. Town of Wilton and NRVt Cooperation Agreement for LOTCIP Grant  
Mr. Smeriglio reviewed the Cooperation Agreement between the Town of Wilton and the NRVt for the LOTCIP Grant, as reviewed by Town Counsel. Andrea Gartner & Charlie Taney of NRVt provided additional details. After discussion and review, motion to allow the First Selectwoman to enter into the Cooperation Agreement with the Town of Wilton and the NRVt for the LOTCIP Grant subject to her review and approval of the final agreement. Motion moved by Mr. Nabulsi, seconded by Ms. Healy and carried 5-0.
5. Proposed Consulting Agreement – Wright-Pierce for Inflow Analysis of Sanitary Sewer System – Frank Smeriglio  
Mr. Smeriglio requested approval of the Wright-Pierce contract for the Inflow Analysis of the sewer system. After further discussion and review, motion moved by Mr. Nabulsi to authorize the First Selectwoman to enter into the consulting services agreement with Wright-Pierce, Inc. to do the infiltration study. Motion seconded by Mr. Cole and carried 5-0.
6. Proposed Agreement – Red Technologies, LLC for Soil Material Disposal – Frank Smeriglio  
Mr. Smeriglio requested approval of an agreement with Red Technologies, LLC. After further discussion and review, motion moved by Mr. Cole to authorize the First Selectwoman to execute the soil removal contract with Red Technologies, LLC for soil removal from the Public Works yard at Allen's Meadow at cost not to exceed \$25,000. Motion seconded by Ms. Healy. After further discussion, Ms. Vanderslice amended the motion to strike language specific to Allen's Meadow. As there was no further discussion, motion carried 5-0.
7. Request for Funding for Short Term DPW Employee – Frank Smeriglio  
Ms. Vanderslice noted at a previous meeting the Board had agreed to fund a short-term employee with grant funds and requested Mr. Smeriglio submit a request for funding for a short term DPW Employee. Mr. Smeriglio requested an employee for a three-year period with a three-year salary cost of \$370,000. Ms. Vanderslice reviewed the attached schedule of possible funding short term DPW employee, reallocation of previous approvals and the return of \$200,000 of assigned funds no longer needed. After further discussion and review, motion to change funding for school electrical and light path at Comstock from Infrastructure Improvement Fund to ARPA monies. Motion moved by Ms. Healy, seconded by Mr. Cole and carried 5-0.

Additional motion moved by Mr. Cole to fund 3 years of salary for a temporary DPW employee of approximately \$370,000 from monies in the Infrastructure Improvement Fund. Motion moved seconded by Mr. Nabulsi and carried 5-0.

8. Approval to Create Affordable Housing Fund – Dawn Norton  
Ms. Norton noted the Board's previous approval to use blight fees to fund efforts to increase affordable housing options. She requested a Housing Fund be created to account for the fees collected and monies expended. Discussion held on authorizing the First Selectperson to approve expenditures without BOS approval. After discussion and review, motion moved by Mr. Cole to establish a Housing Fund for the purpose of

supporting affordable housing which will be a multi-year fund and authorize the First Selectperson to be able to expend funds from that fund up to a limit of \$10,000 without BOS approval. Motion seconded by Ms. Healy and carried 5-0.

9. FY2024 Proposed Budget

- Follow-up on Budget Questions  
Ms. Vanderslice reviewed the answers to submitted budget questions.
- FY2024 Operating Capital and Operating Expenses  
Ms. Vanderslice recommended the \$80,000 in consulting fees budgeted to support the DPW projects be transferred to DPW operating capital to start a sinking fund for the dredging of the Cider Mill pond. Board agreed with the change.
- FY2024 Proposed Revenues  
Ms. Vanderslice recommended the revenue budgets be adjusted to reflect the Governor's proposals for municipal grants.(see attached).
- Elderly and Individuals with Disabilities Tax Relief. Ms. Vanderslice reminded the board tax relief applications had been declining, including by more than 20% for FY2023 tax relief. Consensus to recommend a budget of \$1,100,000.

