



OFFICE OF THE  
FIRST SELECTMAN

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

Email to: [lynne.vanderslice@wiltonct.org](mailto:lynne.vanderslice@wiltonct.org)

Lynne A. Vanderslice  
*First Selectwoman*

Lori A. Bufano  
*Selectwoman*

Joshua S. Cole  
*Selectman*

Deborah A. McFadden  
*Selectwoman*

Ross Tartell  
*Selectman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN**  
**Monday December 2, 2019**  
**7:00 PM**  
**Meeting Room B - Town Hall**

- A. Call to Order
- B. Interviews
  - Kevin Kane – Economic Development Commission
  - Dominick Musilli – Economic Development Commission
- C. Public Comment
- D. Consent Agenda  
Minutes
  - Board of Selectmen Meeting – November 18, 2019Refunds
  - As per Tax Collector's Memo dated November 22, 2019Gifs
  - Delphine Overby –Tree Donation- \$500.00
  - Douglas & Linda Kemmerley –Tree Donation - \$500.00
  - Paul & Lynne Vanderslice--Tree Donation- \$2162.00
- E. Discussion and/or Action
  1. Election of Second Selectman
  2. Wilton Police Department Staffing-Chief John Lynch
  3. Overview of BOS Duties and Responsibilities
  4. Finance Report-Anne Kelly-Lenz
  5. 2020 Regular Meeting Calendar
  6. FY2021 Budget Meeting Calendar
  7. Appointments
    - Sub-Registrars of Vital Statistics
    - Possible Economic Development Comm.
  8. Reappointments
    - Scott Fischer (Inland Wetlands Commission)
    - Danielle Mancuso (Commission on Social Services)
- F. Selectmen's Reports
  1. First Selectwoman
  2. Selectmen

G. Public Comment

H. Adjournment

Next Meeting – December 16, 2019

RECEIVED FOR RECORD  
TOWN OF WILTON  
2019 NOV 25 P 1:03  
BY: (K)

**TOWN OF WILTON  
BOARD OF SELECTMEN**

**BOARD AND COMMISSION  
CANDIDATE SUBMISSION BY A POLITICAL PARTY**

***Please fill out the following for each candidate being endorsed of a Board or Commission appointment. This application plus additional materials should be emailed to Jackie Rochester in the First Selectman's Office. Please note each candidate must also complete a Candidate Application.***

**Board or Commission: Economic Development Commission**

**Candidate: Kevin Kane**

**Number of applicants interviewed for this position: 2**

**Reasons for recommending this candidate:**

**Candidate expressed interest in serving the town and the EDC. He has relevant business development experience and was approved by the RTC Vetting Committee and the RTC membership. Please review all documentation provided as required for the nomination of Mr. Kane including his bio.**

[Type the document title]

---

**TOWN OF WILTON  
BOARD OF SELECTMEN**

**BOARD AND COMMISSION  
CANDIDATE APPLICATION**

*All candidates who wish to be considered for appointment to a non-elected Board or Commission or appointed to a vacancy on an elected Board filled by the BOS must complete this application. Where appropriate candidates may choose to reference an attached resume, containing the required information*

Board or Commission: Wilton Economic Development Commission

Candidate: Kevin V. Kane

Contact information: 69 Range Road, Wilton, CT 06897 – [kevinkanenine@gmail.com](mailto:kevinkanenine@gmail.com) – 203-482-2430

Political Affiliation: Republican

Addresses for the last 10 years: 69 Range Road, Wilton, CT and 19 Muriel Street, Norwalk, CT 06851

Employment for the last 10 or more years: See resume for details. Dorel Sports/Cannondale – Wilton, Daymon Worldwide – Stamford, Waterworks - Danbury

Post high school degrees and certifications: Bachelors Degree – Accounting, Michigan State University; MBA – General Business, University of Connecticut

Wilton town or community volunteer positions for the last 10 or more years: Wilton YMCA Camp/Race For Chase bike rehab coordinator (2 years) overview here: <https://www.facebook.com/GoodMorningWilton/videos/1606084126203082/>

Volunteer positions outside of Wilton for the last 10 or more years: Norwalk River Valley Trail – Corporate representative/volunteer (4 years – overlaps with Wilton), Norwalk Bike Walk Task Force and Commission (4 years), frequent support and co-lead with events at All Saints Catholic School, Norwalk (9 years)

