

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
Monday January 9, 2023
Held Electronically

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

GUESTS: Chris Burney-Director, Construction Management, Frank Smeriglio-Director/Town Engineer, Jeffrey Pardo-Assistant Director/Facilities Manager, Town Administrator Matt Knickerbocker, CFO Dawn Norton

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:12pm.

Ms. Vanderslice asked for a motion to insert an agenda item following item E-9 – Consideration of Donation from the Wilton Softball Association for Replacement of Equipment Shed at Middlebrook. Motion moved by Mr. Tartell, seconded by Ms. Healy and carried 5-0.

B. Executive Session to Discuss Budgeted Compensation and Hold Interviews

Ms. Vanderslice asked for a motion to enter into Executive Session at 7:13pm to Discuss Budgeted Compensation and Hold Interviews and invite Tom Sinchak, interview for Police Commission and Thanh Tsoi, interview for Council on Ethics. Motion moved by Ms. Healy, seconded by Mr. Tartell and carried 5-0.

Out of Executive Session and back in Regular Session at 8:01pm.

C. Public Comment

The following individuals expressed opinions of the policy for proclamations.

- Nicole Wilson-Spiro of Comstock Lane
- Nicola Davies of Salem Road
- Farah Masani of Hubbard Road
- Alissa Helgeson of Calvary Hill Rd
- Steve Hudspeth of Glen Hill Rd
- Julie Hughes – Newtown, CT (works in Wilton)

D. Consent Agenda

Motion made by Mr. Cole seconded by Mr. Tartell and carried 5-0 to approve the Consent Agenda, amending the December 20, 2022 minutes in item E-4 correcting "implantation" to "implementation".

- Minutes

- Board of Selectmen Meeting – December 20, 2022
- Refunds
 - As per Tax Collectors Memo dated – January 5, 2023
- Gifts
 - The Lake Club, Inc. – Fire Dept Gift Fund - \$250.00
 - Patricia M. Giacalone – Fire Dept Gift Fund - \$150.00

Ms. Vanderslice thanked all for their gifts.

E. Discussion and/or Action

1. Update – Police Headquarters Project – Chris Burney
Mr. Burney updated the board on the Police Headquarters Project. He indicated that the project is nearly ready to present to Zoning Board of Appeals and Planning & Zoning Commission for the necessary approvals. He was confident that the project would come in at or below original cost estimates, and expects construction to begin in early May. After review, Mr. Burney took questions from the board. Mr. Nabulsi moved a motion to move forward with going out to bid Police Station Project. Motion seconded by Ms. Healy and carried 5-0.
2. Lifetime to 3rd Quarter 2023 Solar Savings – Chris Burney
Mr. Burney noted a correction to the title of the item which should read 2nd Quarter of FY 2023. He reviewed the attached presentation with the BOS and noted the Town has \$742,322 in savings, \$239,799 from solar panels on Miller-Driscoll and Middlebrook schools' rooftops and \$505,523 from Wilton's participation in virtual net metering. Mr. Burney addressed questions from the board.
3. Recommendation for Architectural Services for Town Hall Front Exterior Windows and Heating – Matt Knickerbocker and Jeff Pardo
Mr. Knickerbocker and Mr. Pardo reviewed the recommendation of Hibbard & Rosa for architectural services for the needed repairs for the front exterior as well as upgrades for the windows and heating system, with DPW Director/Town Engineer Frank Smeriglio providing additional input. After review and discussion, motion moved by Mr. Nabulsi to authorize the First Selectwoman to execute a contract with Hibbard & Rosa Architects not to exceed \$63,300. Motion seconded by Ms. Healy and carried 5-0.
4. Recommendation for Architectural Services for Middlebrook School HVAC Upgrades – Matt Knickerbocker and Jeff Pardo
Mr. Pardo requested approval for architectural services to allow the Town to apply for two federal grants. One for the HVAC system at the Middlebrook gym and one for the remaining Middlebrook building. Grant concept papers are due by January 26th and if selected the full application is due by April 21, 2023. Total cost for both would be \$23,681. The Board concluded the low probability of success could not justify the expense for the Middlebrook building. After further review and discussion, motion moved by Mr. Nabulsi to approve the concept paper for \$3,108 and if approved to move forward with the full application cost of \$6,215. Motion seconded by Ms. Healy and carried 5-0.
5. Recommendation for Purchase of Western Star 5-ton 6 Wheel Dump Truck – Matt Knickerbocker
Mr. Knickerbocker and Mr. Smeriglio recommended the purchase a new 5-ton 6 Wheel Dump Truck, as included in the current year's budget. Purchase price of

\$276,468. After review motion to approve the purchase of a new Western Star 5-ton, 6-wheel dump truck moved by Mr. Tartell, seconded by Mr. Cole and carried 5-0.

