

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 SPECIAL MEETING
Monday January 10, 2022
Held Electronically

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

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:33pm.

B. Discussion of Town Administrator Position

Ms. Vanderslice presented further background information and position description for the proposed Town Administrator position. (see attached presentation and position description). After review, Ms. Vanderslice opened the floor for discussion/comments from the board. Members recommended and discussed changes to the position description. Members expressed support for continued discussions at the January 18, 2022 BOS meeting.

C. Public Comment

Keith Denning – commented in favor of the proposed Town Administrator position and posed questions. An open question as to whether the current BOS can obligate a future BOS to a minimum 4-1 approval on all matters related to a Town Administrator to be answered at the January 18th meeting.

Karen Silverberg – commented on the proposed Town Administrator position and posed questions, which were addressed.

Sara Curtis – commented on the proposed Town Administrator position and posed questions, which were addressed.

D. Executive Session to Hold Discussions About Possible Personnel Changes

Ms. Vanderslice asked for a motion to go into Executive Session to hold discussions about possible personnel changes at 8:50pm. Motion moved by Mr. Cole seconded by Ms. Healy and carried 5-0.

Out of Executive Session and back in Regular Session at 10:11pm

E. Adjournment

There being no further business, motion to adjourn meeting at 10:11pm. Motion moved, seconded and carried.