# Candidate Statement for Seeking Appointment

---

**Candidate:** Kevin V. Kane

**Address:** 69 Range Rd. Wilton, CT 06897

**Email:** kevinkanenine@gmail.com

**Phone:** 203-482-2430

**Commission:** Wilton Economic Commission

**Reason** for Seeking Appointment: I am seeking appointment because I want to help the businesses, residents and above all, the taxpayers of Wilton. Although I've lived in Wilton for six months, this commission is aligned closest with my interests and background. Too often, I vent or talk about what should be done but not take any action. Now is the time to contribute and help where I can. I also want to learn more about the inner workings of the Town and get a grounding for how and where the EDC fits within the town, its role, and areas of overlap while identifying areas of focus. I am a firm believer in the importance and power of relationships, so I want to begin to establish those that make the most sense. With that knowledge and process I can begin to contribute to setting priorities and achieving WEC's goals, all of which must be SMART – Specific, Measurable, Attainable, Relevant and Time bound.

The backdrop to me seeking appointment is that what is occurring at the state level is very concerning. Let there be zero confusion that the challenges for businesses, residents and taxpayers of Connecticut are only growing. I feel that as an individual I have limited influence on improving the direction Connecticut is headed. However, I think an ideal medium would be working on a Commission at the town level to make an impact locally that either informs upon or to a degree insulates Wilton from the at times, inane decisions made at the State level.

**Qualifications** for Appointment: I believe my resume from a business perspective will be submitted but generally speaking:

- ✓ One word to describe me: pragmatic – I deal with people and situations sensibly and realistically rather than theoretical or those lacking facts and sound logic
- ✓ Over 25 years of private sector business experience with a very broad background including concentrations in Product Development, Project Management, and turnaround of underperforming products and/or departments
- ✓ MBA educated with a minor in Accounting
- ✓ Former small business owner, all be it from the age of 14-18
- ✓ I've served on a Commission previously (in Norwalk) and know what I want and to a degree, what serving on a Commission can entail

Entrepreneurial, innovative executive with an MBA education and over 20 years experience in product and project management. A collaborative communicator who can influence and lead across dynamic, cross-functional environments. Results-oriented, with a talent for identifying problems and implementing proactive solutions in under-performing departments and teams.

#### AREAS OF EXPERTISE:

- ✓ Strategic Planning & Forecasting
- ✓ Product Life Cycle Management
- ✓ Analytical Approach
- ✓ Broad Range of Technical Skills
- ✓ Good Grasp of Sales/Marketing Process
- ✓ Sourcing and Purchasing

### EXPERIENCE

#### Dorel Sports • Wilton, CT • 2009-PRESENT

*A \$1 billion global supplier of 10 bicycle and accessory brands including Cannondale and Schwinn*

##### R&D BUSINESS MANAGER

2015-PRESENT

Responsible for initiating and processing procurement requests in support of global R&D team of 45 Engineers and Industrial Designers including pre-production samples, materials for prototyping, engineering services outsourcing, and CAPEX processes. Project Manager for all phases of intellectual property matters relating to international patent filing.

##### KEY ACCOMPLISHMENT:

- ✓ Implemented processes that proactively manage the patent process which in turn reduced IP expenses by \$20,000 and decreased extension filings by 80% within 3 months; \$125,000 within 18 months.

##### SENIOR PROJECT MANAGER, ENGINEERING

2011-2015

Lead all phases of Product Lifecycle Management relating to new product development. Assure projects are vetted and planned to achieve in-store dates. Identify core deliverables and milestones for over 50 project plans across 4 brands, including on-going correspondence with international suppliers and 20 designers in U.S, German, and Asian offices.

##### KEY ACCOMPLISHMENT:

- ✓ Co-lead on refining product development cycle and processes that reduced time to market by 15%.

##### DIRECTOR, PRODUCT MANAGEMENT - PARTS AND ACCESSORIES

2009-2011

Responsible for global product development, strategy and execution for Cannondale and GT product lines. Established pricing, forecasts, and budgets to meet revenue and profitability goals. Defined product vision and collaborated with engineering and industrial design to ensure production and delivery timelines are met.

##### KEY ACCOMPLISHMENTS:

- ✓ Re-created 2010 product strategy 2 months after product line was cancelled prior to hire date.
- ✓ Reduced work in progress and tooling exposure by 50%.
- ✓ Increased revenues 8x, with gross margins up 12 points.

