

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 MINUTES  
Tuesday September 19, 2023**

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

**GUESTS:** Police Chief Tom Conlan, Deputy Chief Rob Cipolla, Director Construction Management Chris Burney, Director Public Works/Town Engineer Frank Smeriglio, Assistant Director/Facilities Manager Jeff Pardo, Town Administrator Matt Knickerbocker, CFO Dawn Norton

**A. Call to Order**

Ms. Vanderslice called the meeting to order at 7:41pm.

**B. Public Comment**

None

**C. Consent Agenda**

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

- Minutes
  - Board of Selectmen Executive Session Meeting Minutes September 6, 2023
  - Board of Selectmen Regular Meeting Minutes – September 6, 2023
- Refunds
  - As Per Tax Collector's Memo dated September 18, 2023
- Gifts
  - Visiting Nurse Association of Ridgefield, Inc – Senior Center - \$600.00

**D. Discussion and/or Action**

**1. FY2023 Preliminary Financial Results – CFO Dawn Norton**

Ms. Norton reviewed the FY2023 Preliminary Financial Results (see attached) noting that amounts are preliminary and subject to adjustment. She noted expected Net FY2023 Revenue Favorability of approximately \$700,000 and FY2023 BOS Operating Expense Savings of approximately \$420,000. Ms. Vanderslice recommended FY2023 budget savings be transferred to the Infrastructure Improvement Fund (see attached memo). After a detailed discussion and review with Ms. Vanderslice and Ms. Norton, Ms. Vanderslice asked for a motion to move the FY2023 BoS operating expense budget

savings to the Infrastructure Improvement Fund. Motion moved by Ms. Healy, seconded by Mr. Cole and carried 5-0.

2. Police Headquarters Construction – Chris Burney

Ms. Vanderslice noted she received a response from the bidder disqualified at the last meeting. The response had been circulated to the members.

- Possible Contract Award

Mr. Burney noted he had vetted recommendations for Secondino and Sons, Inc of Branford, CT. Secondino's base bid was approximated \$15.7 million before deductions for alternates. As the amount exceeded the approved budget for the construction contract, Mr. Burney recommended the board approve a contract with all alternates deduction except #7 for a cost of \$15,201,400. He noted the largest deduction was the ERT garage and carport and that those items are not integral to the construction of the main building and could be built later on. Ms. Vanderslice recommended accepting the bid with alternate deductions, as described. She noted the town applied for a STEAP Grant for the construction of the ERT garage and carport. She also noted the approved budget included \$759,000 of contingency if not utilized would be available to fund the ERT garage and the carport if the STEAP grant was not received. She reviewed the attached Plan for Funding the \$15,201,400, which included \$14,382,370 of approved bonded monies plus \$611,000 of ARPA grant monies plus \$208,030 of IIF monies from FY2023 budget savings. After further discussion and review, motion moved by Ms. Healy to allow the First Selectwoman to enter into a contract with Secondino and Sons, Inc. for the construction of Police Headquarters building, subject to that contract being reviewed by town counsel. Motion seconded by Mr. Tartell. After further review, motion amended by Mr. Nabulsi to include at the amount funded and presented at the meeting. Motion carried 5-0.

Chief Conlan thanked all for their hard work on bringing this project to fruition, namely the BoS, former Police Chief Lynch, the Police Building Committee members, and others.

3. Traffic and Car Theft Issues – Deputy Chief Rob Cipolla

Deputy Chief Rob Cipolla updated the board on recent vehicle thefts, traffic enforcement statistics and car crash activity (presentation is available on the town website).

4. Approval of Proposed Contract NRVt Wil-Walk Extension – Frank Smeriglio

Mr. Knickerbocker reviewed the proposed contract for the NRVt Wil-Walk Extension. The contract is for work to extend the WilWalk portion of the trail another 650 feet. The NRVt received a grant to cover the cost of construction. Mr. Smeriglio noted the contract is with Conte Construction and has been reviewed by town counsel. After further review and discussion motion moved to authorize the First Selectwoman to execute the contract, moved by Mr. Cole, seconded by Mr. Tartell and carried 5-0.