Jacqueline Rochester
Recording Secretary
Taken from Video

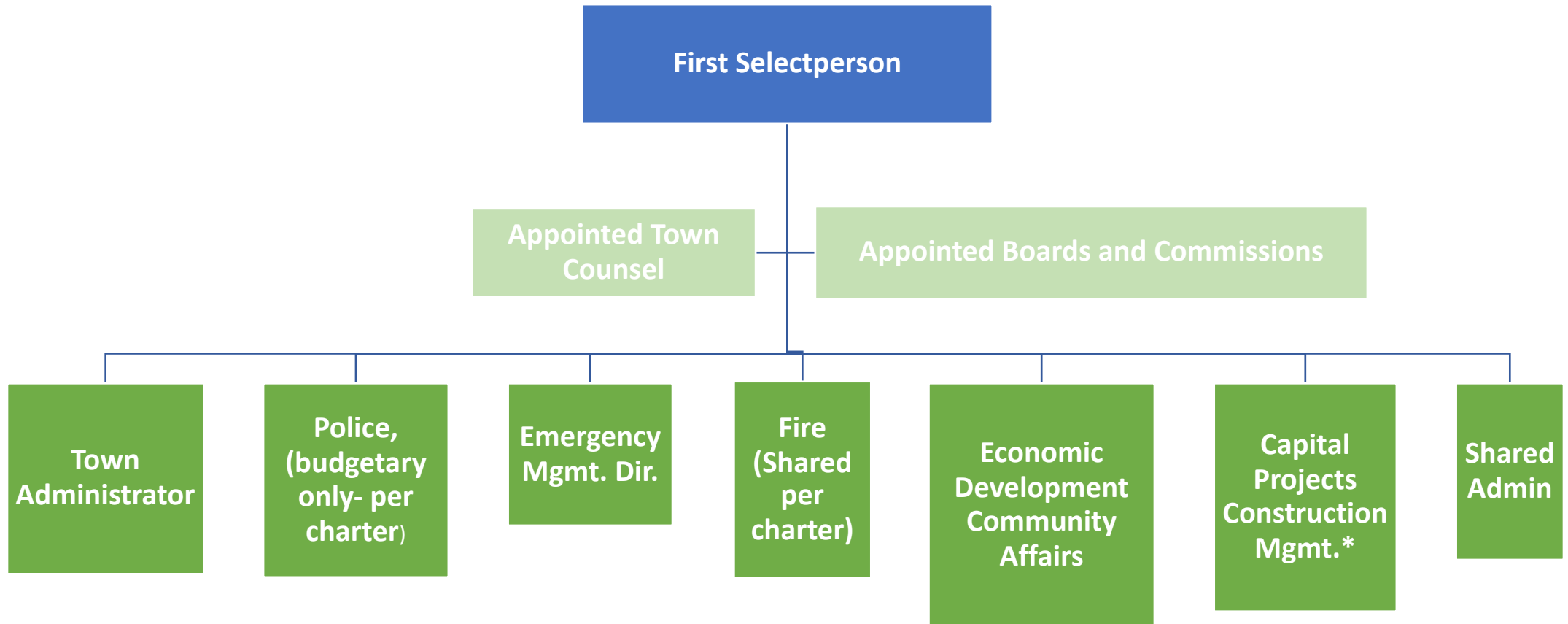
Board of Selectmen Meeting

January 10, 2021

Discussion of Town Administrator Position

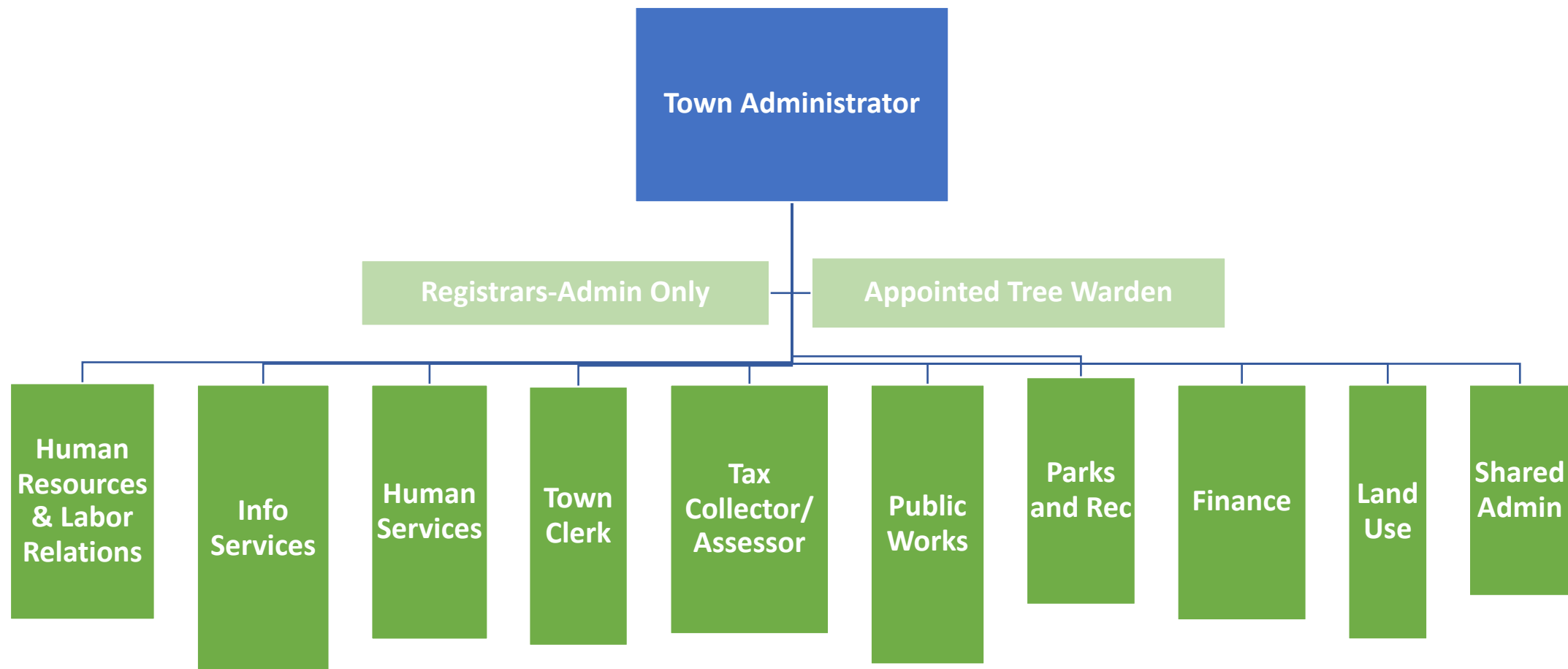
Discussion Topics

- **Town Administrator Position Description**
- **Town Administrator and First Selectwoman's Org Charts**
- **Examples of the Role of the Town Administrator versus the First Selectwoman**
- **Resident Questions found on the Internet. (no emailed questions)**
- **Next Steps**