---

#### DAYMON WORLDWIDE DESIGN • Stamford, CT • 2007-2009

*Specializing in the branding and marketing of private label consumer products.*

##### BRAND TEAM LEADER

Led private label consumer products brand strategy including customer satisfaction, account growth, and overall profitability in services delivery. Drove branding initiatives for 7-Eleven, Carrefour, Stop & Shop, Rite Aid, and Harris Teeter. Managed 3 Account Managers and coordinated the efforts of internal design and production departments involved in the creation of product packaging.

##### KEY ACCOMPLISHMENT:

- ✓ Increased top account revenue by 30% in one year.

---

**WATERWORKS • Danbury, CT • 2002-2007**

*The leading luxury brand for the bath and kitchen.*

**DIRECTOR, COMMERCIAL OPERATIONS & SALES SUPPORT****2006-2007**

Responsible for project and inventory management, spare service parts programs and project pricing for the commercial division of a \$120M luxury bath products company. Managed and trained a team of 2 sales support staff that provided logistical support to the company's 15-person national commercial sales force and their clients.

**MANAGER, PRODUCT SUPPORT****2004-2006**

Trained and managed a department of 6 Product technicians. Formulated new and revised existing product installation literature and managed over 1,000 spare service part SKUs including SKU rationalization. Organized and led cross-departmental Product Quality Council that corrected product and process deficiencies. In part, these efforts drove call center efficiencies that resulted in drastic reductions in inquiry processing times and call abandonment rates by 30%.

**PRODUCT ADVISOR****2002-2004**

Provided trouble-shooting and problem resolution to contractors and the representatives at 35 company stores. Proactively investigated and resolved quality and service issues; client and construction site visits as needed. Processed the largest number of customer inquiries each month and received the highest management review rating of all Product Advisors within six months of joining the company.

---

**CANNONDALE BICYCLE CORPORATION • Bethel, CT • 1993-2002**

*A manufacturer of handcrafted bicycles, widely regarded as the industry's leading technology innovator.*

**PRODUCT MANAGER, BICYCLES****1999-2002**

Responsible for global parts management of 1,500-SKU bicycle product line. Analyzed sales trends, formulated production budgets and projected profitability in conjunction with launch of all new product lines. Forecast inventory needs throughout product life cycle and coordinated cross-departmental teams for component procurement, frame production, and prototype sourcing from international and domestic suppliers. Coordinated tradeshow and photo shoot projects for the annual roll out of 85 new models.

**PRODUCT MANAGER, BICYCLE FOOTWEAR AND ACCESSORIES****1997-1999**

Developed and introduced a 250-SKU global footwear and accessory product line that generated revenue in excess of \$4M per year. Led all phases of product management including design, prototyping, packaging, sales forecasting, and product pricing. Responsibilities included negotiation and coordination with domestic and international suppliers. Increased product category margins 40% while reducing SKUs by 18%.

**ASSISTANT MANAGER, KEY ACCOUNTS & PROMOTIONAL SALES****1994-1997**

Coordinated scheduling with production departments to meet delivery requirements for private label and branded products; responsible for managing all phases - prototyping through fulfillment. Developed co-branded premium and incentive marketing campaigns for Anheuser-Busch, McDonalds, M&M Mars, Timberland, and Volvo. Responsibilities included product selection, prototyping, costing, and fulfillment.

**FIELD SUPPORT REPRESENTATIVE****1993-1994**

Investigated and resolved supply, quality, and service issues for 3 Regional Sales Managers responsible for \$8.5 million in sales covering 90 bicycle retailers.

---

**EDUCATION**

**Master's Degree (MBA) | Business Administration**  
UNIVERSITY OF CONNECTICUT  
Beta Gamma Sigma (Honors)

**Bachelor of Science Degree (B.S.) | Accounting**  
MICHIGAN STATE UNIVERSITY

**TOWN OF WILTON  
BOARD OF SELECTMEN**

**BOARD AND COMMISSION  
CANDIDATE SUBMISSION BY A POLITICAL PARTY**

***Please fill out the following for each candidate being endorsed of a Board or Commission appointment. This application plus additional materials should be emailed to Jackie Rochester in the First Selectman's Office. Please note each candidate must also complete a Candidate Application.***