Ms. Vanderslice also noted the NRVt is looking for a new President if anyone is interested or knows of anyone interested.

5. Update on Ongoing DPW Projects – Frank Smeriglio/Jeff Pardo

Frank Smeriglio and Jeff Pardo updated the board on ongoing DPW projects, including the Schenck's Island parking lot and Town Hall column repairs and resolution of air quality and mold issues at the schools.

6. Award Contract for Municipal Building Needs Assessment – Matt Knickerbocker  
Mr. Knickerbocker reviewed with the board the request to award contract for Municipal Building Needs Assessment with Mr. Pardo providing additional comment. He noted the town received 8 bids for the project which were reviewed by a committee comprised of Mr. Knickerbocker, Mr. Pardo, Mr. Smeriglio and Jennifer Fascitelli. After review, recommendation to assign contract to Marx Okubo for a total \$101,500, approximately \$20,000 higher than previously allocated from the Infrastructure Improvement Fund. After further discussion and review, motion moved by Mr. Tartell to authorize the First Selectwoman to execute the contract with Marx Okubo and allocate an additional \$20,000 from the Infrastructure Improvement Fund. Motion seconded by Mr. Nabulsi and carried 5-0.
7. Contract Change Order for Schenck's Parking Lot  
Ms. Vanderslice requested approval of a \$20,000 change order for Schenck's Parking Lot Project to allow for wood lampposts as originally specified for the project. She noted at the time the contract was awarded wood lampposts were not available and metal was included as a substitute. Wood lampposts were now available. Motion moved by Mr. Nabulsi to allocate an additional \$20,000 from the Infrastructure Improvement Fund to the Schenck's Island Parking Lot project to allow for the purchase of wood lampposts. Motion seconded by Mr. Cole and carried 5-0.
8. Proposed Liquor Ordinance Change and Associated Zoning Regulation Changes  
Ms. Vanderslice noted the board had received a revised proposed liquor ordinance change and associated zoning regulation change. Athanasios Panolas of Westport and Demetrius Papanikolaou of Easton (owners of 12 Gods Brewery) presented their revised request (see attached) and noted the changes were only slightly different from the original request. Ms. Vanderslice shared she had discussed the matter with the P&Z Chair and both agreed it would benefit two boards and the public if the changes were being discussed simultaneously by both boards. 12 Gods Brewery agreed to request a pre-application discussion with the P&Z Commission. Ms. Vanderslice noted members could attend the P&Z meeting.
9. Possible Change to the Agreement with WARF for the Sale of Banners at Wilton Stadium and Lilly Field  
Ms. Vanderslice noted monies from the sale of banners are currently allocated to a fund for future turf replacements. With uncertainty surrounding turf fields following the Annual Town Meeting vote, she asked the board to consider whether this practice should continue or whether the funds should be used for more immediate recreational repairs and improvements. Board to consider for discussion at a future meeting.
10. Projects to be Completed by November 30<sup>th</sup> vs Carried Over to the New Board of Selectmen  
Ms. Vanderslice noted the list of projects provided and available on the town website. In the interest of time a further discussion was deferred to a future meeting.
11. Reappointment of Jeffrey Boehme to the Area Nine Cable Council  
Ms. Vanderslice asked for a motion to reappoint Jeffrey Boehme to the Area Nine Cable Council. Motion moved by Ms. Healy, seconded by Mr. Tartell and carried 5-0. She noted that there is an additional position open on the Council.

E. Selectmen's Report

1. First Selectwoman  
None

2. Selectmen/Selectwoman

Mr. Tartell noted Ambler Farm Day will be taking place on October 1, 2023.

Ms. Healy

None.

Mr. Cole

None.

Mr. Nabulsi

None.

F. Public Comment

None.

G. Adjournment

Having no further business, motion to adjourn at 9:48pm. Motion moved by Ms. Tartell, seconded by Mr. Cole and carried 5-0.