First Selectwoman's Org Chart with a Town Administrator

*Transition to Town Administrator upon completion of current projects



Org Chart for a Town Administrator

*Capital Projects after transition period

Examples of Role of the Town Administrator versus First Selectwoman

	First Selectwoman	Town Administrator
Department Operations	<i>Set priorities</i>	<i>Oversee daily operations</i>
Budget Preparation	<i>Recommend and communicate guidance & priorities</i>	<i>Work with departments to develop a budget that meets guidance and priorities</i>
Economic Development	<i>Message and Market the Town & Investment Opportunities</i>	<i>Identify and implement Land Use department upgrades to facilitate business & resident investments</i>
New Town Amentities	<i>Work with Board(s) to Indentify Projects and Priorities</i>	<i>Identify and apply for grants to fund Oversee grant management once awarded</i>

Resident Questions-found on the Internet

- **Can the First Selectwoman's WestCOG, MPO and WCEDD roles be delegated to Selectmen?** *No. The municipal CEO is the member of WestCOG and MPO. The Vice Chair (and Chair) of the WCEDD are WestCOG members.*
- **What is the role of the other Selectmen?** *As a board, the members' responsibilities include*
 - *Appoint required town officials, department heads, board, commission and committee members.*
 - *Approve compensation of town officials and department heads.*
 - *Approve and recommend annual BOS operating expense and operating capital budgets and revenue budgets to the BOF and bonded capital projects to the Annual Town Meeting.*
 - *Approve contracts, collective bargaining agreements and grant applications and awards.*
 - *Amend, repeal or adopt ordinances, as allowed in the Charter, or recommend proposals for ordinance amendment, repeal or adoption to a Town Meeting.*
 - *Approve sale of assets, as allowed in the Charter, or recommend the sale of assets to a town meeting.*
 - *Responsible for actions to implement the Town's Plan of Conservation and Development (POCD), as detailed in the POCD.**An individual member may:*
 - *Serve as the First Selectwoman's representative to BOS appointed boards and commissions or organizations that receive funding from the Town.*
 - *Recommend projects or ideas for the Board to consider or pursue.*

Resident Questions-found on the Internet

- **What is in it for Wilton residents?** *Residents benefit from a professionally run town, continuity of government, the increased ability of the first selectperson to engage in legislative proposals, state and regional initiatives and the expansion of the candidate pool for first selectperson.*
- **What are the responsibilities of the position?** *See position description.*
- **Can the town administrator be easily changed?** *The termination and subsequent hiring of a new town administrator requires approval of the board of selectmen.*
- **How are the responsibilities standardized?** *Required approval of the BOS to delegate responsibilities, position description and the approval of the BOS for hiring and termination.*
- **What does it mean for political parties and the unaffiliated?** *No intended impact. Though may make it easier to attract candidates for first selectperson.*
- **What does is mean in terms of quality of first selectperson?** *It allows the Town to be managed professionally regardless of the quality of the first selectperson and allows for continuity within town departments and services regardless of the change or quality of the first selectperson.*

