

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  
PUBLIC HEARING & REGULAR MEETING MINUTES  
Tuesday December 19, 2023**

**PRESENT:** First Selectwoman Toni Boucher, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell-joined meeting at 7:24pm

**GUESTS:** Mike Boswood-Treasurer of WLA, Caroline Mandler-Executive Director of WLA, Prasad Iyer along with members of the Economic Development Commission, Town Administrator-Matt Knickerbocker, CFO-Dawn Norton

**PUBLIC HEARING**

**A. Call to Order**

Public Hearing called to order at 7:00pm.

Ms. Boucher asked for a motion to open the Public Hearing. Motion moved by Mr. Nabulsi, seconded by Ms. Healy and carried 4-0.

- B. Proposed Change to Code of Ordinances Ch.8, Article I, "Sale of Alcoholic Liquor:**  
Discussion on the proposed change to Code of Ordinances Ch.8, Article I, "Sale of Alcoholic Liquor". Ms. Boucher noted the ordinance change would authorize the operation of breweries in Town and permit the sale of beer for both on-premise and off-premise consumption. The proposed change would add breweries to the ordinance currently covering Wilton restaurants and package stores, allowing breweries to operate at the same times as Wilton restaurants for serving alcohol on-premise and the same times as Wilton package stores for selling alcohol in containers for off-site consumption.

**C. Public Comment\**

Ms. Boucher invited the public to comment:

- Athanasios Panolas of Westport CT, spoke in favor of the ordinance change
- Peter Wrampe of Pipers Hill Rd in Wilton, spoke in favor of the ordinance change
- Demetri Papanikolaou of Easton CT, spoke in favor of the ordinance change
- Alexis Goncalves of Hammelskamp Rd in Wilton, spoke in favor of the ordinance change

As there were no other comments, motion to close the public hearing at 7:10pm moved by Ms. Healy, seconded by Mr. Cole and carried 4-0.

**REGULAR MEETING**

**A. Call to Order**

Ms. Boucher called the Meeting to order at 7:10pm.

B. Public Comment

None

C. Consent Agenda

Motion moved by Ms. Healy, seconded by Mr. Nabulsi and carried 4-0 to approve the Consent Agenda as follows:

- Minutes
  - Board of Selectmen Regular Meeting Minutes – December 4, 2023
  - Board of Selectmen Special Meeting Minutes – December 6, 2023
- Gift
  - Bill Brennan - Fire Department Gift Fund - \$100.00

D. Discussion and/or Action

1. Wilton Library Association Update and Request to Amend PPA-WLA Team  
Mike Boswood, treasurer of the WLA provided a financial update, with a favorable assessment of both revenue and costs. Caroline Mandler reviewed the library services and activities over the past year along with a proposed change in how the town is represented on the library's board. She discussed a shift in the WLA's strategic plan, notably in terms of governance, which the WLA believes will have implications for the public-private partnership agreement between the WLA and the Town with regard to BOS member trustee's representation on the WLA's board. The BOS noted the board's obligation to provide oversight and play a role commensurate with the Town's significant investment in the Library. Discussion and review with the BOS. After discussion and review, Ms. Boucher noted that the town is not ready to take any action on the WLA's request at this time and would seek input from town counsel. The BOS were in agreement with Ms. Boucher. Motion made by Ms. Healy, seconded by Mr. Nabulsi to refer to town counsel for further review. Motion carried 5-0.

Mr. Nabulsi noted and posed a few items for the board to consider before the next quarterly meeting of the library and the BOS.