Jacqueline Rochester

Recording Secretary

Taken from Video

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TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

To: Board of Selectmen

From: Lynne Vanderslice

Date: September 18, 2023

RE: September 19<sup>th</sup> Agenda

The following is additional information for tomorrow's agenda items

- ***FY2023 Preliminary Financial Results.*** Dawn will present the FY2023 actual results subject to audit. BOS operating expenses are approximately \$423,000 favorable to budget. This includes a \$170,000 overage in the Transfer Subsidy to fund the FY2023 operating deficit and the FY2022 fund balance deficit. Since the subsidy is to a fund outside of the general fund, we will be asking for an approval of the budget transfer from various accounts with favorability to the transfer subsidy line item.

We recommend the final FY2023 net operating expense savings, which at this time are approximately \$423,000, be transferred to the Infrastructure Improvement Fund.

Later in the meeting, we will recommend \$40,000 of those monies be used to supplement the ARPA funds previously designated for the municipal building needs assessment and the Schenck's Island parking lot and possibly provide additional funds for the Police Headquarters project.

- ***Traffic and Car Theft Issues.*** Deputy Chief Cipolla will discuss recent traffic hotspots and the spike in car thefts and thefts from cars which began in August.
- ***Approval of Proposed Contract NRV T Wil-Walk Extension.*** A previously discussed grant was awarded for the section covered by the contract.
- ***Possible Change to the Agreement with WARF for the Sale of Banners at Wilton Stadium and Lilly Field.*** With the defeat of the proposed turf field and the uncertainty of the future of turf fields, question as to whether the proceeds from the sale of banners should continue to be put in a fund for turf fields or instead be used for more immediate recreational repairs and improvements.
- ***Projects to be Completed by November 30<sup>th</sup> vs Carried Over to the New Board of Selectmen.*** Below is a list of projects/tasks in process and expected to be completed by November 30<sup>th</sup> and those that will carry over to the new BOS.

See you at the meeting.

## **In -process Projects/Tasks Expected to be Completed by November 30<sup>th</sup>**

- Selection of Police HQ Contractor
- Immediate Actions to Address Police Shortage
- Complete Allocation of ARPA Funds
- Complete of Schenck's Island Parking lot
- Complete of AFSCME Contract Negotiations
- Resolution of Single Remaining Residential Blighted Property in Foreclosure
- Vote on Proposed Ordinance for Property Tax Relief for Vehicles for Certain Individuals with Disabilities
- Decision on Revision to Banner Sales Policy and Updated MOU with WARF
- Identify Procedures for Commercial Blighted Enforcement Under the New Statute Adopted in the Most Recent Legislative Session
- Implement OnBoard Board/Commission Management Software implementation
- Document Scanning-Final internal changes for land use
- Appoint Officers as of Dec 1
- Clean Out Prior First Selectmen Files
- Officially Close Inactive Committees

## **In-Process Projects/Task to be Carried Over to New BOS**

- Oct 1, 2023 Revaluation
- Transfer Station Onsite Payment System Implementation
- Online Permitting Software Implementation
- State close out of Miller Driscoll construction reimbursement
- Long-Term Solutions to Address Police Shortage
- Installation of Merwin Meadows Playground
- Possible approval and Execution of Lease with CT DOT for Allen's Meadow
  - Special Town Meeting-January
- Possible liquor ordinance change
  - Special Town Meeting-January
- School and municipal building master planning
  - School Report expected in November
- Cell Tower at Bus Barn
  - Second Siting Council Approval Process
  - Municipal approvals and construction
- Ambler Farm Lease or PPA
  - Yellow House Study Committee and Recommendation
- WVAC Request to Expand HQ on the Town Campus Property
- Construction of Police Headquarters
- Design and Installation of Schenck's Island Playground
- Appointed Commission/Committee Member Requirements:

- Town required cybersecurity training
  - State required sexual harassment training
  - Open discussion of requiring background checks
  - Open discussion of each adopting Civility, Respect and Understanding Proclamation as of Dec 1
- Implementation of Munis Financial Software as of July 1
- Ongoing Litigation
- WestCOG
  - Shared Firing Range Project Team
  - NRVV Design and Engineering Project Team
  - Regional Value Capture Feasibility Study Advisory Team
- WPCA Ongoing System and Capacity Review