Resident Questions found on the Internet

- ***Is it good or bad that the first selectperson would no longer need to be nuanced in all aspects of running the Town?*** *There is no guarantee that an elected first selectperson will be nuanced in all aspects of running the Town. A town administrator reduces/eliminates the risks associated with electing a first selectperson who is not.*
- ***How is the salary going to be adjusted for current and future first selectperson?*** *The current first selectwoman has recommended the salary be decreased in recognition of the reduction in time required of a first selectperson.*
- ***Will the Selectmen now focus more on regional issues? If so, good, bad or necessary?*** *The first selectwoman will focus more on regional issues and bring the results of that focus to the entire board. There are proven benefits to certain regionalized services.*
- ***With a Hartford push towards regionalization is this position inevitable?*** *The rationale for the position is that town government has become more complex and requires greater knowledge, skills and time commitment. Regionalization is only one contributing factor.*
- ***Why now? Feels rushed?*** *This isn't rushed. The topic has been discussed off and on for years. More recently, the topic re-emerged in earnest in 2019 and since. Over the last several months the BOS discussed budgeting a resource to address increasing demands. The departure of the current CFO caused the first selectwoman to recommend, and the BOS to agree, to move up the date for such a resource.*

Next Steps

- **Post Position**

- *Town website*
- *Government websites*

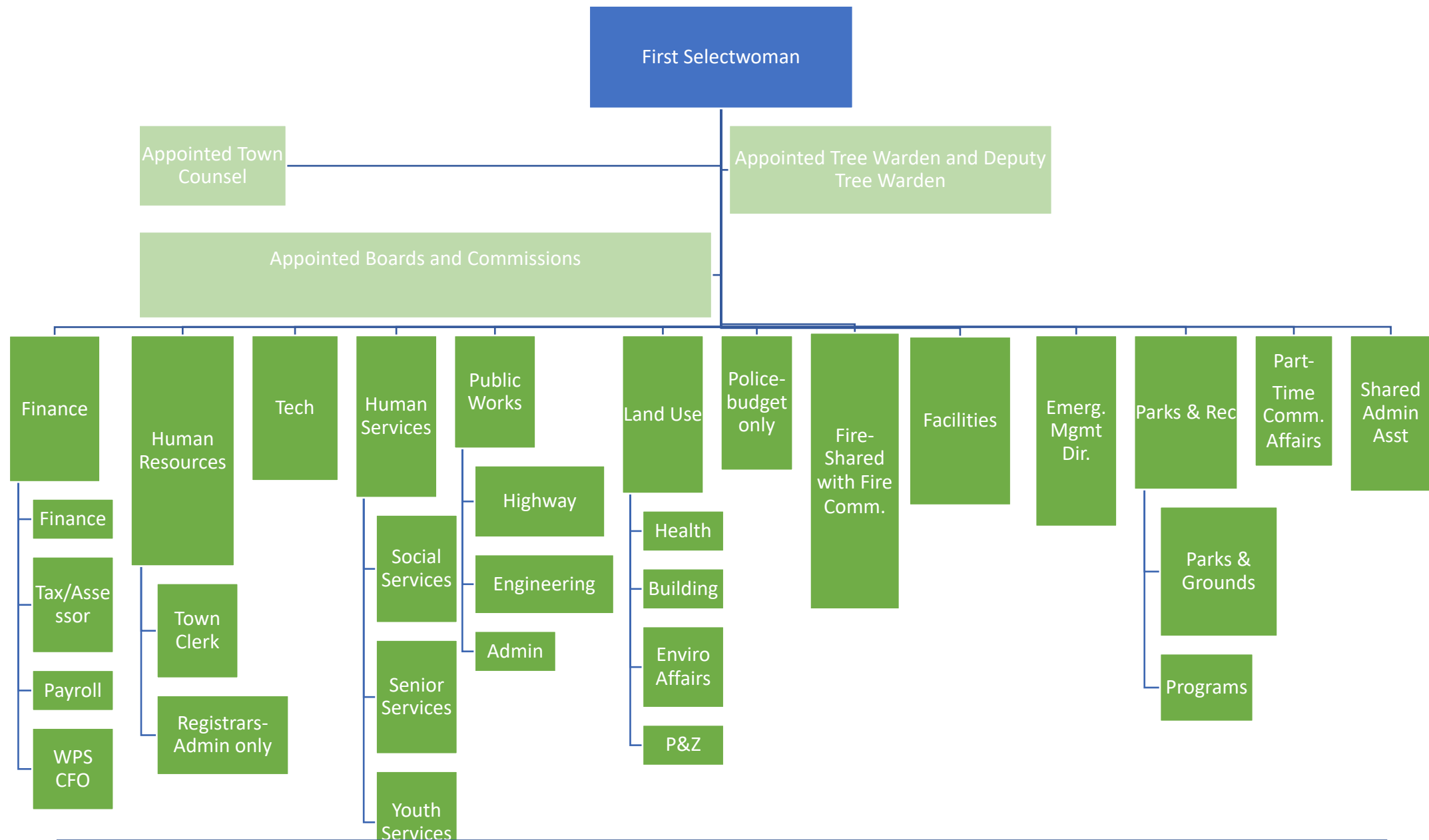
- **BOS Members Interview Candidate(s)**