**Board or Commission: Economic Development Commission**

**Candidate: Dominick Musilli**

**Number of applicants interviewed for this position: 2**

**Reasons for recommending this candidate:**

**Candidate stepped forward to assist in the EDC. Candidate has strong business and real estate background, and was approved by the RTC Vetting Committee and the RTC Full committee. Please review attached documents.**

**Additional information from the candidate is available at:**

**<https://www.truecre.com/biodmomm>**

[Type the document title]

---

**TOWN OF WILTON  
BOARD OF SELECTMEN**

**BOARD AND COMMISSION  
CANDIDATE APPLICATION**

***All candidates who wish to be considered for appointment to a non-elected Board or Commission or appointed to a vacancy on an elected Board filled by the BOS must complete this application. Where appropriate candidates may choose to reference an attached resume, containing the required information***

Board or Commission: Economic Development Commission

Candidate: Dominick Musilli

Contact information: Home # (203) 210-5270, Cell # (203) 253-2407, Work # (203) 529-4629

Political Affiliation: Republican

Addresses for the last 10 years: 18 Salem Road

Employment for the last 10 or more years: Since 2014 – TRUE Commercial Real Estate – Managing Partner. Prior to 2014 – RHYS Commercial (no longer in business)

Post high school degrees and certifications: BS and MBA, University of Connecticut

Wilton town or community volunteer positions for the last 10 or more years: Boy Scouts – Merit Badge Counselor, Coach – Wilton Recreational Sports

Volunteer positions outside of Wilton for the last 10 or more years: None



# Candidate Statement for Seeking Appointment

---

**Candidate:** Dominick Musilli  
**Address:** 18 Salem Road  
**Email:** dm@truecre.com  
**Phone:** Cell (203) 253-2407

**Commission:** Economic Development Commission (“EDC”)

**Reason** for Seeking Appointment – I am seeking appointment to the EDC because I feel I could contribute towards Wilton’s economic vitality. I have been in commercial real estate for 26 years in various positions. I have a thorough understanding of what attracts businesses to certain markets and why these businesses elect to pursue these markets. Markets that thrive are those which provide the perfect balance of where people live, where they work and where they shop.

**Qualifications** for Appointment – I have been in retail real estate since 1993. I have completed hundreds of transactions ranging from 400 sq. ft. to more than 100,000 sq. ft. I have done real estate transactions with single building owners to multi-billion dollar REITS. For example, I currently represent KIMCO in the leasing of River Park Shopping Center. I have done real estate deals throughout Connecticut and New York. I know what makes Wilton special and what shortfalls Wilton has. I have a completely realistic view of what we can accomplish in our town and what is pie-in-the-sky.

I run a very successful boutique brokerage firm based in Westport called TRUE Commercial Real Estate. I have grown the company from one person (myself) to ten people in five short years. I work hard and I work smart. I don’t like lip service. I like action.

TAX COLLECTOR  
Telephone (203) 563-0125  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

## MEMORANDUM

TO: Lynne Vanderslice  
First Selectman

FROM: Phil Damato  
Tax Collector

DATE: November 22, 2019

**SUBJECT: Refunds**

It is recommended that the attached be refunded:

<b>Personal Property</b>	\$	90.46
<b>Motor Vehicle</b>	\$	<u>8073.31</u>
<b>Total</b>	<b>\$</b>	<b><u><u>8163.77</u></u></b>

Motor Vehicle refunds due to Assessor Adjustments

Any question, please call Lillian Boles-Rees, Assistant Tax Collector at 563-0125.

PJD/lb

**§ C-11. Conduct of meetings of the Town Meeting.**

- A. Those members present at the opening of the Annual Town Meeting shall constitute a quorum thereof. The quorum required for the opening of any other meeting of the Town Meeting shall be 50 members, the attendance to be determined by the presiding officer. Whether or not a quorum is present, a Special Town Meeting or any reconvened session thereof may be continued not more than 30 days to a time certain by majority vote of those voting. Whenever a meeting shall have been so continued, notice of such continuation shall be given in the manner provided in § C-7B, except that only seven days' notice shall be required.
- B. In the case of a Special Town Meeting called by petition, the matters specified in the petition shall be the first order of business unless the members present shall vote to change the sequence of business.
- C. The affirmative vote of a majority of those members present and voting in respect to the matter at a meeting of the Town Meeting duly opened shall be the act of the Town Meeting unless a greater vote is required in respect to such matter by this Charter or by other law.
- D. The Town Meeting may by resolution adopt or amend the procedures for the orderly and efficient conduct of any meeting of the Town Meeting. In the event that the Town Meeting shall fail to adopt or amend such procedures, such meeting shall be conducted in conformity with Robert's Rules of Order, except to the extent otherwise provided by this Charter or by other law.