<b>FY 23 Preliminary Revenue Budget Expected Favorability</b>	<b>FY2023 Actual Under/(Over) Budget</b>
Conveyance Fees	\$ 104,694
Buildig Permit fees	\$ 400,000
State Grants	\$ 100,000
Investment Income	\$ 637,306
Tax appeal Settlement of Commercial Office Building	\$ (400,000)
Softening of the collection rate, partiticularly for LLC's	\$ (200,000)
Net, All Other	<u>\$ 58,000</u>
Expected Net FY 2023 Revenue Favorability Approximately	<u><u>\$ 700,000</u></u>



## **FY 23 Operating Expense Expected Favorability**

**FY2023 Actual  
Under/(Over) Budget**

Wage Savings - Vacancies & New Employees at Lower Wage Rate, OT Savings	\$ 188,515
Payroll Tax Savings due to Wage Savings	\$ 72,531
Benefits - Vacancies and Higher than Budgeted Medical Prem, Employees Choices	\$ (53,386)
Reduction in Information System Projects savings	\$ 75,000
Additional Transfer Station Subsidy	\$ (175,000)
All Other Approximate Net Savings	<u>\$ 530,660</u>
Expected FY2023 Budget Savings Approximate	<u><u>\$ 423,000</u></u>
Expected Transfer to Infrastructure Improvement	<u><u>\$ 423,000</u></u>

STATUS OF ARPA FUNDS			
19-Sep-23			
	AMERICAN RESCUE PLAN	PROPOSED ADJUSTMENTS	REVISED AFTER ADJMSTS
	APPROVED		
<b>APPROVED PROJECT SPENDING</b>			
EMERGENCY COMMUNICATION SYSTEM-COST	\$ 3,262,774		\$ 3,262,774
EMERGENCY COMMUNICATION SYSTEM-HOLD BACK AS CONTINGENCY	\$ 74,226		\$ 74,226
ELECTRICAL ISSUES	\$ 150,000		\$ 150,000
TOWN HALL WINDOW REPLACEMENTS			
CONSTRUCT PARKING LOT-Schenks	\$ 198,000		\$ 198,000
AMENITIES MASTER PLANNING	\$ 155,000	\$ (155,000)	\$ -
WILTON CENTER MASTER PLANNING	\$ 20,000		\$ 20,000
LIGHT UPPER COMSTOCK PARKING LOT AND PATH TO COMSTOCK	\$ 25,000		\$ 25,000
DRAINAGE STUDY AND REPAIRS-MB	\$ 265,700		\$ 265,700
PLAY AREA SCHENCKS ISLAND	\$ 250,000		\$ 250,000
CONVERSION. TO MUNIS FINANCIAL SOFTWARE AND OTHER PRODUCTS-BOS AND BOE	\$ 310,000		\$ 310,000
POLICE HEADQUARTERS CONSTRUCTION			
SCHOOL SECURITY CAMERAS	\$ 233,000		\$ 233,000
<b>TOTAL PRIORITIZED</b>	\$ 4,943,700	\$ (155,000)	\$ 4,788,700
<b>Undesignated ARPA-Subtotal</b>	\$ 456,300	\$ 155,000	\$ 611,300
Remaining Contingency for Emer Equipmt	\$ 74,226		

