

OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
Fax (203) 563-0299

Email to: toni.boucher@wiltonct.org



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 SPECIAL MEETING
Thursday February 8, 2024
Comstock Room 30 & Via Zoom

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

GUESTS: Police Chief Tom Conlan, Deputy Chief Rob Cipolla, Giovino of the Police Commission, Director, Planning & Land Use-Michael Wrinn, Parks & Recreation Director-Steve Pierce, Parks & Recreation Chair-John Macken, Registrars-Karen Birck and Annalisa Stravato, Sarah Taffel-Director, Human Resources, Labor Relations & Administrative Services, Town Administrator – Matt Knickerbocker, CFO Dawn Norton

A. Call to Order

Ms. Boucher called the meeting to order at 6:45pm.

B. Executive Session

- Property

Motion made by Ms. Healy to enter into Executive Session to discuss Property and invite Town Administrator Matt Knickerbocker and Town Counsel Ira Bloom.

Motion seconded by Mr. Tartell and carried 5-0.

Out of Executive Session and back in Regular Session at 7:27 pm.

C. Public Comment

None

D. Discussion of FY2025 Proposed Department Budgets

- FY2025 Proposed Police Department Budget – Chief Conlan

Police Chief Conlan presented the department's FY2025 proposed budget with Deputy Chief Cipolla providing additional input (see attached presentation). He addressed questions from the board.

- FY2025 Proposed Land Use (Building, Health, Wetlands and P&Z) Budget – Michael Wrinn

Director, Planning & Land Use Management presented the department's FY2025 proposed budget and addressed questions from the board.

- FY2025 Proposed Parks & Recreation
Director, Parks & Recreation Steve Pierce and Parks & Recreation Commission Chair John Macken presented the department's FY2025 proposed budget and addressed questions from the board. Mr. Pierce reviewed with the board the plan proposed for four new pickleball courts.
- FY2025 Human Resources
Sarah Taffel-Director, Human Resources, Labor Relations & Administrative Services presented the department's FY2025 proposed budget and addressed questions from the board.
- FY2025 Social Services/Town Clerk/Registrars
Town Administrator Matt Knickerbocker presented the FY2025 budgets for Social Services, Town Clerk and the Registrars with Registrars Annalisa Stravato and Karen Birck providing input on the Registrars budget. Questions from the board were addressed.

Discussion amongst the board on the budget and discussion on moving the date for finalizing the FY2025 before submission to the Board of Finance. Consensus to tentatively set Special Meeting Date for February 26, 2024 for approving the FY2025 budget.

E. Public Comment

None

F. Executive Session

- Property

Motion made by Ms. Boucher, seconded by Mr. Tartell to enter into Executive Session at 9:43pm to discuss Property and invite Jeff Pardo & Frank Smeriglio and Town Administrator Matt Knickerbocker. Motion carried 5-0.

Out of Executive Session and back in Regular Session at 9:50pm.

G. Adjournment

Having no further business, motion moved, seconded and carried 5-0 to adjourn at 9:51pm.

Jacqueline Rochester
Recording Secretary
Taken from Video

FY25 Police Department Budget

February 2024

➤ **Initiatives to Meet Budgetary and Operational Goals**

- Continue to maintain Wilton's reputation as a safe community in which to live and work.
- Ensure sufficient and adequate training for the safety and health of our officers.
- Addition of third full time dispatcher to enhance emergency communications center operations.
- Continued enforcement of local and state traffic laws to ensure safe roads in the Town of Wilton.

➤ **Operational Risks**

- State and Nationwide shortage of police officers.
- Despite proactive measures, we continue to have difficulties attracting qualified police applicants. This is an issue that many area municipalities are also encountering.

➤ **Budget Risks**

- Overtime costs due to staffing shortages, injury, illness or unforeseen major events.
- Unfunded State Mandates.
- Officer CBA contract open in FY25. Unknown costs of those negotiations.

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 14,329 incidents in Calendar Year 2023. A 5% Increase from 2022.
 - Response to more technical and advanced cyber crime investigations.
 - 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

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/Accreditation Officer
 - 1 - Administrative Assistant
- **5 Officers - Investigative Services**
 - 1 - Lieutenant Detective
 - 1 - Sergeant Detective
 - 3 - Detectives
- **2 Officers - School Resource Officers**
- **3 Civilian Dispatchers**

Patrol Function Staffing

5 Sergeants and 25 Patrol Officers Ensure We

- Maintain minimum staffing of four patrol officers and one Sergeant per each of the three shifts (24/7).
- Maintain minimum of one officer per shift in dispatch/ public access window on each shift performed by civilian dispatchers.
- 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.

Budgeted Police Overtime

Budgeted Overtime is Required for

- Significant Patrol and Investigative Division cases.
- Storm and weather related events.
- Shift coverage for vacancies - Injury, vacation, sick, holiday, personal, and bereavement leave.
- Community needs - major events – impact to community.
- Serious criminal incidents.
- Meet mandated requirements - training & certifications. In 2023 the Department had 5,735 hours of training, for an average of 478 per month.
- Emergency services response - SWERT and mutual aid requests.
- Town emergencies - road closures.
- Officers held over - ongoing investigations - documentation/arrest reports.

Budgeted Line Highlights

Individual budget line notes

- Defined Benefit and Group Insurance are majority of increase.
- Employee medical exams increase due to unfunded state mandates.
- Armory Supplies slightly up due to new Taser/CEW contract.
- Custodial Services increase for anticipated new larger headquarters in Spring 2025.
- Road Striping/Signs increased due to vendor increases as well as a change in paint type for some roads.
- Central Dispatch Salary increase with addition of 3rd Dispatcher.
- Electricity line increase due to new equipment at Transfer Station Communications Site.
- FYI - Significant increase in Maintenance Agreement costs in FY26 due to new radio system.