- *Possible addition of Town Counsel or firm member*

- **Estimated Timeline**

- *A month to select a successful candidate, make offer, accepted offer and required background checks and physical*
- *Approximately 4 weeks notice to employer*

Reference Materials



First Selectwoman Org Chart-2/1/22

First Selectperson's Duties and Responsibilities

§ C-19-General powers.

- **A.** The First Selectman shall have the powers, duties and responsibilities **conferred** upon the office of First Selectman by this Charter and, except to the extent otherwise provided by this **Charter**, all powers, duties and responsibilities conferred upon that office by other **law** and all **powers necessary** or incidental to the **discharge of the duties and responsibilities** of that office.
- **B.** The First Selectman shall, when present, **preside over** all meetings of the **Board of Selectmen**, shall be a **full voting** and participating **member** of the Board of Selectmen and shall have the power to vote to **break a tie vote** of the Board of Selectmen.
- **C.** Except as provided by ordinance or other law, the First Selectman shall be an **ex officio member of all Boards and Committees of the Town**, and of all **organizations to which the Town provides financial support** unless otherwise provided by the Town Meeting, but **without the power to vote**. The First Selectman may appoint, in writing, one or more electors of the Town to be the First Selectman's representative on any such Board, Committee and organization. The First Selectman shall be given reasonable advance notice of all meetings of all such Boards, Committees and organizations.
- **D.** Except as otherwise provided by ordinance or other law, the First Selectman or a person designated by the First Selectman may **hire, fix the compensation of and discharge any employee of the Town, unless such employee is a department head of the Town or an Official**. Such **department heads and Officials shall be hired, compensated and discharged with the approval of the Board of Selectmen**. These powers **shall not extend to employees of the Board of Education** or to Officials who are members of such Board

First Selectperson's Duties and Responsibilities

§ C-20-General duties and responsibilities.

- **A.** The First Selectman shall be responsible for **coordinating the activities and future planning of the offices, Boards and Committees of the Town.**
- **B.** The First Selectman shall see that all laws, ordinances, resolutions and policies governing the Town are faithfully **executed.**
- **C.** The First Selectman shall have prepared **financial and other reports** for such periods as may be required by the Board of Selectmen.
- **D.** The First Selectman shall conduct a **continuous review**, under the **general policy direction of the Board of Selectmen**, of the **financial needs and budget requirements** of the Town. The First Selectman may request and shall be entitled to receive at any time a statement of the current and projected financial position and needs of any office or Board of the Town.
- **E.** On or prior to a date determined by the First Selectman, each officer, Board and Committee of the Town (except the Board of Education), and each agency to which the Town gives financial support, shall provide to the First Selectmen a statement of the estimated expenditures and desired appropriation for the ensuing fiscal year for each department or agency and shall **prepare and submit a proposed budget** to the Board of Selectmen.
- **F.** The First Selectman shall exercise such **other powers and perform such other duties** as may be required of the First Selectman by ordinance or **resolution of the Board of Selectmen or of the Town Meeting** not inconsistent with this Charter.



