

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 REGULAR MEETING
Tuesday June 21, 2022
Held Electronically

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

GUESTS: Director Public Works/Town Engineer Frank Smeriglio, Attorney Rebecca Goldberg – Berchem Moses, Ashley Kineon (Executive Director) & Jay Charles (President) – Friends of Ambler Farm, JR Sherman-(President) WARF, Captain/Executive Officer Tom Conlan, Director Human Resources, Labor Relations & Administrative Services Sarah Taffel, CFO Dawn Norton

A. Call to Order

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

B. Public Comment

Comments requesting formal town recognition of Pride month through a proclamation or a flag were received from:

- Vanessa Elias of Middlebrook Farm Rd
- Donna Peterson of Rockhouse Rd
- Olga Zargos-Traub of Wicks End Lane
- Emma Halliwell of Chessor Lane
- Nicole Wilson Spiro of Comstock Lane
- Nicola Davies of East Salem Rd
- Verena Wakeman of Hurlbutt St

In response to comments, Ms. Vanderslice explained the Town's policy for issuance of proclamations and the policy for requests to display a sign or banner on town-owned property. She noted the individuals in collaboration with the Girls Scouts had received permission to hang banner. Mr. Nabulsi asked to add an item to the agenda to discuss the request for a proclamation. After discussion, motion moved by Mr. Nabulsi, seconded by Mr. Tartell to add an item 12 – Discussion of Guidelines for Issuance of Proclamations – motion carried 4-1 with Ms. Vanderslice opposed noting the matter required more thought.

Mr. Tartell noted that the BOS proclamation issued on civility, respect and understanding that already exists can be referred to during the discussion.

- C. Executive Session – Discussion of Candidate for Town Administrator
Ms. Vanderslice asked for a motion to enter into Executive Session for Discussion of Candidate for Town Administrator. Motion moved by Mr. Tartell, seconded by Mr. Cole and carried 5-0.

Out of Executive Session and back in Regular Session at 7:56pm.

D. Consent Agenda

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

- Minutes
 - Board of Selectmen Regular Meeting – June 6, 2022
- Gifts
 - Cider Mill PTA - Social Services Gift Fund - \$844.41
 - VNA Ridgefield - Senior Center Newsletter - \$600.00
 - Stop & Shop Bloomin' 4 Good Program - Wilton Food Pantry - \$16.00

E. Discussion and/or Action

1. Cannabis & Other Employment Policies – Attorney Rebecca Goldberg
Rebecca Goldberg reviewed a proposed Draft Substance Abuse Policy. After discussion and review, motion moved by Mr. Nabulsi to approve the policy as presented and as adjusted in first paragraph, second paragraph and third paragraph as discussed. Motion seconded by Mr. Tartell and carried 5-0. Approved policy attached.
2. Friends of Ambler Farm Building Update and Housing Needs – Jay Charles & Ashley Kineon
Ms. Vanderslice reminded the members that previously Mr. Burney, Director of Facilities & Energy Management, recommended abatement project for the Yellow House at Ambler Farm. Jay Charles and Ashley Kineon of Friends of Ambler Farm reviewed the attached presentation and provided an update on the buildings they manage and their need for onsite housing. Discussion amongst the board as to funding, with the conclusion to pursue grants and bonding.
3. Update – Wilton Athletic and Recreation Foundation – JR Sherman
JR Sherman-President of Wilton Athletic and Recreation Foundation (WARF) provided an update including the recent expansion of its board to include representatives from multiple youth athletic organizations comprising the Youth Sports Coalition and volunteer organizations. He noted WARF is currently developing a CIP capital raising campaign to assist making significant improvements to Wilton's athletic infrastructure and facilities in the next 2-3 years, including exploring new turf fields, amenities, lighting, parking and related improvements. He added the Stadium signage program had raised over \$70,000 to-date, of which \$60,000 was being transferred to the Town to support turf fields.
4. Update – Verizon Cell Tower at Bus Barn
Ms. Vanderslice noted that the lease with Verizon has been executed which was the final step before filing the application with the state.
5. Scribner Hill Road Conceptual Engineering Study, Cardinal Engineering Proposal – Frank Smeriglio
Frank Smeriglio noted a section of the northbound lane on Scribner Hill had settled slightly and caused a depression. The section was closed and Scribner Hill reduced to