10. Possible Approval of FY2024 Proposed Budget

After discussion on the budget the following motions were put forth

- Motion to adopt a FY2024 proposed budget with a Board of Selectmen Operating Expense amount of \$33,612,794, Board of Selectmen Operating Capital of \$1,060,801, Board of Selectmen Revenues of \$4,958,082 and an Educational Cost Sharing Grant of \$458,627. Motion moved by Mr. Cole, seconded by Mr. Nabulsi and carried 5-0

11. POCD Follow-up – Bas Nabulsi

Mr. Nabulsi began the review on the POCD (see attached draft communication to various boards/commissions). After discussion, Ms. Vanderslice agreed to share materials discussed with P&Z Chair Rick Tomasetti

F. Selectmen's Reports

1. First Selectwoman

Ms. Vanderslice noted the Luminaria Walk event had been rescheduled to March 5, 2023 from 5:30 – 7:30pm

Ms. Vanderslice noted letter/email received by the BOS from Ron/Barbara Quist with flyer for NRW webinar. She also clarified WARF would be fundraising to fund a portion of the cost of the proposed turf field.

2. Selectmen/Selectwomen

Mr. Cole

Mr. Cole noted the Chamber of Commerce Economic Forecast Event to take place on March 28, 2023 at 5:30pm at the Wilton Library Brubeck Room. Can register for event at [wiltonchamber.com](http://wiltonchamber.com).

Ms. Healy

Ms. Healy noted Legislative event sponsored by League of Women Voters to take place at the Library on February 28, 2023 at 7:00pm.

Mr. Tartell  
Mr. Tartell noted Black History Month.

Mr. Nabulsi  
None.

G. Public Comment  
None

H. Adjournment  
Having no further business, motion to adjourn moved by Ms. Healy at 9:16pm, seconded by Mr. Tartell and carried 5-0.

Jacqueline Rochester  
Recording Secretary  
Taken from Video

	ARPA	IIF
<b>Undesignated ARPA-2-20-23</b>	<b>\$ 631,300</b>	
<b><u>Proposed Changes 2-21-23</u></b>		
<i>Town Hall Steps and Columns-returned funds, as only \$50,000 required</i>		<b>\$ 200,000</b>
<i>NEW-Funding for three years salary for temporary DPW employee</i>		<b>\$ (370,000)</b>
<i>Transfer Funding for School Electrical to ARPA</i>	<b>\$ (150,000)</b>	<b>\$ 150,000</b>
<i>Transfer Funding for Light Path at Comstock to ARPA</i>	<b>\$ (25,000)</b>	<b>\$ 25,000</b>
<b>Adjusted Undesignated</b>	<b><u>\$ 456,300</u></b>	<b><u>\$ 5,000</u></b>
<i>Possible Release of Security Camera Funds due to a State Grant</i>	<b><u>\$ 51,000</u></b>	
<i>Remaining Contingency for Emerg. Equipmt</i>	<b><u>\$ 150,824</u></b>	

<b>Adjustment</b>	<b>BOS Operating</b>	<b>BOS Capital</b>	<b>BOS Revenues</b>	<b>Other Revenues (fav)</b>	<b>Tax Relief*</b>
	<b>\$33,692,794</b>	<b>\$980,801</b>	<b>#REF!</b>	<b>\$0</b>	<b>\$1,230,750</b>
<b>EXPENSES</b>					
Transfer \$80,000 from DPW Contracted Services to DPW Capital for first installment for the dredging of the pond at Cider Mill	<b>-\$80,000</b>	<b>\$80,000</b>			
Transfer \$30,000 from Vehicle Fuel to various benefit line items in DPW Admin for the short-term employee	<b>\$0</b>				
<b>REVENUES</b>					
Eliminate State Grant not in the Governor's proposed budget			<b>\$93,135</b>		
BOE Education Cost Sharing Grant				<b>#REF!</b>	
To reflect multiple years of lower applicant pool					<b>-\$150,000</b>
<b>Total</b>	<b>\$33,612,794</b>	<b>\$1,060,801</b>	<b>#REF!</b>	<b>#REF!</b>	<b>\$1,080,750</b>