6. Update - Grants

- Directed Community Project Funding Award – WHS Sports Complex Storm Remediation

Ms. Vanderslice reviewed with the board the Town's receipt of a Directed Community Project Funding Award in the amount of \$1.425 Million for WHS Sports Complex storm remediation. She noted with the receipt of the grant, monies that were put aside for the remediation can now be allocated to other funding requests.

- Assistance to FOAF for Grant for White House

Ms. Vanderslice noted the town is aiding Friends of Ambler Farm with their grant application for the completion of the White House. She also noted WestCOG consultant Betsy Paytner is assisting in that effort and with the Town's efforts to secure a grant for the Yellow House at Ambler.

7. Recommendation of Projects for Funding from ARPA and Infrastructure Improvement Fund

- Previously Requested Projects

Ms. Vanderslice reviewed (as noted in the attached memo) recommendations for spending from the ARPA fund and Infrastructure Improvement Funds(IIF).

- \$300,000 from the IIF to convert the Transfer Station to 100-yard dumpsters
- Up to \$250,000 from ARPA funds for a new play area at Schenck's Island
- \$50,000 from ARPA for Invasives removal and restoration
- \$150,000 from the IIF for a new, 10-year plan for municipal and school buildings

- New Proposal for the Purchase of a New Financial Software Platform (MUNIS) – Matt Knickerbocker and Dawn Norton

CFO Dawn Norton with input from Town Administrator Matt Knickerbocker reviewed the proposal for the purchase of a new financial software platform (MUNIS).

After further discussion with the board on the recommendation of projects for funding. Several motions were made:

Motion to designate \$300,000 from the IIF fund for the conversion to 100-yard dumpsters at the Transfer Station moved by Mr. Cole, seconded by Mr. Tartell and carried 5-0.

Motion to design and construct the play area at Schencks and use ARPA funds up to \$250,000 moved by Ms. Healy, seconded by Mr. Nabulsi and carried 5-0.

Motion to approve up to \$150,000 from the IIF to fund a 10-year plan for municipal and school buildings moved by Mr. Cole, seconded by Mr. Tartell and carried 5-0.

Motion to approve up to \$310,000 for the conversion to MUNIS financial software and other MUNIS products from the ARPA funds moved by Mr. Tartell, seconded by Mr. Cole and carried 5-0.

8. Update – Food Scrap Pilot Program – Matt Knickerbocker
Mr. Knickerbocker updated the BOS on the Food Scrap Pilot Program, which will begin on January 28th at the Wilton Transfer Station. Residents will be able to bring food scraps to the Transfer Station in an effort to reduce minimal waste and will be open 7 days a week to accommodate. Mr. Knickerbocker thanked Wilton Go Green & HERRA for their support. No tickets are required, free drop off. Mr. Knickerbocker fielded questions from the board.
9. Update – Assessor Search and Oct 1, 2022 Grand List – Matt Knickerbocker
Mr. Knickerbocker gave an update on the search for an Assessor and noted previous Assessor, Sarah Carey has been retained to assist with finalizing the Oct 1, 2022 Grand List.
10. Consideration of Donation from the Wilton Softball Association for Replacement of Equipment Shed at Middlebrook
Mr. Knickerbocker reviewed a possible \$4,000 donation from the Wilton Softball Association for Replacement of Equipment Shed at Middlebrook. After discussion and review, motion moved by Mr. Tartell to accept the possible \$4,000 donation, seconded by Ms. Healy and carried 5-0. The entire board thanked the Wilton Softball Association for their donation.
11. Re-issuance of Civility, Respect and Understanding Proclamation
Ms. Vanderslice gave background on the initial issuance of the Civility, Respect and Understanding Proclamation. Ms. Vanderslice noted she did not receive any recommendations from the board to change the language of the initial proclamation. She noted the expectation of annual review of the proclamation. After further discussion and review, Motion moved by Mr. Cole to reaffirm the Civility, Respect and Understanding Proclamation. Motion seconded by Mr. Cole and carried 5-0.
12. First Selectwoman's Policy for Banners at Town Hall and Proclamations
Ms. Vanderslice reviewed her policy for Banners at Town Hall and Proclamations (see attached presentation) and noted the topic of proclamations must be directly related to the work of the town departments and employees. She emphasized without a policy, the Town leaves itself open to having to issue a proclamation on any topic requested. She noted examples of rejected proclamation requests regarding tolls and abortions. She expressed concern the banner policy as it stands would be an issue. She stated she will suspend the banner program and discuss with Town Counsel. Further discussion among the board members as to what meets the criteria directly related to the work of the town departments and employees.
13. Possible Appointments to the Police Commission and the Council on Ethics
Motion to appoint Thomas Sinchak to fill the term that began on December 1, 2022 moved by Mr. Cole, seconded by Mr. Nabulsi and carried 5-0.