one lane. He requested approval for approximately \$42,150 for a Conceptual Engineer Study to be performed by Cardinal Engineering. After further review and discussion, motion to authorize the First Selectwoman to execute a contract to be created by Town Counsel with Cardinal Engineering for the amount discussed. Motion moved by Mr. Cole, seconded by Mr. Tartell. Further discussion amongst the board. After further discussion motion carried 5-0.

In advance of agenda Item 8, Mr. Smeriglio reviewed the detailed cost breakdown of the request for Middlebrook irrigation and draining.

6. Westport Broadcasting Lease Modification Agreement – Captain Tom Conlan
Captain Tom Conlan reviewed the Westport Broadcasting Lease Modification Agreement with the board. He requested the board approve the First Selectwoman to execute the lease modification agreement which has been reviewed by Town Counsel. After discussion and review, motion to authorize the First Selectwoman to execute the Lease Modification Agreement. Motion moved by Mr. Cole, seconded by Ms. Healy and carried 5-0.
7. Review and Approval of Mission Square 401(a) Money Purchase Plan Revised Adoption Agreement – Sarah Taffel
Sarah Taffel – Director Human Resources, Labor Relations & Administrative Services reviewed the Mission Square 401(a) Money Purchase Plan Revised Adoption Agreement. Agreement and resolutions have been reviewed by Town Counsel. She requested the board approve the First Selectman to execute the Adoption Agreement and resolutions. Motion to approve the Mission Square 401(a) Money Purchase Plan Revised Adoption Agreement and authorize the First Selectwoman to execute the associated resolutions. Motion moved by Mr. Nabulsi, seconded by Mr. Tartell and carried 5-0.
8. Possible Approval of Projects for ARPA and Infrastructure Funds
Ms. Vanderslice noted remaining ARPA and Infrastructure Funds to be allocated total approximately \$828,000. The Board agreed to fund the following:

AMBLER FARM -REPAIRS AND PRE-DESIGN STUDY - \$50,000

DRAINAGE STUDY AND REPAIRS-MB - \$500,000

REPLACE AGED 5+ PLAYGROUND - \$175,000

A complete list of the projects that were approved for ARPA and Infrastructure Funding is attached.
9. Consideration of Authorization to Make an Offer to a Candidate for Town Administrator
Motion made by Mr. Cole to authorize the First Selectwoman to make an offer to a candidate for Town Administrator. Motion seconded by Ms. Healy and carried 5-0.
10. Discussion of Charges for the Economic Development and the Housing Committee
Ms. Vanderslice reviewed the attached initial comments on the charges for the Economic Development and Housing Committee. Discussion amongst the board on focus of the two commissions. Based on the importance of multi-family housing to economic development and the EDC commission members concern about their ability to comment on multi-family development, decision by board to move consideration of proposed multi-family to the Housing Committee purview. Also, decision to have the Housing Committee as an active participant in the study of the New Street properties for

affordable housing. EDC to be discussed further at a future meeting. Ms. Vanderslice to develop a proposed revised charge for the Housing Committee.

11. Proposal to Cancel July 5th Regular Meeting

Ms. Vanderslice proposed to the board to cancel the July 5, 2022 BOS Regular Meeting. All were in agreement.

12. Discussion of Guidelines for Issuance of Proclamations

Mr. Tartell noted the Board of Selectmen's Civility, Respect and Understanding Proclamation spoke to the issues addressed by those commenting. Discussion amongst the board on the basis to change the policy for issuing proclamations. Mr. Nabulsi, who initiated the discussion, noted the existing proclamation addressed the comments. Ms. Vanderslice noted the topic would be on a future agenda.

F. Selectmen's Reports

1. First Selectman

Ms. Vanderslice recognized Robert Russell who recently passed, noting his vast contributions to the Town of Wilton.