<b>PDHQ CONTRACT FUNDING</b>		
<b>MONIES AVAILABLE TO FUND PDHQ CONSTRUCTION CONTRACT</b>		
	<b>Available</b>	<b>Recommended Use</b>
<b>Bonded Funds Allocated to Construction Contract, Not Including Bonded Funds for Construction Contingencies</b>	\$ 14,382,370	\$ 14,382,370
<b>Unassigned ARPA Funds</b>	\$ 611,000	\$ 611,000
<b>FY2023 Budget Saving, after Schencks and Needs Assessment Allocation</b>	\$ 383,000	\$ 208,030
	\$ 15,376,370	\$ 15,201,400
<b>REQUIRED FUNDING PDHQ CONSTRUCTION</b>		
	<b>Bid with Alternate Deductions, except #7</b>	<b>Base Bid</b>
<b>Bid</b>	\$ 15,201,400	\$ 15,692,000
<b>Funding:</b>		
<b>Bonding Monies-available for construction contract only*</b>	\$ 14,382,370	
<b>ARPA Funds</b>	\$ 611,000	
<b>FY2023 Budget Savings</b>	\$ 208,030	
	\$ 15,201,400	
<b>*Does not include contingency \$759,000 of bonded funding for construction contingencies</b>		

Town of Wilton Board of Selectmen &  
Town of Wilton Planning and Zoning  
Town Hall  
238 Danbury Road  
Wilton, CT 06897

*We are writing to you as both passionate members of the local brewing community and as local property and business owners to request amendments to the existing town ordinances and zoning regulations regarding the sale and manufacture of alcohol. We kindly ask you to consider revising Wilton's alcohol ordinance to permit the sale of alcohol in breweries and the Zoning Regulations to allow for breweries as a special use permitted in the General Business District of Wilton.*

*As local property and business owners of both Orem's Diner and Twelve Gods Brewery, we have had the privilege of witnessing the growth and development of our community over the years. It is evident that Connecticut has become a hub for craft beer enthusiasts, attracting both locals and tourists who appreciate the unique flavors and cultural experience that breweries offer. Unfortunately, Wilton's current regulations do not allow breweries to operate and manufacture thereby hindering the Town's ability to participate in this unique industry.*

*Craft breweries have experienced tremendous growth and popularity in recent years, serving as both producers of high-quality beverages and vibrant gathering places for residents and visitors alike and we believe that our town has an opportunity to join the communities across the nation that have embraced the growth of craft breweries and the cultural, economic, and social benefits they bring. By modifying the existing alcohol ordinance and zoning regulations, we can foster an environment that supports entrepreneurship, encourages local creativity, and attracts tourists seeking unique experiences. Breweries, as centers of craftsmanship and innovation, can contribute to both the cultural and economic landscape of our town. They not only create unique and flavorful beers but also provide spaces for residents and visitors to gather, socialize, and appreciate the artistry of brewing.*

*We acknowledge the concerns raised regarding alcohol sales and “sit down bars,” as well as the significance of responsible consumption. However, it is important to recognize that breweries must adhere to strict state and federal regulations governing the production, labeling, and sale of alcoholic beverages. By complying with these regulations and implementing responsible serving practices, Twelve Gods can guarantee the safe and responsible enjoyment of our product. The proposed amendment(s) impose stringent limitations on the size and production capacity of the facilities, ensuring that they remain small-scale and have minimal impact. Additionally, the facility can be obligated to meet all local regulations and standards, with careful oversight to promote responsible consumption and prevent any potential negative consequences. This approach guarantees that the operations are well-managed and prioritize safety.*

*The proposed amendment(s) will allow for the establishment of craft beer production facilities within the town, with a maximum size of 9000 square feet and a production limit of 5000 BBL of beer per year. These production facilities will be permitted to conduct tours and tastings as outlined in the State of Connecticut General Statutes (C.G.S.) 30-16 as amended by Public ACT 19-24 Sec. 5 (b), providing an opportunity for the public to learn about the beer-making process and to sample local brews.*

*In light of these considerations, we kindly request the Board of Selectmen and the Zoning Commission to review and amend the existing town ordinances and zoning regulations to allow for the manufacture and sale of beer in a brewery within our town as outlined in C.G.S. 30-16(b). By doing so, we can support local businesses, promote economic growth, and enhance the social fabric of our community.*

*Wilton’s current alcohol ordinance, outlined in Chapter 8 of the Town’s ordinances reads as follows:*

**ARTICLE I**  
**Sale of Alcoholic Liquor**

**§ 8-1. Definitions.**

*For purposes of all sections of this article, the term "alcoholic liquor" shall be defined as set out in Section 30-1(3) of the Connecticut General Statutes, as amended.*

