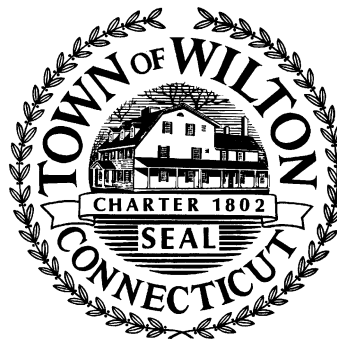


OFFICE OF THE  
FIRST SELECTMAN

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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 SPECIAL MEETING**  
**Wednesday February 15, 2023**  
**Comstock Room 31 & Via Zoom**

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

**GUESTS:** Police Chief Tom Conlan, Deputy Chief Rob Cipolla, Public Works Director/Town Engineer – Frank Smeriglio, Chris Giovino of the Police Commission, Town Administrator – Matt Knickerbocker, CFO Dawn Norton

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:02pm.

B. Public Comment

None

C. Discussion and/or Action

1. Tax Collector Appointment

Mr. Knickerbocker reviewed the Tax Collector Appointment looking to appoint Hollie Rapp as the new Tax Collector. Ms. Vanderslice noted her support for Mr. Knickerbocker's recommendation. Motion made by Ms. Healy, seconded by Mr. Tartell to appoint Hollie Rapp to the position of Tax Collector. Motion carried 5-0.

2. Proposed Contract – Schenck's Island Parking Lot

Mr. Knickerbocker reviewed a proposed contract with Reliable Co for \$198,000 for the Schenck's Island Parking Lot. Ms. Vanderslice noted the contract amount was \$28,000 more than originally approved from ARPA funds. She noted there were sufficient remaining funds to support the \$28,000 additional cost. After further review, motion made by Mr. Cole to approve the contract with Reliable Excavating Co. Inc. in an amount not to exceed \$198,000 subject to town counsel and contractor working out final changes. Motion seconded by Ms. Healy and carried 5-0.

3. Budget Updates

Ms. Vanderslice began budget discussions by noting the challenges to the FY2024 mill rate, as she described in an email to a resident on which the members were copied. She expressed her expectation that once released the proposed mill rate would be unacceptable to the Board of Finance and residents. As such, she stated the board should expect the Board of Finance to reduce the submitted budget. Ms. Vanderslice shared the possible revisions to the proposed budget, an increase in the \$80,000 DPW Consulting Services budget and a \$30,000 reduction in the vehicle fuel budget. She noted the Town's success with award grants contributed to 32 outstanding special projects within the DPW Department. The department required more manpower to address those projects and future grant funded projects. DPW Director Frank Smeriglio requested a temporary employee for the remainder of 2022 and for a few years thereafter. Ms. Vanderslice proposed, because the need was due to the grant

funded projects, that consideration be given to using ARPA monies for the temporary employees. Discussion amongst the board with an agreement to fund with ARPA monies. Mr. Smeriglio was asked to submit a proposal for the next meeting

Ms. Vanderslice noted the Amenities Subcommittee was on hiatus due to delays with the completion of the Wilton Center Masterplan

4. 2024 Proposed Police Department Budget – Chief Conlan  
Police Chief Conlan presented the department's FY2024 proposed budget with Deputy Chief Cipolla providing additional input (see attached presentation). He addressed questions from the members. No changes to the budget were recommended.
5. 2024 Proposed DPW Budget – Frank Smeriglio  
DPW Director/Town Engineer Frank Smeriglio presented the department's FY2024 proposed budget and addressed questions from the members. No recommended changes to the budget other than previously discussed.
6. Budget Questions and Other Departments  
As most board members had not reviewed the answer to submitted questions, Ms. Vanderslice deferred the discussion of answers until the February 21, 2023 BOS meeting.

In response to a question from Ms. Healy, Mr. Knickerbocker discussed the benefits of the Town's membership in the CT Council of Municipalities and recommended Wilton continue its membership.

#### D. Selectmen's Report

##### 1. First Selectmen

- Ms. Vanderslice reviewed an email the members received on the Norwalk River Watershed Association about the proposed turf field at Allen's Meadow.
- Ms. Vanderslice noted the BOF to hold the public hearing on the BOS FY2024 budget on March 21<sup>st</sup>. The regular BOS will be held before or after the public hearing.

##### 2. Selectmen

Healy

Ms. Healy noted that she attended the "Kevin's Afterglow" event, and noted event was very informative.

Cole

None

Tartell

None

Nabulsi

None

#### E. Public Comment

None

#### F. Adjournment

Having no further business, motion to adjourn moved by Mr. Tartell at 8:56pm, seconded by Mr. Cole and carried 5-0.

Jacqueline Rochester  
Recording Secretary  
Taken from Video

# **Police Department Staffing**

**FY2024 Budget**

## Police Department Staffing

### Department staffing requirements are determined based on

- ***Community Attributes***

- 18,500 resident population
- 12,500 workforce population
- 31,000 daily vehicles traveling on RT 7
- 27 square miles, 125 miles of town-owned roads, 7.5 miles of state-owned roads and 86 private roads.