2. Selectmen

Ms. Healy
None.

Mr. Cole
None.

Mr. Nabulsi
None.

Mr. Tartell
Mr. Tartell noted his work with Sustainable CT.

G. Public Comment

Continued comment on Pride Proclamation from:

- Vanessa Elias of Middlebrook Farm Rd
- Farah Masani of Hubbard Rd

H. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn at 11:30pm. Motion moved by Ms. Healy, seconded by Mr. Cole and carried 5-0.

Jacqueline Rochester
Recording Secretary
Taken from Video

Substance Abuse Policy

The abuse of controlled substances (including alcohol, cannabis, and illegal/prescription drugs) is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Town's ability to operate effectively and efficiently. It is the Town's intent and obligation to provide a substance free, healthful, safe and secure work environment. Employees using any medication which may impede work performance must notify their supervisors or Human Resources prior to starting work.

It is strictly forbidden to manufacture, distribute, use, possess, purchase, sell, plan for sale or transfer illegal drugs, cannabis, drug paraphernalia, or any prescription drugs that have not been properly prescribed on Town property, in Town vehicles, during working hours, while working for the Town, while on breaks or while engaged in Town activities. It is strictly forbidden to manufacture, use, or sell alcohol on Town property, in Town vehicles, during working hours, during the performance of work for the Town, while on breaks, or while engaged in Town activities, except as authorized by the First Selectman/Selectwoman or his/her designee. Possessing, distributing, and transferring alcohol are not prohibited, provided these activities do not violate any law or other Town policy and provided they do not result in disruption.

Even in the case of use of cannabis in accordance with Connecticut law for palliative use, employees must not report to work under the influence of cannabis. The Town will not make accommodations for an employee or allow an employee to perform his or her duties while under the influence of cannabis or to possess, use or otherwise consume cannabis while performing such duties or on the premises of the employer, except possession of palliative cannabis by a qualifying patient in accordance with Connecticut law for palliative use. Employees and applicants will not be discharged, penalized, threatened, or not hired based solely on their status as a qualifying patient or primary caregiver in accordance with Connecticut law for palliative use.

Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere) must inform the Town within five (5) days of such conviction or pleas. The Town may impose disciplinary action, up to and including termination, and require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment. Employees may be referred to the Town's Employee Assistance Program to deal with substance abuse issues or other personal problems.

If a supervisor has reason to believe that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect such employee's job performance, the employee may be sent home or may be sent for medical examination that may include a drug and/or alcohol test. Some employees are also subject to random drug testing programs due to their role with the Town. A positive test reading for drugs and/or alcohol (including one that is solely positive for THC) may result in disciplinary action up to and including termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

If an employee or applicant undergoes a drug test, a positive result, including one that is positive solely for 11-nor-9-carboxy-delta9-tetrahydrocannabinol (a cannabis metabolite known as THC), may form the basis for an adverse employment action.

Employees needing help in dealing with drug and/or alcohol dependency are encouraged to use the Town's EAP and health insurance plans, as appropriate. Employees and applicants may be subject to additional requirements depending on their role within the Town. Such requirements are in addition to the requirements of this policy.

Eff. July 1, 2022



ambler
FARM

FRIENDS OF AMBLER FARM

BOARD OF SELECTMEN MEETING

JUNE 21, 2022



AMBLER FARM. WHERE GOOD THINGS GROW.

The development and growth of Ambler's programs, events and farming have established Ambler Farm as a beloved asset of the Town of Wilton.

Growth on the Farm

- Ambler is a working Farm, **open to the public 365 days** a year from dawn to dusk.
- Ambler Farm is **free** to the public; both residents and nonresidents.
- Both the Red Barn and Carriage Barn have been **restored and are used daily** for agricultural, programming, event, administrative and rental use.
- **Program and Event offerings have grown in 2022, exceeding pre-Covid levels by 18%.** New offerings complement our signature programs events such as the Apprentice Program, Ambler Farm Day and the Greens Sale.
- **17,000+** people visit annually, **a 10-15% increase** since pre-COVID.
- The Production Gardens and supporting area have been built, developed and expanded. **Produce harvested from the Gardens are sold at our weekly farm stand and the Wilton Farmers' Market and the Village Market.**
- The **sunflowers** that fill the south field in August have become a favorite destination, photo opportunity and farmers' market purchase.