TOWN OF WILTON

Position Description

January 2022

POSITION TITLE:	Town Administrator
DEPARTMENT:	Town Administrator
REPORTS TO:	First Selectperson
SUPERVISION EXERCISED:	Staff of administrative departments under the supervision of the First Selectperson

SUMMARY: The Town Administrator is appointed by the Board of Selectmen and serves as a professional manager. Under the direction of the First Selectperson, the Town Administrator is responsible for administrative functions relative to the daily operation of departments under the supervision of the First Selectperson, including Finance, Human Resources, Information Services, Land Use, Assessment, Tax, Town Clerk, Human Services, Public Works and Parks and Recreation. Administrative areas of responsibility include budget development, performance measurement and evaluation, grant administration, program review, insurance administration, risk management, and purchasing. The Town Administrator assists the First Selectperson and the Board of Selectmen as an advisor and informational resource. The Town Administrator carries out Board of Selectmen policies and special projects assigned by the First Selectperson.

ESSENTIAL FUNCTIONS:

- Work with the First Selectperson, the Board of Selectmen and town department heads to ensure town services are delivered at the level residents expect at the lowest possible cost;
- Work with the First Selectperson, the Board of Selectmen, town department heads and appointed boards and commissions to achieve the goals of the Plan of Conservation and Development;
- Work with the First Selectperson to develop and recommend annual operating and operating capital budgets to the Board of Selectmen;
- Attend and participate in all Board of Selectmen meetings;
- Prepare and make presentations to the Board of Selectmen and other boards, as required;
- Monitor progress against approved budgets and identify opportunities for expense savings or revenue enhancement;
- Daily supervision of the administrative departments under the authority of the first selectperson;

- Hire, manage, train and coach staff;
- Serve as acting department head during a department head vacancy;
- Recommend negotiated collective bargaining agreements;
- Recommend and oversee capital project improvements;
- Modernize town government through technology;
- Identify opportunities for shared services and/or cost savings with the Wilton Public Schools and other municipalities;
- Perform special projects as requested by the First Selectperson;
- Monitor legislative proposals for impact on municipalities;
- Make recommendations for legislative, ordinance or town fee changes; and
- Participate in municipal associations, such as the CT Council of Small Towns and the CT Conference of Municipalities.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Demonstrated knowledge of financial administration, grant administration, contract administration, land use administration, personnel administration, human services administration, public works administration, parks and recreation administration, pension administration, information services management, risk management, budgeting, financial reporting, capital planning, procurement and debt issuance;
- Demonstrated comprehensive knowledge of the functions of municipal government and the interactions of local, state and federal government;
- Demonstrated knowledge of Connecticut and Federal laws, as they relate to municipalities;
- Demonstrated knowledge of information systems;
- Demonstrated superior analytical, interpersonal and oral and written communication skills;
- Experience managing or supervising multiple municipal administrative functions and departments;
- Experience with negotiating municipal collective bargaining agreements;
- Experience identifying and securing grants;
- Experience developing budgets, long-term capital and financial plans;
- Experience in the management of capital projects;
- Ability to work with minimal supervision and employ critical and judicial discretion as required;
- Ability to represent the First Selectperson at meetings of boards and commissions and public agencies;
- Ability to establish and maintain effective and cooperative working relationships with town department heads, town employees, elected officials, appointed board and commission members, Town Counsel, Board of Education members and employees, other Connecticut municipal town administrators and managers and the general public;
- Ability to assist the First Selectperson in identifying and prioritizing Town needs and participate in the development and implementation of long-range plans, goals, objectives and policies; and
- Ability to identify problems and apply creative and innovative solutions.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Public Administration, Political Science, Business Administration or similar. Advanced degree preferred;
- Minimum of fifteen (15) years of experience in government or related;
- Minimum of ten (10) years of supervisory experience in municipal government, five (5) of which include simultaneous supervision of multiple departments; and
- Strong knowledge of Excel and other Microsoft products and experience with enterprise systems.

SPECIAL CONDITIONS:

- This position can't be held by an elected official;
- Based on mutual agreement, this position is subject to an employment agreement;
- Successful passage of a pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton; and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.