Motion to nominate Thanh Tsoi to fill the earliest vacancy on the Council on Ethics moved by Mr. Tartell. Motioned amended and moved by Mr. Nabulsi to read to appoint Thanh Tsoi. Motion seconded by Mr. Tartell and carried 5-0.

F. Selectmen's Reports

1. First Selectwoman
None

2. Selectmen/Selectwomen

Mr. Tartell

Mr. Tartell commented on discussion amongst the board regarding the banner and proclamation policy noting that it was open, honest and respectful.

Ms. Healy

None.

Mr. Cole

None

Mr. Nabulsi

None

G. Public Comment

The following individuals provided comments on the discussion of the proclamation policy.

- Farah Masani of Hubbard Road
- Alissa Helgeson of Calvary Hill Rd
- Julie Hughes – Newtown, CT (works in Wilton)
- Nicole Wilson-Spiro of Comstock Lane
- Steve Hudspeth of Glen Hill Rd

H. Adjournment

Having no further business, motion to adjourn moved by Ms. Healy at 10:58pm, seconded by Mr. Cole and carried 5-0.

Jacqueline Rochester

Recording Secretary

Taken from Video

To: Board of Selectmen

From: Lynne Vanderslice

RE: Additional information for January 9th Meeting

The following is being provided in advance of the meeting.

Previous ARPA spending approvals included the cost of storm mitigation and drainage at the WHS sports complex. Following our recent Member-Directed award, we are recommending approvals for \$610,000 of previous requests and a new request for Munis financial software, which Dawn previously briefly spoke about. She will provide further details at the meeting.

We previously approved the transfer of approximately \$750,000 in FY2022 budget savings to the Infrastructure Improvement Fund. We are recommending \$450,000 of spending from the IIF as below.

	ARPA Received Funds	Infrastructure Improvement Fund
TRANSFER STATION-CONVERSION TO 100 YARD DUMPSTERS		\$ 300,000
DESIGN AND CONSTRUCT PLAY AREA-Schencks	\$ 250,000	
INVASIVES REMOVAL AND RESTORATION	\$50,000	
10-YEAR PLAN FOR MUNICIPAL AND SCHOOL FACILITIES		\$150,000*
CONVERSION TO MUNIS FINANCIAL SOFTWARE	\$ 250,000	
CONVERSION TO MUNIS FOR ALL OTHER SOFTWARE	\$ 60,000	
TOTAL	\$ 610,000	\$ 450,000
*Estimate		

Re-issuance of Civility, Respect and Understanding Proclamation. I previously emailed a link to the proclamation and the video of the 2017 meeting during which the language was developed. As we have a full agenda and an executive session, if you intend to suggest any changes to the proclamation, please email in advance to Jackie for distribution and posting on the website.

I plan to recommend all appointed boards and commission be required to adopt the proclamation.

First Selectwoman's Policy for Banners at Town Hall and Proclamations. My current policies are below. If you intend to make suggestions, including suggesting a Board of Selectmen policy, again please email to Jackie for distribution and posting.

Policy for Banners at Town Hall

- Wilton nonprofits may hang one banner per year on the front lawn of Town Hall to advertise an event.
- Banner may be displayed for up to two weeks. (consistent w temp sign regs)
- Banner should be sized to fit the Town's framing. DPW personnel are available to hang and remove the banner.
- Banner may not contain any illegal language or messaging.
- Nonprofit is responsible for obtaining the required temporary sign permit.

Policy for Proclamations

- The subject of the proclamation must be directly related to the work of a Wilton Town Department.
- The date for the reading of the proclamation should be coordinated with the department whose work is associated with the proclamation to allow members of the department to be in attendance.

January 24th agenda preview:

- Because of the length of the Jan 9th agenda, I pushed off the discussion of procedures for appointments to the 24th. We have received one application for the outstanding vacancies so it appeared we had time.
- Regarding pension COLA, we are allowed to limit awards to a subset of retirees, such as those retired before a certain date. A possible COLA will be back on the agenda.
- Representatives of the Library will be attending to present their budget request.