AMBLER FARM. WHERE GOOD THINGS GROW.

Ambler Farm is a community resource for all.

Our programs and events engage and strengthen our donor base which will help to provide additional funding for the Raymond Ambler House.

Activities on the Farm

- We host **800 summer campers** over 9 weeks June through August.
- AF **activities typically run 6 days a week** from May through October.
- **150 apprentices** work and learn on the Farm 3 times a week for 6 months.
- Scheduled activities November through April typically run 3 days a week. **There is always a buzz at the Farm!**
- **Daily and weekly activities include:** Apprentice Program, Early Apprentice Program, Junior Apprentice Program, Builders' Program, Buddy Program, Trebuchet Program, Sprout + Me Program, Field Trips, Scout Programs and Childrens' Birthday Parties
- In addition to Programming, **additional fundraising** efforts include 10-12 Special Events annually such as our signature Ambler Farm Day, Greens Sale (2 weekends/4 days in Nov-Dec) as well as seasonal rentals.



YELLOW HOUSE TENANT CONSIDERATIONS

Benefits of onsite FoAF Employee

- The Friends of Ambler Farm (FoAF) experienced the benefit of having a staff member live onsite when previous Program Director and Property Manager, Kevin Meehan, lived in the Yellow House for over 10 years. He was a fixture on the Farm and made a difference in immeasurable ways.
- As nonresident FOAF staff cannot be at the farm at all hours, a *resident* staff member is able to help provide:
 - *Security*
 - *Emergency assistance*
 - *Property Management*
- A *resident* staff member serves as an onsite ambassador who is known in the community, typically interacts with visitors daily, and can answer questions related to everything from our purpose to our programs to our produce.



YELLOW HOUSE TENANT CONSIDERATIONS CONT'D

Yellow House Drawbacks

- The house is located in the most active programming area at Ambler Farm, surrounded on three sides used by year-round activities, including weekends.
- The Yellow House garage is utilized for after school Programming activities.
- Well water from the house is used for the Apprentice Gardens.
- There is no property delineation between the house and the Farm and hence little privacy for tenant.
- Our farm animals are let out at dawn and put in at dusk.



YELLOW HOUSE IMPROVEMENTS

The Yellow House needs significant repair and maintenance to ensure it is safe and comfortable for any tenant