2. EDC Sign Survey Results and Recommendations – Prasad Iyer  
Prasad Iyer, representing the EDC, reviewed with the board the year-long assessment of commercial signage that was done and the EDC's key conclusions and recommendations. The EDC is expected to bring its findings to Mike Wrinn- Director of Planning & Land Use Management and the Planning & Zoning Commission. The BOS thanked Mr. Iyer and the EDC for their hard work and noted it was extremely helpful.
3. Banner Sales Program – Proposed Policy and Agreement with WARF  
Mr. Knickerbocker reviewed with the board the proposed policy and agreement with WARF regarding the Banner Sales Program. Discussion among the board members with Mr. Nabulsi suggesting a change to the policy along with a minor typo in the policy under the fifth bullet changing "and individual" to "an individual". After review and discussion, motion moved by Mr. Nabulsi to adopt the policy with the exclusion of the last paragraph that was included in the copy that was distributed "in administration of advertisement and sponsorships signage programs" and with the correction of the typo in the fifth bullet. Motion seconded by Mr. Tartell and carried 5-0

Motion moved by Mr. Nabulsi seconded by Ms. Healy to authorize the First Selectman to execute the proposed agreement with the Board of Selectmen and WARF for

advertisement and sponsorship at the towns athletic facilities as presented. Motion carried 5-0.

4. Proposed Change to Code of Ordinances Ch.8, Article I, "Sale of Alcoholic  
Ms. Boucher reviewed noting the town is amending the town code to authorize the operation of breweries in Town and permit the sale of beer for both on-premise and off-premise consumption consistent with the hours of operation for existing Wilton restaurants and package stores and to bring to a Special Town Meeting on January 9, 2024. Mr. Nabulsi, suggested changing the word "required" to "allowed". Mr. Nabulsi moved a motion with the proposed change as listed below:

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

The Town of Wilton shall allow the sale of alcoholic liquor under a "Manufacturer Permit for Beer" issued pursuant to Connecticut General Statutes § 30-16(b). The hours of operation for sales of alcoholic liquor for on-premises consumption shall be in accordance with C.G.S. § 30-91(a). The hours of operation for sales of alcoholic liquor for off-premises consumption shall be the same as allowed for package store permits under Section 8-4 of this Article."

Further discussion on the proposed change to the ordinance, as well as discussion of the Special Town Meeting to take place on January 9, 2024. After discussion Mr. Nabulsi amended his motion to add "and bring to a Special Town Meeting on January 9, 2024". Motion seconded by Mr. Cole and carried 5-0.

5. Berchem Moses Fees

Ms. Boucher noted to the board that the town's law firm Berchem Moses had not raised rates for providing legal services in at least eight years or so and is seeking an increase in the hourly rates and monthly retainer. After discussion, motion moved by Mr. Tartell, seconded by Mr. Nabulsi to approve the fee change. Further review and discussion on the fee change. After discussion, motion carried 5-0.

6. DPW Dump Body Replacement

Mr. Knickerbocker reviewed with the board. He noted that this replacement of the DPW Dump Body is a planned purchase and was provided for in the budget. The cost is within budget at \$48,340. After review and discussion, motion moved by Mr. Cole, seconded by Ms. Healy to move forward with the planned purchase of a dump body replacement for a DPW dump truck. Motion carried 5-0

7. Town Administrator's Report

Mr. Knickerbocker gave an update to the board on ongoing activities at town hall. He noted CCM & COST Training available to newly elected officials (will send information to boards interested in attending; kick-off meeting held with Police Station Project Team got off to a great start, and noted Phase I is expected to be completed April 2025 and Phase II of the project expected to be completed September 2025; Discussion on budget schedule with CFO Dawn Norton providing input.

8. Appointments/Reappointments

Ms. Boucher reviewed, noting the position for Zoning Board of Appeals is a four-year term and the appointment is until 11/30/2025 at which time the candidate must go on the ballot in 2025 to fulfill the remaining 2 years of the four-year term.

- Tom Gunther, Zoning Board of Appeals
- Mark Lawrence, Building Official
- Rachel Albanese, Hearing Officer and Building Inspection Board of Appeals
- Chris Giovino and Adrienne Reedy, Police Commission
- Sub-Registrars (see attached memo from Town Clerk)

After review, motion moved by Ms. Healy to approve the appointments/reappointments as recommended. Motion seconded by Mr. Tartell and carried 5-0.

