

OFFICE OF THE
FIRST SELECTMAN

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Toni Boucher
First Selectman

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
Monday December 4, 2023**

PRESENT: First Selectwoman Toni Boucher, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell

GUESTS: Fire Chief Jim Blanchfield, Public Works Director/Engineer-Frank Smeriglio, Assistant Director/Facilities Manager- Jeff Pardo, Town Administrator-Matt Knickerbocker, CFO-Dawn Norton

A. Call to Order

Ms. Boucher called the Meeting to order at 7:00pm.

B. Executive Session

- Interview Mark Kaduboski - Wilton Library Association
Motion moved by Ms. Healy to enter into Executive Session at 7:01pm to conduct an interview with Mark Kaduboski for a seat on the Wilton Library Association. Motion seconded by Mr. Nabulsi and carried 5-0.

Out of Executive Session and back in Regular Session at 7:29pm.

C. Public Comment

None

D. Consent Agenda

Motion moved by Mr. Nabulsi to approve the Consent Agenda as follows: removing under section D2 "This was clause was" and removing the extra "was" to now read "This clause was", and correcting "Mr. Healy" under Selectmen/Selectwoman Reports to read "Ms. Healy". Motion was seconded by Mr. Cole and carried 5-0. Ms. Boucher abstained from voting on the November 20, 2023 minutes, as she was not seated as First Selectman at the time of the meeting.

- Minutes
 - Board of Selectmen Regular Meeting Minutes – November 20, 2023
 - Special Meeting Minutes – November 27, 2023
- Refunds
 - As Per Tax Collector's Memo dated November 29, 2023
- Gifts
 - Encore Club – Senior Center - \$460.00

E. Discussion and/or Action

1. Election of Second Selectman

Ms. Boucher began the discussion on the election of a Second Selectman. Ms. Healy put forth the motion for Joshua Cole to continue on as Second Selectman, motion seconded by Mr. Nabulsi. As there were no other nominations, motion to elect Joshua Cole to continue in his role as Second Selectman carried 5-0.

2. Resolution Authorizing First Selectman to sign CT DEMHS Documentation/Agreements

Ms. Boucher reviewed with Fire Chief Blanchfield providing additional input the request for a resolution (see attached) authorizing the First Selectman to sign CT DEMHS documentation and agreements. After a detailed discussion and review, motion moved by Mr. Cole to adopt the authorizing resolution as presented. Motion seconded by Mr. Tartell and carried 5-0.

3. Expenditure Authority for the First Selectman and The Town Administrator

Ms. Boucher reviewed with the board, proposal to give the First Selectman and the Town Administrator authority to approve expenditures for the town for up to \$10,000. Previous approval for the Town Administrator was for \$5,000. Proposal is to approve \$10,000 for both. After review and discussion, motion moved by Ms. Healy to approve expenditure authority for the First Selectman and the Town Administrator. Motion seconded by Mr. Tartell and carried 5-0.

4. Acceptance of Grant from Secretary of State for Early Voting

Ms. Boucher reviewed. The grant is awarded to each municipality for costs related to implementing and conducting early voting and is in the amount of \$10,500. After further review and discussion, motion moved by Mr. Cole seconded by Mr. Nabulsi to accept the grant from the Secretary of State. Motion carried 5-0.

5. Appointment of Required Town Officials to Two Year Terms Beginning December 1, 2023

Ms. Boucher reviewed the attached listing of Town Officials to two-year Terms beginning December 1, 2023 along with one appointment for the Health Director to a four-year term. After discussion and review, motion made by Mr. Tartell to accept the Town Officials appointments. Mr. Nabulsi noted that one of the appointment is for a four-year term. The motion for the four-year term to be done separately. Motion amended to move all on the list for a two-year term. Motion seconded by Mr. Nabulsi and carried 5-0.

Motion made by Ms. Healy to appoint Health Director to a 4-year term beginning 12/1/2023 and ending 11/30/2027, motion seconded by Mr. Tartell and carried 5-0.

6. School Needs Assessment Follow-up

- Possible Discussion on an Agreement with BOE for Project Management Responsibilities

Ms. Boucher began the discussion with Mr. Knickerbocker, CFO Dawn Norton and Public Works Director/Engineer Frank Smeriglio providing additional input. Ms. Norton and Mr. Smeriglio noted the BOS should resolve the question of project responsibilities; for any given project to note which department has ownership (who is responsible, Town or BOE) and define where the funds will be coming from, both noting issues they have encountered previously with projects at the BOE. Discussion amongst the board with suggestion of conducting tri-board meetings to discuss management of projects and project responsibilities.

- Possible Discussion to Establish a Schools and Municipal Buildings Improvement Fund

Ms. Boucher began the discussion, noting that more planning and collaboration amongst the three boards (BOF, BOE & BOS) needs to occur before an agreement or development of a fund is brought forth. All board members provided input on the discussion.