Immediate Safety Considerations

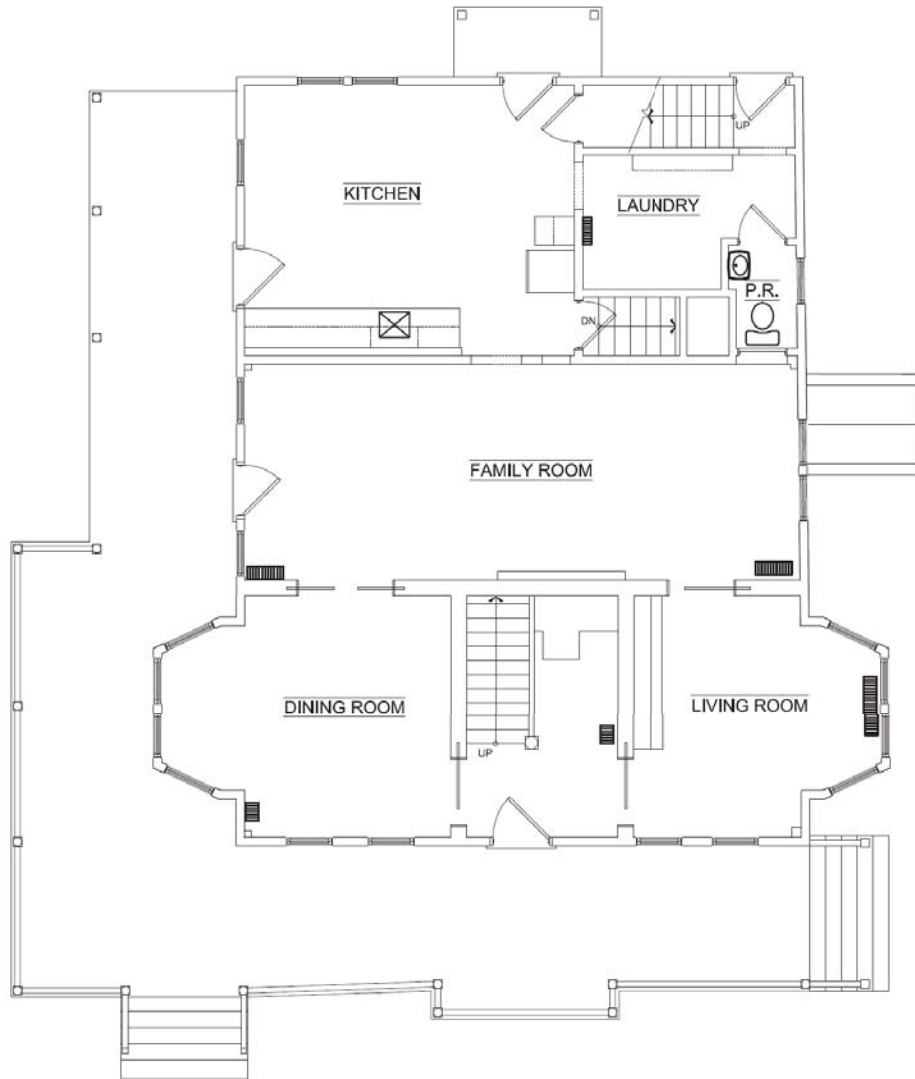
- Interior and exterior lead abatement (Includes painting inside and out, siding, and window replacement)
- Lead abatement in soil

Additional Repair and Maintenance Considerations

- Roof
- Insulation
- Electrical, HVAC, and Plumbing evaluations
- Additional bathroom
- Kitchen updates

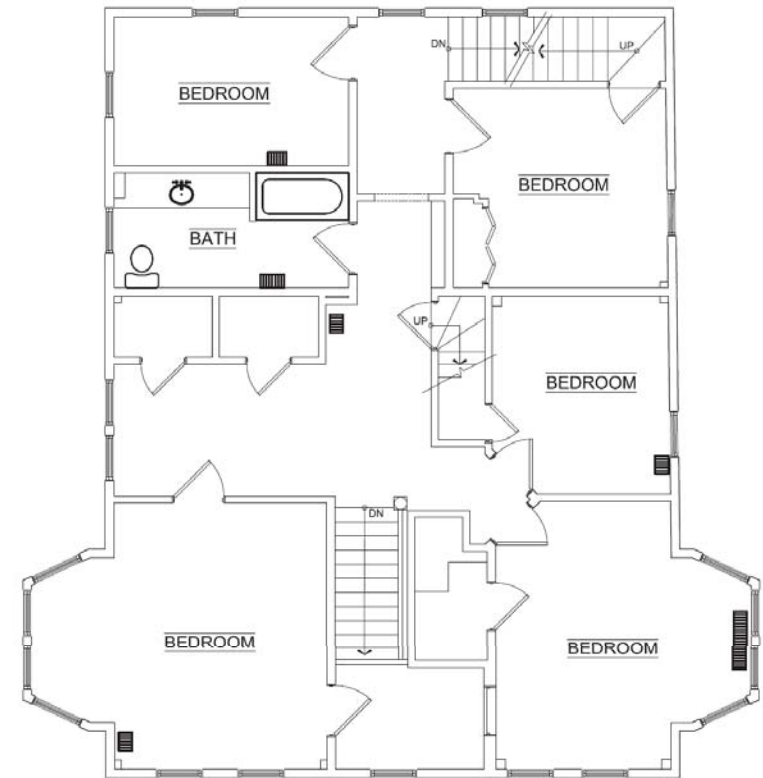


YELLOW HOUSE – CURRENT DRAWING



Existing First Floor Plan

1/8" = 1'-0"