**ARTICLE IV****Board of Selectmen****§ C-12. Board of Selectmen.**

There shall be a Board of Selectmen consisting of the First Selectman and four Selectmen, elected as provided in Article IX.

**§ C-13. General powers.**

- A. The Board of Selectmen shall have the powers, duties and responsibilities conferred upon it by this Charter and, except to the extent otherwise provided in this Charter, all powers, duties and responsibilities conferred upon Boards of Selectmen by the General Statutes, applicable Special Acts and ordinances of the Town. The Board of Selectmen shall have all powers, including, without limitation, administrative, appointive and legislative powers, necessary or incidental to the discharge of its duties and responsibilities except to the extent otherwise provided in this Charter.
- B. The Board of Selectmen shall have the power to adopt, amend and repeal ordinances except for the legislative powers reserved for the Town Meeting pursuant to §§ C-6 and C-9. As set forth in § C-9C(6), the Board of Selectmen shall not have the power to adopt, amend or repeal an ordinance which shall have been adopted or repealed at a

- (c) An Adjourned Town Meeting to take place after a Special Town Meeting is not mandatory unless such Special Town Meeting is called by petition pursuant to Subsection A(1) of this section.
- (5) A petition proposal initiated by electors shall be approved by a majority of those electors voting thereon, provided that the number voting on said petition proposal shall equal at least 15% of the total electors of the Town. Notwithstanding the foregoing, petition proposals which are supplemental appropriations shall be acted upon pursuant to § C-32.
- (6) No ordinance or legislative action which shall have been adopted or repealed at a Special Town Meeting called by petition may be repealed, amended or reenacted by the Board of Selectmen unless such action is necessary so that such ordinance or legislative action conforms to the General Statutes or other law.
- D. Subject to such time limitations as may appear elsewhere in this Charter, the Board of Selectmen shall determine the time, date and place of any Special Town Meeting and any Adjourned Town Meeting.
- E. Time limitations.
  - (1) Unless a petition request proposes an ordinance, requests a supplemental appropriation or involves a matter which by this Charter or other law requires referral to another Board, the Board of Selectmen, within 35 days after certification by the Town Clerk of a valid petition, shall fix the date and place of such meeting and issue and publish a legal notice calling the Special Town Meeting as provided in § C-7B.
  - (2) If the proposed action is required by this Charter or by other law to be referred to another Board, such time limit to hold a Special Town Meeting may be extended as reasonably necessary to allow for such referral, provided that not more than 120 days elapse between the request for a Special Town Meeting under this § C-9 and the date of such meeting.
- F. If a Special Town Meeting is requested by petition to authorize a supplemental appropriation, such request shall be referred to the Board of Finance by the Board of Selectmen at its next meeting following verification by the Town Clerk that a valid petition has been filed. All further action on such request, whether by petition or motion, shall be taken in accordance with § C-32 concerning supplemental appropriations.
- G. If a Special Town Meeting is requested by petition to adopt an ordinance, all further action on such proposal shall be taken in accordance with Article VI concerning ordinances.

#### **§ C-10. Organization of the Town Meeting.**

Unless otherwise provided by ordinance or other law, the members present at each meeting of the Town Meeting shall elect a Moderator, who shall be the presiding officer and a member of the Town Meeting. The Moderator shall appoint at each meeting a Parliamentarian to serve the Town Meeting.

Special Town Meeting called by petition unless such action is required to conform such ordinance to the General Statutes or other law.

- C. Without limiting the generality of Subsections A and B of this section, the Board of Selectmen shall have the power by ordinance or resolution to adopt an administrative code and to create, modify or dissolve ad hoc (i.e., for a specific purpose and limited duration) or advisory offices or Committees, and to set their powers, duties, numbers and terms and to provide for qualifications of office and compensation, if any, of members of any such office or Committee. However, if the office or Committee is to have anything other than advisory powers, it must be created, modified or dissolved by ordinance, and must comply with any applicable statutes.