**\*\$1.2 million budgeted for Senior Tax Relief has been under for years with the amount of underutilization increasing**

**FY2022**

**\$ 853,000**

**FY2023**

**\$657,000 before additional January credit at 75% of July's**

	Amended REQUESTED OR DISCUSSED	AMERICAN RESCUE PLAN	INFRASTRUCTURE IMPROVEMENT FUND
<b>APPROVED PROJECT SPENDING</b>			
EMERGENCY COMMUNICATION SYSTEM-COST	\$ 3,186,176	\$ 3,186,176	
EMERGENCY COMMUNICATION SYSTEM-HOLD BACK AS CONTINGENCY	\$ 150,824	\$ 150,824	
REPLACE TOWN HALL COLUMNS AND STEPS	\$ 250,000		\$250,000
HOLD BACK UNTIL RESOLUTION OF CIDER MILL & MIDDLEBROOK ELECTRICAL ISSUES	\$ 150,000		\$ 150,000 move to ARPA
RADIANT CEILING HEAT FOR TOWN HALL AREAS WITHOUT INSULATION	\$ 50,000		\$ 50,000
REPLACE EXTERIOR SIDING ON P&G BARN AT MERWIN	\$ 20,000		\$ 20,000
TOWN HALL WINDOW REPLACEMENTS	\$ 60,000		\$ 60,000
CONSTRUCT PARKING LOT-Schenks	\$ 198,000	\$ 198,000	
REPAVE QUARRY HEAD ACCESS ROAD	\$ 69,000		\$ 69,000
DOWN TREE REMOVAL-TOWN FOREST	\$ 6,000		\$ 6,000
TRAILS-BOARDWALKS, STABLIZATION, PARKING	\$ 44,000		\$ 44,000
AMENITIES MASTER PLANNING	\$ 175,000	\$ 175,000	
LIGHT UPPER COMSTOCK PARKING LOT AND PATH TO COMSTOCK	\$ 25,000		\$ 25,000
AMBLER FARM -REPAIRS AND PRE-DESIGN STUDY	\$ 50,000		\$ 50,000
DRAINAGE STUDY AND REPAIRS-MB	\$ 500,000	\$ 265,700	\$ 234,300

	Amended REQUESTED OR DISCUSSED	AMERICAN RESCUE PLAN	INFRASTRUCTURE IMPROVEMENT FUND
REPLACE AGED 5+ PLAYGROUND-MERWIN MEADOWS	\$ 175,000		\$ 175,000
PLAY AREA SCHENCKS ISLAND	\$ 250,000	\$ 250,000	
TRANSFER STATION 100-yard CONTAINERS	\$ 300,000		\$ 300,000
10-YEAR PLAN FOR MUNICIPAL AND SCHOOL BUILDINGS	\$ 150,000		\$ 150,000
CONVERSION. TO MUNIS FINANCIAL SOFTWARE AND OTHER PRODUCTS-BOS AND BOE	\$ 310,000	\$ 310,000	
SCHOOL SECURITY CAMERAS-set aside if not grant	\$ 233,000	\$ 233,000	State grant is available for \$51,000 of the cost
<b>TOTAL PRIORITIZED</b>	<b>\$ 6,352,000</b>	<b>\$ 4,768,700</b>	<b>\$ 1,583,300</b>

