

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  
Tuesday February 20, 2024**

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

**ABSENT:** Joshua Cole

**GUESTS:** Town Administrator Matt Knickerbocker CFO-Dawn Norton

**A. Call to Order**

Ms. Boucher called the Meeting to order at 7:02pm.

**B. Public Comment**

None

**C. Consent Agenda**

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

- Minutes
  - Board of Selectmen Regular Meeting Minutes – February 5, 2024
  - Board of Selectmen Special Meeting Minutes – February 8, 2024
  - Board of Selectmen Special Meeting Minutes – February 12, 2024
- Refunds
  - As per Tax Collectors Memo dated February 12, 2024

**D. Discussion and/or Action**

**1. Naming Policy**

Ms. Boucher reviewed the Naming Policy with the board that outlines the criteria that would be use if presented with requests to commemorate individuals on Town-owned property. She reviewed suggested changes that were made since the last BOS discussion. After further review and discussion, motion made by Mr. Nabulsi to adopt the policy for naming town property. Motion seconded by Mr. Tartell and carried 4-0

**2. Mailbox Policy**

Mr. Knickerbocker reviewed the suggested Mailbox Policy with the board. Policy is for replacement of mailboxes that may be damaged during snow removal from town roads clarifying the town obligations. It is noted that the town will replace damaged mailbox with standard steel box and wooden post. Mr. Nabulsi, noted that item 3 in the policy (attached) should reflect a second option for replacement if the homeowner wishes to

install a mailbox of their choosing, any additional cost above what the town is offering will be covered by them. After further review and discussion, motion moved by Mr. Nabulsi to adopt the information regarding mailbox and post damage during snow removal operations policy with the understanding that the language will be refined to reflect the fact that the town will install a non-steel mailbox if the homeowner acquires that mailbox at their expense. Motion seconded by Ms. Healy and carried 4-0.

3. FY2025 Finance Budget

Mr. Knickerbocker gave an overview of the overall FY2025 BOS budget with Ms. Norton providing additional input and touching upon the Finance Budget. The BOF gave a suggestion of not more than a 4% increase and the BOS budget is currently at a 7% increase. Discussion amongst the BOS on line items in the FY2025 budget and what cuts can be made to reduce the 7% increase to at least the 4% suggested by the BOF. Mr. Knickerbocker noted FY2025 budget numbers to be refined and BOS questions to be put together with answers provided and will be discussed at the next BOS meeting. Board to invite Trackage to the next BOS to discuss their FY2025 budget.

4. Change 3/4/2024 BOS Meeting Date to 3/5/2024

Original agenda item noted a change from the 4/4/2024 meeting date to 4/5/2024. Correct timing is 3/4/2024 to 3/5/2024. Due to a conflict, Ms. Boucher asked the BOS for a date change of the 3/4/2024 BOS meeting to be moved to 3/5/2024. Mr. Nabulsi made a motion to reschedule the meeting previously set for March 4, 2024 to instead have that meeting on March 5, 2024 at 7:00pm. Motion seconded by Mr. Tartell and carried 4-0. Motion made by Mr. Tartell, seconded by Ms. Healy to schedule a Special Meeting of the BOS for February 26, 2024 at 7:00pm. Motion Carried 4-0.

Next Scheduled Meetings

- February 26, 2024 - BOS Special Meeting on the budget
- March 5, 2024 - BOS Special Meeting - Vote to adopt the BOS budget
- March 13, 2024 - Joint BOS/BOF Meeting to review the BOS budget
- March 19, 2024 BOS Meeting - Capital Budget discussions

E. Selectmen's Report

1. First Selectman

- Ms. Boucher noted that Aquarion is going to resume work on extending of a 36inch water main and 16inch gas main westward along New Canaan Rd (Rte 106).
- She noted the Conservation Commission will be holding the Luminary Walk on March 2, 2024 at Schenck's Island 5:30pm-7:30pm.

2. Selectmen/Selectwoman

Mr. Nabulsi

Mr. Nabulsi raised the issue on the review of the POCD. He suggested possibly putting together a discussion around the POCD with the boards and commissions. Ms. Boucher noted any discussion would need to have the public present as well to hear their views.

Mr. Cole

None.

Ms. Healy

None.

Mr. Tartell

None.

F. Public Comment  
None

G. Adjournment  
Having no further business, motion to adjourn at 9:03 pm. Motion moved by Mr. Nabulsi, seconded by Mr. Tartell and carried 5-0.

Jacqueline Rochester  
Recording Secretary  
Taken from Video

## **Information Regarding Mailbox and Post Damage During Snow Removal Operations**

The Wilton Public Works Department will be responsible for the replacement of mailboxes that are damaged by direct contact with the snowplow apparatus.

***Please note:** The Department is not responsible for damage caused by snow discharged from the plow as it passes by. Snow discharge is a normal function of snow removal operations. It is not possible for plow operators to avoid or moderate this effect. It is the property owner's responsibility to use sturdy materials capable of withstanding the heavy snow loads commonly encountered in Wilton.*

**When a mailbox or post is damaged by direct contact from a Town plow, the following will occur:**

1. Inspection of mailbox and post to determine the cause of damage.
2. Determination of responsibility (improper installation of mailbox or plow operator error).
3. If the damage occurred due to direct contact with the apparatus, the Department will install a standard steel mailbox with a wooden post. The Department is not responsible for plastic and decorative mailboxes.

Homeowners must notify Public Works within seven (7) days from the date of the storm to be eligible for repair or replacement.