E. Selectmen's Report

1. First Selectman

- Ms. Boucher gave an update on the Power outages taking place in Wilton
- Ms. Boucher noted the Menorah Lighting that took place in Wilton Center
- Ms. Boucher noted the Wreaths Across America ceremony that took place on December 16, 2023 where the Boy Scout troops lay wreaths at the veterans' memorial and at Hillside cemetery for veterans laid to rest
- Ms. Boucher shouted out the Toys for Tots campaign which was a great success this season
- Ms. Boucher recognized Pat Cavalieri, a Town employee who recently retired after 36 years with Wilton's Department of Public Works. She noted that she will be highlighting the different departments and thanked DPW who she recognizes is the backbone of our town and thanked them for their hard work.

2. Selectmen/Selectwoman

Ms. Healy

Ms. Healy wished all a great holiday and Happy New Year.

Mr. Tartell

Mr. Tartell thanked Ms. Boucher for her comments during her swearing in ceremony, the groundbreaking ceremony for the Church of Jesus Christ of Latter-Day Saints as well as the Menorah lighting for her inclusion and noted positive culture of our town .

Mr. Cole

Mr. Cole noted the community support at the Menorah Lighting.

Mr. Nabulsi

Mr. Nabulsi wished all a great holiday and looks forward to resuming meetings in the New Year.

F. Public Comment

None.

G. Adjournment

Having no further business, motion to adjourn at 8:42pm. Motion moved, seconded and carried 5-0.

Jacqueline Rochester

Recording Secretary

Taken from Video

TOWN CLERK  
Telephone (203) 563-0106  
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TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

December 5, 2023

Toni Boucher, First Selectman  
Town of Wilton  
238 Danbury Road  
Wilton, CT 06897

Re: Re-Appointment of Sub-Registrars

Dear Toni,

I would like to re-appoint the following Funeral Directors as sub-registrars of vital statistics pursuant to CGS §7-65(b) for the Town of Wilton:

Andrew D. Skidd, Collins Funeral Home, 92 East Ave., Norwalk, CT  
Daniel P. Jowdy, Kane Funeral Home, 25 Catoonah Street, Ridgefield, CT 06877  
James P. Magner, Jr., Magner Funeral Home, 12 Mott Ave., Norwalk, CT

Please add the above names to your next Selectmen's meeting agenda for approval. Their term will expire on November 30, 2025.

If you have any questions, please feel free to contact me.

Thank you,

Lori A. Kaback, CCTC  
Town Clerk

**Sec. 7-65. Removal, transit and burial permit. Subregistrars.** (a) The embalmer or funeral director licensed by the department, or licensed in a state having a reciprocal agreement on file with the department and complying with the terms of such agreement, who assumes custody of a dead body shall obtain a removal, transit and burial permit from the registrar of the town in which the death occurred or the town in which the embalmer or funeral director maintains a place of business not later than five calendar days after death, and prior to final disposition or removal of the body from the state. The embalmer or funeral director who assumes custody and control of the body and obtains a removal, transit and burial permit from the registrar of the town in which the embalmer or funeral director maintains a place of business shall be obligated to file the death certificate, in accordance with the provisions of section 7-62b, in person, through an electronic registry system or by certified mail, return receipt requested. The removal, transit and burial permit shall specify the place of burial or other place of interment and state that the death certificate and any other certificate required by law have been returned and recorded.

(b) A local registrar shall appoint not less than two suitable persons as subregistrars, who shall be authorized to issue removal, transit and burial permits and cremation permits for any death that occurs in such registrar's town, during the hours in which the office of the registrar of vital records is closed. The appointment of subregistrars shall be made in writing, with the approval of the selectmen of such town, and shall be made with reference to locality, to best accommodate the inhabitants of the town. Such subregistrars shall be sworn, and their term of office shall not extend beyond the term of office of the appointing registrar. The names of such subregistrars shall be reported to the Department of Public Health. The Chief Medical Examiner, Deputy Chief Medical Examiner and associate medical examiners shall be considered subregistrars of any town in which death occurs for the sole purpose of issuing removal, transit and burial permits.