Policies for Banners at Town Hall and Proclamations

**Board of Selectmen Meeting
January 9, 2023**

Board of Selectmen Operating Framework

The Board of Selectmen and the First Selectwoman operate within a framework that is determined by

- Section C-12 of the Town Charter, which defines the authority and the functions of the Board of Selectmen. *See slides 7-8.*
- Section C-18, which defines the authority and functions of the First Selectman. *See slide 9.*
- Local ordinances, state statutes, federal laws and case law.

Board of Selectmen Operating Framework-Proclamations

Authorization to Hang Banners or Issue Proclamations

- Sections C-12 and C-18 do not explicitly authorize the Board of Selectmen nor the First Selectman to hang banners or issue proclamations on behalf of non profits.
- Allowing banners is a service to the non profits providing them with a public space to share information about their event.
 - *A policy is required. If there is no policy, the act of hanging a qualified non profit banner puts the Town at risk of having to hang any banner for which it receives a request.*
- Proclamations are government speech. As such, communication, which assists town employees in their responsibilities, is consistent with Sections C-12 and C-18.
 - *A policy is required. If there is no policy than the act of issuing a proclamation related to the work of employees, puts the Town at risk of having to issue a proclamation on any matter.*

Board of Selectmen

2022 Banners-Approved and Denied

Banner Policy:

- *Wilton nonprofits may hang one banner per year on the front lawn of Town Hall to advertise an event.*
- *Banner may be displayed for up to two weeks. (consistent w temp sign regs)*
- *Banner should be sized to fit the Town's framing. DPW personnel are available to hang and remove the banner.*
- *Banner may not contain any illegal language or messaging.*
- *Nonprofit is responsible for obtaining the required temporary sign permit.*

Approved:

Wilton Domestic Violence Task Force-Domestic Violence Awareness Month

Girl Scout -Pride Month

WVAC-EMS Week

Wilton Soccer (allowed to hang at G&B, rather than Town Hall)

Denied:

Note, A resident requested a Pride Month banner. Once informed of the policy that resident collaborated with the Girl Scouts.

Board of Selectmen 2022 Proclamations

Proclamation Policy:

- The subject of the proclamation must be directly related to the work of a Wilton Town Department.
- The date for the reading of the proclamation should be coordinated with the department whose work is associated with the proclamation.

Note, when the First Selectwoman is not available to provide remarks at the observance of the two federal holidays, Memorial Day and Veterans Day, for their ease a proclamation rather than remarks is typically provided to a Board of Selectmen member to read as occurred in 2022.

Approved

Native Plants/Pollinator Pathway

Gun Violence

Overdose Awareness

Domestic Violence

Board of Selectmen 2022 Proclamation Requests

2022 Proclamations Requested, but Denied Because They Didn't Meet the Requirements

- High number of abortions in the United States
 - National Sanctity of Life Day-January or
 - National Day of Remembrance for Aborted Children-September
- Recognition of National Religious Freedom Day
- Recognition of Pride Month
- Recognition of National Breast Cancer Awareness Month
- Recognition of Childhood Cancer Awareness

Board of Selectmen-Operating Framework

Section C-12 Responsibilities Include:

- The Board of Selectmen shall have the power to adopt, amend and repeal ordinances except for the legislative powers reserved for the Town Meeting.
- Board of Selectmen shall have the power by ordinance or resolution to adopt an administrative code and to create, modify or dissolve ad hoc (i.e., for a specific purpose and limited duration) or advisory offices or Committees, and to set their powers, duties, numbers and terms and to provide for qualifications of office and compensation.
- The Board of Selectmen shall be responsible for:
 - (1) Carrying out the acts, policies and ordinances of the Town except where responsibility is otherwise designated by this Charter, ordinance or Town Meeting resolution.
 - (2) Supervising and overseeing the affairs of the Town; maintaining the records and books of account of the Town, except those of the Board of Education; coordinating and keeping itself informed of the activities of the other officers and Boards of the Town; and counseling the First Selectman with regard to the administration of the affairs of the Town.
 - (3) Conducting a continuous review of the current and projected fiscal, administrative, governmental, physical and other needs of the Town and, on the basis of such review, assuming leadership in the development of appropriate programs to meet such needs.
 - (4) Insuring proper oversight of the funds contributed by the Town to organizations to which the Town provides financial support in compliance with § C-5C(1).
 - (5) Fixing the charges, if any, to be made for services rendered by the Town, other than those rendered by the Board of Education or the Water Pollution Control Authority.
 - (6) Contracting for services and the use of facilities with the United States government or any agency thereof, or the State of Connecticut or any agency thereof; or, by agreement, joining with any political subdivision of the State of Connecticut or any other government or private entity to provide services and facilities in accordance with the applicable provisions of the General Statutes.
 - (7) Applying for and accepting federal and state grants on behalf of the Town, subject to the approval of the Board of Finance.
- The Board of Selectmen shall be considered the appointing authority of the Town.