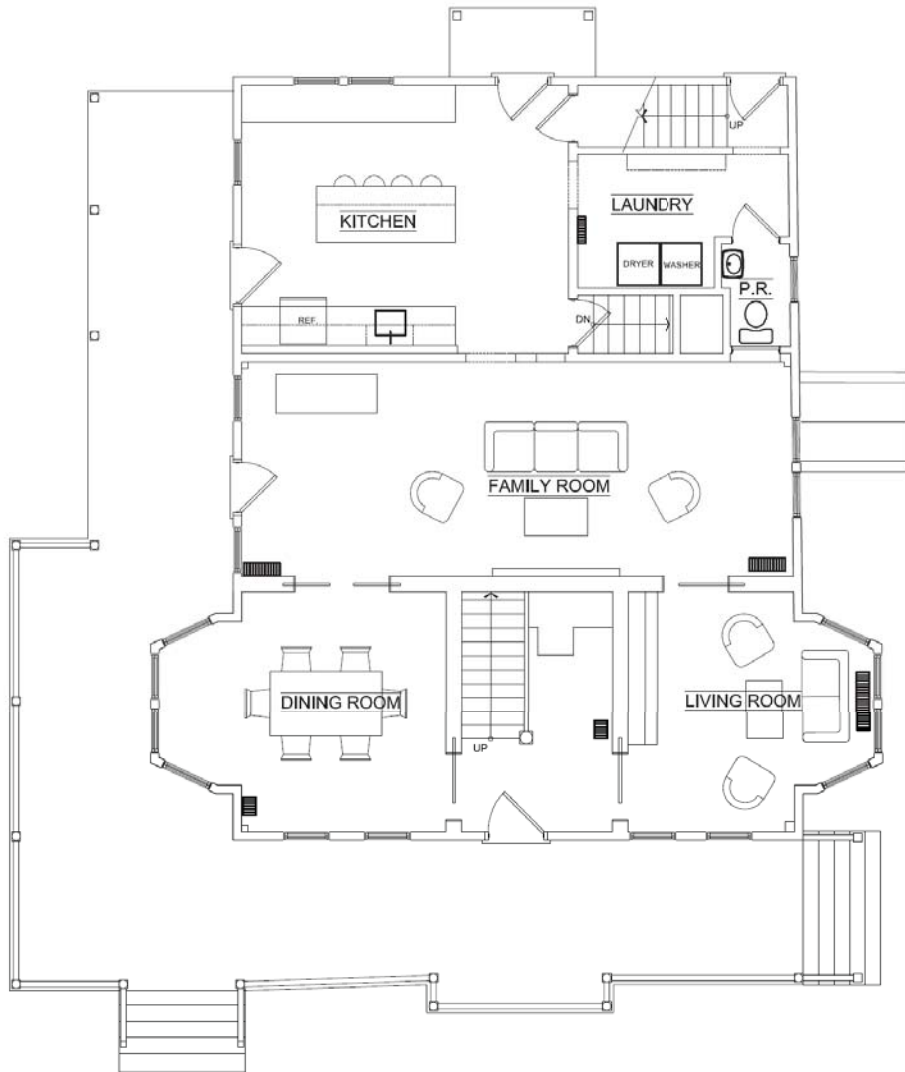


Existing Second Floor Plan

1/8" = 1'-0"