<b>Undesignated ARPA-Subtotal</b>	<b>\$ 631,300</b>	<b>\$ -</b>
<b>Proposed Changes 2-17-23</b>		
Town Hall Steps and Columns-returned funds		\$ 200,000
Funding for three years salary for temporary DPW employee		\$ (370,000)
Transfer Funding for School Electrical to ARPA	\$ (150,000)	\$ 150,000



	Amended REQUESTED OR DISCUSSED	AMERICAN RESCUE PLAN	INFRASTRUCTURE IMPROVEMENT FUND
<i>Transfer Funding for Light Path at Comstock to ARPA</i>		\$ (25,000)	\$ 25,000
<b>Adjusted Undesignated</b>		<u>\$ 456,300</u>	<u>\$ 5,000</u>
<i>Possible Release of Security Camera Funds due to a State Grant</i>		<u>\$ 51,000</u>	
<i>Remaining Contingency for Emer Equipmt</i>		<u>\$ 150,824</u>	

	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount 2/17/22	2023 Adopted Budget	2024 Department Request	
TC Recording Fees	53,145.50	74,982.00	69,981.00	32687.00	65,000.00	55,000.00	
TC Conveyance Fees	520,818.51	1,398,952.20	1,291,475.75	645326.00	800,000.00	800,000.00	
Other town Grants	93,135.00	93,135.00	93,135.00	93,135.00	93,135.00	93,135.00	Governor's budget eliminates
Interest Income	616,314.07	98,695.24	69,040.89	319,534.44	100,000.00	500,000.00	
Gains/Losses	83,866.90	(43,814.22)	(47,828.96)	0.00	30,000.00	.00	book at year end
Motor Vehicle Supp	809,692.67	597,385.93	972,566.44	718700.00	800,000.00	650,000.00	
Back Taxes	1,202,176.89	939,872.76	410,651.02	305084.00	650,000.00	400,000.00	
Interest and Liens	588,408.98	683,536.95	430,531.74	166508.00	400,000.00	250,000.00	
Building Permits	694,791.00	627,110.00	784,350.75	870514.00	600,000.00	700,000.00	

Dear Board/Commission Chair:

In 2019, the Town of Wilton adopted a Plan of Conservation of Development (POCD) that was the culmination of almost two years of work by the Town's Boards, Commissions and the community-at-large. The POCD sets forth a high-level ten-year plan for the Town. Development of the POCD included extensive input from the community and from the Town's Boards and Commissions. Those involved in developing the POCD thought it was important to distill the high-level objectives into specific actions and to identify responsible parties for those actions to increase the likelihood that the plan's objectives would be met. The POCD also recommended the creation of a Plan Implementation Committee (PIC) that would meet periodically and establish priorities and realistic timing for pursuing the goals of the POCD, recognizing that "the priority and timeline of goals may change in light of shifting economic, demographic, policy and data trends or real-world conditions."

The Town has not yet established a Plan Implementation Committee, but given the significant progress that has been made since 2019 and the multitude of an ongoing projects/initiatives in Town, an assessment of progress relative to the POCD is clearly in order. To assist in assessing our collective progress on the POCD's objectives, we have created spreadsheets that highlight the actions that were tasked to each of the Town's Boards and Commissions and provide the spreadsheet for your Board/Commission with this note. There is no substitute for reading the POCD in its entirety (the POCD is available at the Town website), but the enclosed spreadsheet identifies those actions for which your Board/Commission was given primary responsibility.

In anticipation of implementing the Plan Implementation Committee, we ask that you review the actions identified on the enclosed spreadsheet with your Board/Commission and assess the status/progress for each of the noted actions. We also ask that you and your Board/Commission give thought to new needs/priorities that have arisen since the POCD was adopted in 2019 for discussion with the PIC. Once the Boards/Commissions have had an opportunity to review progress relative to the POCD, it will be time to initiate the PIC process – perhaps in the spring.

After you have an opportunity to review this note and the enclosed spreadsheet, please let me know if you have questions or concerns.

Thank you for your continued service to the Town.

Sincerely,