**§ 8-2. Sale of liquor under golf country club permit.**

*The sale of alcoholic liquor under a golf country club permit is hereby allowed in the Town of Wilton as provided under the provisions of Chapter 545 of the General Statutes to include Sundays between the hours of 12:00 noon and 9:00 p.m.*

**§ 8-3. Sale of liquor under restaurant permits; penalties for offenses.**

- A. *The Town shall allow the sale of alcoholic liquor in all restaurants operating under the liquor permits cited in C.G.S. § 30-91(a), as amended from time to time. The hours for such sales shall also be in accordance with C.G.S. § 30-91(a). [Added 4-3-2017]*
- B. *For purposes of this article, the term "sale of alcoholic liquor" shall be deemed to include the dispensing or consumption of alcoholic liquor or the presence of alcoholic liquor in glasses or other receptacles suitable to permit the consumption of alcoholic liquor.*
- C. *Any person violating the provisions of § 8-3 of this article shall be fined not more than \$99 for each offense.*

**§ 8-4. Sale of liquor under package store permits.**

*The Town of Wilton shall allow the sale of alcoholic liquor under package store permits between the hours of 9:00 a.m. and 8:00 p.m., Monday through Saturday.*

**§ 8-5. Applicability of general statutes.**

*All other provisions in the General Statutes prohibiting the sale of alcoholic liquor on specific days or setting the hours of sale of alcoholic liquor shall still apply.*

*We would like to propose amendment(s) for the ordinance to read as follows:*

**ARTICLE I**  
**Sale of Alcoholic Liquor**

**§ 8-1. Definitions.**

For purposes of all sections of this article, the term "alcoholic liquor" shall be defined as set out in Section 30-1(3) of the Connecticut General Statutes, as amended.

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- B. For purposes of this article, the term "sale of alcoholic liquor" shall be deemed to include the dispensing or consumption of alcoholic liquor or the presence of alcoholic liquor in glasses or other receptacles suitable to permit the consumption of alcoholic liquor.
- C. Any person violating the provisions of § 8-3 of this article shall be fined not more than \$99 for each offense.

**§ 8-4. Sale of liquor under package store permits.**

The Town of Wilton shall allow the sale of alcoholic liquor under package store permits between the hours of 9:00 a.m. and 8:00 p.m., Monday through Saturday.

**§ 8-5. Sale of liquor under brewery permits.**

The Town of Wilton shall allow the sale of alcoholic liquor under brewery permits. *Brewery, as defined by Connecticut General Statute § 30-16(b) Manufacturer of Beer permit.* The hours for such sales shall also be in accordance with C.G.S. § 30-16 (b), as amended from time to time.

**§ 8-6. Applicability of general statutes.**

All other provisions in the General Statutes prohibiting the sale of alcoholic liquor on specific days or setting the hours of sale of alcoholic liquor shall still apply.

We would also like to propose an amendment to the Town of Wilton Zoning Regulations Chapter 29-6B-3 by adding a further special permit use **section z** as follows:

**29-6B-3**

- z.** *Brewery, as defined by Connecticut General Statute § 30-16(b)  
Manufacturer of Beer permit; not to exceed a total area of 9000 square  
feet for the production and storage facilities and limited to a production  
of not more than 5000 BBL (barrels) per calendar year.*

*With the success of breweries like Nod Hill in neighboring Ridgefield and others across the State, Wilton needs to move forward and provide not only a terrific town to live in with top schools and a wonderful bucolic feel but also other social amenities and attractions to engage our residents. Why drive to Ridgefield for the craft beer experience when we can have it right here? It is time for Wilton to join the rest of the state and become a part of this popular and growing industry and allow for the manufacture and sale of craft-brewed beverages in town.*

*We appreciate your consideration and your commitment to making Wilton a unique and desirable community to live, work and play in.*

*Very Truly Yours,*

*The Twelve Gods Brewery team*

*Athanasios Panolis, Demetris Papanikolaou, Rafael Rodriguez*