7. Scheduling of a Special Town Meeting to Consider and Act Upon a Proposed Change to Code of Ordinance Ch. 8, Article I, "Sale of Alcoholic Liquor"

Ms. Boucher began the discussion on the scheduling of a special town meeting to consider a proposed change to Wilton's liquor ordinance. Discussion with all board members providing input. Discussion on language for the ordinance. After discussion, motion to set Special Town Meeting date for January 9, 2024. Motion moved by Mr. Nabulsi, seconded by Ms. Healy to schedule a Special Town Meeting to Consider and Act Upon the Proposed Change to Code of Ordinance Ch.8, Article I, "Sale of Alcoholic Liquor" on the date of January 9, 2024 at 7:00pm.

8. Town Administrator's Report

Mr. Knickerbocker gave an update to the board on ongoing activities at town hall.

9. 2024 BOS Meeting Schedule

Ms. Boucher reviewed the proposed 2024 BOS Meeting Schedule. After discussion and review, motion made by Ms. Healy to accept the 2024 meeting schedule as presented. Motion seconded by Mr. Tartell and carried 5-0.

10. Possible Appointments/Reappointments

Ms. Boucher reviewed the below listing of Appointments/Reappointments with the board. Discussion on the one new appointment to the Wilton Library Association.

Motion moved by Ms. Healy seconded by Mr. Tartell to appoint Mark Kaduboski as a Board of Selectmen Trustee to the Wilton Library Association. Discussion amongst the board on the vacancy being filled. Appointment with a term ending June 30, 2025. After discussion motion carried 5-0.

Reappointments:

- Thanh Tsoi – Council on Ethics
- Rem Bigosinski – Inland Wetlands Commission
- David Silvia – Conservation Commission
- Jeffrey Runge & Donna Merrill – Conservation Commission Deer Committee
- Catherine Lipper – Historic District & Historic Property Commission
- Alix Korpan & George Schmidt – Parks & Recreation Commission
- Charles Ruffel & Paul Von Steenburg – Investment Committee

After discussion and review, motion made by Mr. Nabulsi to reappoint the following individuals as listed above. Motion seconded by Mr. Cole and carried 5-0.

F. Selectmen's Report

1. First Selectman

- Ms. Boucher noted she attended the ceremony breaking ground on The Church of Jesus Christ of Latter-Day Saints that took place on Saturday December 2, 2023
- Ms. Boucher noted notice from the governor's office regarding the 250th anniversary of the signing of the Declaration of Independence to take place in July 2026 and would love to have communities participate in the celebration.

2. Selectmen/Selectwoman

Ms. Healy

Ms. Healy noted that she attended Wilton Rocks and noted it was there last show. Noted that Wilton Rocks for Food have raised close to one million dollars. Suggest having come in to give a thank you from the town for their hard work.

Mr. Cole

Mr. Cole noted that he attended the Holiday Stroll and tree lighting. He thanked all who attended and thanked the Chamber of Commerce for putting it all together.

Mr. Nabulsi

Mr. Nabulsi if have the chance, highly recommended show – One Man Act of a Christmas Carol.

Mr. Tartell

None.

G. Public Comment

None.

H. Adjournment

Having no further business, motion to adjourn at 8:41pm. Motion moved, seconded and carried 5-0.

Jacqueline Rochester

Recording Secretary

Taken from Video

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AUTHORIZING RESOLUTION OF THE BOARD OF SELECTMEN

I, **Lori A. Kaback, Town Clerk of Wilton Connecticut** do hereby certify that the following is a true and correct copy of the resolution adopted by the Wilton Board of Selectmen at its duly called and held meeting on December 4, 2023, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

RESOLVED, that the **First Selectman** may enter into with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that **Toni Boucher, as First Selectman** of the **Town of Wilton** is authorized and directed to execute and deliver any and all documents on behalf of the **Board of Selectmen** and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that **Toni Boucher** now holds the office of **First Selectman** and that she has held that office since **December 1, 2023**.

IN WITNESS WHEREOF: The undersigned has executed this certificate this ____ day of December 2023.

Lori A. Kaback
Town Clerk

SEAL

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**BOARD OF SELECTMEN MEETING
MONDAY, DECEMBER 4, 2023**

Move to appoint the following Town officials for a period of **12/1/2023 to 11/30/2025:**

Town Clerk: Lori Kaback

Registrar of Vital Statistics: Lori Kaback

Assistant Town Clerk: MaryEllen Demers

Assistant Registrar of Vital Statistics: MaryEllen Demers

Emergency Management Director: James Blanchfield

Assessor: Hollie Rapp

Tax Collector: Hollie Rapp

Tree Warden: Lars Cherichitti

Deputy Tree Warden: Nicholas Lee

Chief Financial Officer: Dawn Norton

Treasurer: Dawn Norton

Town Counsel: Ira Bloom (Berchem Moses)

Barrington Bogle: Health Director/Sanitarian for a four-year period of **12/1/2023 to 11/30/2027**