Board of Selectmen-Operating Framework

Section C-12 Responsibilities Include, cont:

- Board of Selectmen may administer in whole or in part:
 - [\(1\)](#) The purchase of supplies, materials, equipment and other commodities required by any officer, Board or Committee, except the Board of Education.
 - [\(2\)](#) The maintenance or custodial work for any public building, park, playground, road or other facility under the care of any officer, Board or Committee, except any thereof under the care of the Board of Education.
 - [\(3\)](#) Contracting on behalf of the Town for any services required by any officer, Board or Committee, except the Board of Education.
 - [\(4\)](#) The disposition of any Town property, real or personal, no longer required for Town use, having a fair market value at the time of disposition not in excess of 1% of the total annual budget for the then current fiscal year provided the Board of Selectmen has provided owners of land within 500 feet reasonable notice and an opportunity to be heard prior to the disposition of any such real property. The disposition of any Town property, real or personal, no longer required for Town use, having a fair market value at the time of disposition not in excess of 1% of the total annual budget for the then current fiscal year provided the Board of Selectmen has provided owners of land within 500 feet reasonable notice and an opportunity to be heard prior to the disposition of any such real property.
 - [\(5\)](#) The acceptance of gifts of real property, personal property or any interest therein in the name of the Town for any public purpose, and the maintenance of such property for such purpose. If the Board of Selectmen determines that a gift does have a significant financial burden, it shall consult with the Board of Finance before accepting such gift.
 - [\(6\)](#) Action on behalf of the Board of Education in matters provided for in this section, including the maintenance of the records and books of accounts, upon the request of the Board of Education.
 - [\(7\)](#) The acceptance of roads on behalf of the Town as public highways conforming with the provisions of any applicable ordinance or resolution.
 - [\(8\)](#) The approval of the hiring, compensating and discharging of any department head of the Town or any Official
 - The Board of Selectmen may..... expend in any fiscal year, for any purpose or purposes, an amount in excess of the amount appropriated in the annual budget of the Town for such fiscal year, up to a total in the aggregate equal to 1/4 of 1% of the total annual budget of the Town.
- The Board of Selectmen may.... create such offices and Committees, and employ such staff.... it may deem desirable to assist it in carrying out the duties and responsibilities of the Board of Selectmen.
- To assist in the discharge of its duties and responsibilities, the Board of Selectmen may.....delegate in whole or in part any of its powers and duties to the First Selectman or any other Selectman or Selectmen.

Board of Selectmen-Operating Framework

Section C-18 Responsibilities Include:

- The First Selectman shall be the chief executive officer and chief administrative officer of the Town.
- First Selectman or a person designated by the First Selectman may hire, fix the compensation of and discharge any employee of the Town, unless such employee is a department head.
 - A. The First Selectman shall be responsible for coordinating the activities and future planning of the offices, Boards and Committees of the Town.
 - B. The First Selectman shall see that all laws, ordinances, resolutions and policies governing the Town are faithfully executed.
 - C. The First Selectman shall have prepared financial and other reports for such periods as may be required by the Board of Selectmen.
 - D. The First Selectman shall conduct a continuous review, under the general policy direction of the Board of Selectmen, of the financial needs and budget requirements of the Town. The First Selectman may request and shall be entitled to receive at any time a statement of the current and projected financial position and needs of any office or Board of the Town.
 - E. On or prior to a date determined by the First Selectman, each officer, Board and Committee of the Town (except the Board of Education), and each agency to which the Town gives financial support, shall provide to the First Selectmen a statement of the estimated expenditures and desired appropriation for the ensuing fiscal year for each department or agency and shall prepare and submit a proposed budget to the Board of Selectmen.
 - F. The First Selectman shall exercise such other powers and perform such other duties as may be required of the First Selectman by ordinance or resolution of the Board of Selectmen or of the Town Meeting not inconsistent with this Charter.