- ***Community Activity and Needs***

- Responded to 12,304 incidents in Calendar Year 2022
- Requirement for two School Resource Officers
- Public and private school safety planning, programs and security measures
- Social Services assistance and senior educational programs
- Crime prevention efforts - financial, emergency and general safety planning-public and private stakeholders
- Traffic safety programs and area surveys
- General public crime prevention
- Youth support programs, crisis Intervention

## Police Department Staffing

### 2022 Top Ten Incident Type

	Number of Incidents	Avg # of Officers	# of hours	% of total Incidents
Traffic Stops	2587	1.18	625	21.0%
Special Enforcement (SEU)	1408	1.06	238	11.4%
Medical Emergency (EMS)	1362	2.08	1217	11.1%
Alarm Response-all types	1249	2.52	972	10.2%
Deterrence Run	1121	1.03	143	9.1%
Motor Vehicle Accidents	726	2.58	796	5.9%
Road Condition	570	1.17	259	4.6%
Assist Residents	377	1.68	339	3.1%
Fire Related-all	284	3.28	356	2.3%
Motor Vehicle Complaints	254	1.88	165	2.1%
Total	9938	1.64	5110	80.8%

## Police Department Staffing

### The Wilton Police Department is Comprised of 45 Sworn Officers and 3 Civilians

- **32 Officers - Patrol Function**
  - 2 - Patrol Lieutenants
  - 5 - Patrol Sergeants
  - 25 - Patrol Officers
- **6 Officers and 1 Civilian - Administration**
  - 1 - Chief of Police
  - 1 - Deputy Chief of Police
  - 1 - Captain
  - 1 - Records Management Officer
  - 1 - Training Sergeant
  - 1 - Administrative Officer
  - 1 - Administrative Assistant
- **5 Officers - Investigative Services**
  - 1 - Lieutenant Detective
  - 1 - Sergeant Detective
  - 3 - Detectives
- **2 Officers - School Resource Officers**
- **2 Civilian Dispatchers**

\*Currently, a patrol officer serves as the training officer. In FY2024, a patrol officer will be promoted to a training sergeant. Patrol staffing reflects the expansion to 45 officers.

## Patrol Function Staffing

### **5 Sergeants and 25 Patrol Officers Ensure We**

- Maintain minimum staffing of four officers and one Sergeant per each of three shifts (24/7).
- Maintain minimum of one officer per shift in dispatch/ public access window on each shift performed by civilian dispatchers and a second officer on the Saturday evening dispatch shift performed by police officers.
- Prisoner watch & transportation – court & medical needs
- Maintain second officer coverage for civilian dispatchers on leave & emergencies including fire dispatch – significant events.
- Minimum three patrol sector coverage by patrol officers.
  - 24/7 sector coverage south/central/north
  - First responders – required to respond to all medical calls
  - Proactive Community Policing, traffic enforcement, safety-visibility

# Patrol Officer Staffing

## Patrol Officers Required for 24/7/365 Coverage

PATROL OFFICERS BUDGETED STAFFING			Shifts	FTE
Minimum Patrol Shifts			4380	18.00
Four Officers Per Shift X 3 shifts per day X 365 days				
Shifts Required to Cover Paid Leave*			1316	5.41
Vacation ( average 17 days per year)	25	425		
Holidays (average 10 days per year)	25	250		
Military Leave (34 days per year x 2)		68		
Other Leave (20 days per year)		20		
Sick (average 14 days)	25	350		
Dispatch Coverage (128 shifts per year)		128		
PL (3 days )	25	75		
Shifts Required to Cover Training*			456	1.87
Training (mandated - 2.5 days per year)	25	63		
Training (additional - average 6 days year)	25	150		
ERT Training (2 days per month x 6)		144		
K-9 Training (2 days per month x 1)		24		
Use of Force/Firearms Training (3 days per year)	25	75		
Shifts Required for Patrol and Coverage			6152	25.28
Shifts Required for Special Services			300	1.23
300 days or equivalent of 1.23 shifts per day				
Shifts Required for Patrol, Coverage and Special Services			6452	26.51
Total Straight Time Shifts-25 Patrol Officers	25		6084	25.00
Straight Time Hours Worked Per Officer Per Year (per contract)		1947		
Equivalent 8 hour shifts		243		
Shortfall in Patrol Shifts-To be filled through Overtime			-367	-1.51

## Budgeted Police Overtime

### **Budgeted Overtime is Required for**

- Patrol function needs equivalent to 1.51 patrol officers.
- Storm and weather events.
- Shift coverage for vacancies - Injury, vacation, sick, holiday, personal, bereavement leave
- Community needs - major events – impact to community
- Serious criminal incidents
- Meet mandated requirements - training & certifications
- Emergency services response - SWERT and mutual aid requests
- Town emergencies - road closures
- Officers held over - ongoing investigations - documentation/arrest reports