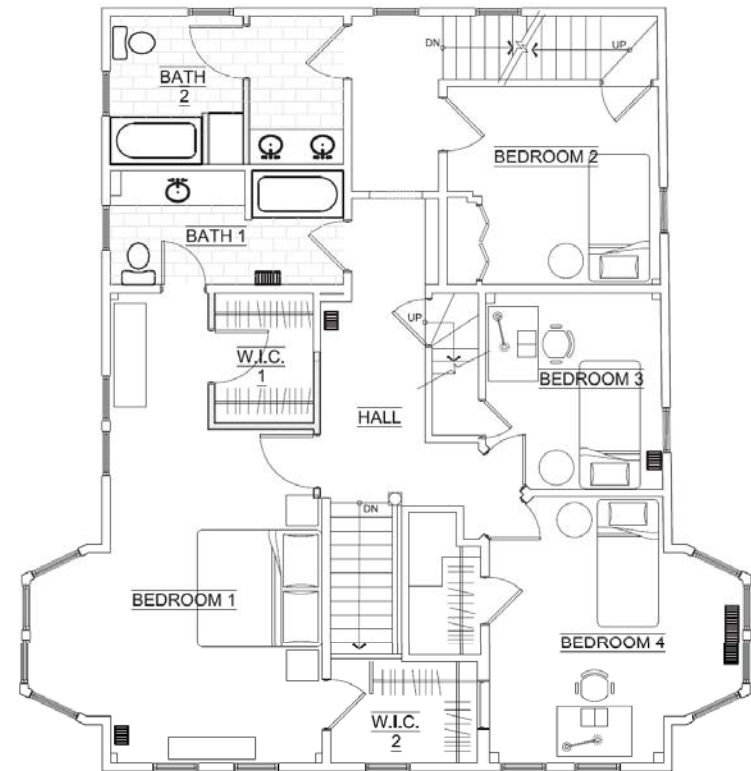


YELLOW HOUSE – *PROPOSED* DRAWING



Proposed First Floor Plan
(Option A)

1/8" = 1'-0"



Proposed Second Floor Plan
(Option A)

1/8" = 1'-0"



RAYMOND AMBLER HOUSE PLAN - CURRENT STATUS

Everything that happens outside the RAH – Programs, Events and Agricultural activities – make the future possible

Completed Work

- I. Stabilization
- II. Structural Work
- III. Exterior

Continue Restoration Efforts

- Re-phase remaining work
- Finalize floor plans
- Study operational cost
- Continue fundraising
- Research grants



RAYMOND AMBLER HOUSE PLAN – BUDGET

Remaining Funding Considerations

- Significant Financial set back (COVID19)
- Price Escalation
- Value Engineering
- Bottom Line



RAYMOND AMBLER HOUSE PLAN - TIMELINE

CY 2022 / 2023	CY 2023	CY 2024	CY 2025/2026
<ul style="list-style-type: none">• Finalize floor plans• Define cost, scope and timeline for remaining phases	<ul style="list-style-type: none">• Mechanicals including fire suppression, HVAC, septic, plumbing, electricity, etc.• Build patio and open for Programming use	<ul style="list-style-type: none">• Open 1st Floor for Programs, Admin and Meeting Space	<ul style="list-style-type: none">• Complete 2nd Floor including Apartment and any remaining needs on the 1st Floor

Note: Priority is to use areas of the RAH for programming purposes as soon as possible. Given the amount of funding still needed, as the financial landscape has changed, use of the 2nd floor will be in the final phases of renovation. Living quarters are limited to 1 bedroom / 1 bathroom as the current RAH Use Plan is drawn up. No outdoor living space for tenant.

BOS Meeting-June 21, 2022

For Consideration:

- Real estate development is the driver for economic development.
 - Provides housing for employees of major employers
 - Drives investment in restaurants and retail
- Both P&Z and the First Selectwoman met with the EDC in November 2021 encouraging them to become involved in development projects
- The EDC members decided they weren't qualified

- The Housing Committee has been studying housing in Wilton
- The Housing Committee has been studying affordable housing
- The current members of the Housing Committee have the skill sets to understand development proposals

Should the Housing Committee play the role we asked the EDC to play?---BOS answer was yes

Should the Housing Committee play a bigger role in the study of New St property?---BOS answer was yes

BOS Meeting-June 21, 2022

- **From the Town's website:** *Wilton's Economic Development Commission (EDC), a team of resident volunteers who serve as business ambassadors, can provide insights and a sincere welcome to Wilton and the business community.*

Should this be the primary focus of the EDC?----BOS to continue to consider.