#### **§ C-14. Conduct of meetings.**

- A. A regular meeting of the Board of Selectmen shall be held on the first and third Monday of each month at the Town Hall or at such other day or place as may from time to time be set by the Board of Selectmen by notice published in a newspaper having general circulation in the Town not less than five nor more than 15 days in advance of the meeting.
- B. A special meeting of the Board of Selectmen may be called at any time by the First Selectman or by any two Selectmen. The person or persons calling a special meeting shall give reasonable advance notice of such meeting to the other Selectmen and the Town Clerk. Notice to the Selectmen may be waived, however, by written waiver signed by all members of the Board of Selectmen and filed with the Town Clerk at or prior to the time the meeting convenes. The provisions of § 1-21 of the General Statutes<sup>2</sup> shall apply.
- C. A majority of the members of the Board of Selectmen shall constitute a quorum for the transaction of business.
- D. The affirmative vote of a majority of the votes cast in respect of a matter at a meeting at which a quorum is present at the time of the vote shall be the act of the Board of Selectmen unless a greater vote is required in respect of such matter by this Charter or other law.
- E. The Board of Selectmen may make such other rules for the conduct of its affairs as it deems advisable, which are in accordance with the provisions of this Charter and the provisions of the General Statutes, and such rules shall be made available to the public, including rules on disqualification in matters of conflicting personal interests.

#### **§ C-15. Duties and responsibilities.**

- A. The Board of Selectmen shall be responsible for:
- (1) Carrying out the acts, policies and ordinances of the Town except where responsibility is otherwise designated by this Charter, ordinance or Town Meeting resolution.

---

2. Editor's Note: See now § 1-225, formerly § 1-21. of the General Statutes.

- (2) Supervising and overseeing the affairs of the Town; maintaining the records and books of account of the Town, except those of the Board of Education; coordinating and keeping itself informed of the activities of the other officers and Boards of the Town; and counseling the First Selectman with regard to the administration of the affairs of the Town.
  - (3) Conducting a continuous review of the current and projected fiscal, administrative, governmental, physical and other needs of the Town and, on the basis of such review, assuming leadership in the development of appropriate programs to meet such needs.
  - (4) Insuring proper oversight of the funds contributed by the Town to organizations to which the Town provides financial support in compliance with § C-5C(1).
  - (5) Fixing the charges, if any, to be made for services rendered by the Town, other than those rendered by the Board of Education or the Water Pollution Control Authority.
  - (6) Contracting for services and the use of facilities with the United States government or any agency thereof, or the State of Connecticut or any agency thereof; or, by agreement, joining with any political subdivision of the State of Connecticut or any other government or private entity to provide services and facilities in accordance with the applicable provisions of the General Statutes.
  - (7) Applying for and accepting federal and state grants on behalf of the Town, subject to the approval of the Board of Finance.
- B. The Board of Selectmen shall be considered the appointing authority of the Town and shall appoint members to non-elected Boards and Committees, and shall appoint non-elected officers of the Town. The Board of Selectmen shall also be empowered to fill vacancies of both elected and appointed offices, Boards and Committees, except when a vacancy occurs on the Board of Education, the Board of Finance or the Planning and Zoning Commission. However, if the Board of Finance, Board of Education or Planning and Zoning Commission fails to fill a vacancy on their respective boards within 30 days of the vacancy arising, the Board of Selectmen shall fill such vacancy pursuant to the General Statutes. Whether created by resolution, ordinance, statute or this Charter, the Board or Committee shall select its own officers unless the resolution, ordinance, statute or this Charter creating it states otherwise.
- C. In the discharge of the duties and responsibilities placed upon it, the Board of Selectmen may request and shall be entitled to receive such information from any officer, Board or Committee, or may require such joint meetings with any officer, Board or Committee as the Board of Selectmen may find necessary at any time.
- D. Members of the Board of Selectmen shall not instruct or direct employees of the Town who are subject to the direction and supervision of the First Selectman without the First Selectman's prior authorization.

**§ C-16. Miscellaneous powers.**

- A. At the first meeting of a newly elected Board of Selectmen held after a regular election of the Town, the Board of Selectmen shall choose a Selectman to serve as Second Selectman. The Second Selectman shall have all the powers, duties and responsibilities of the First Selectman in the event of a vacancy in the office of First Selectman, until such vacancy is filled as prescribed by this Charter § C-47F or other law. In the event that the First Selectman is unable to perform such duties as are required and in the absence of such delegation, the powers of the First Selectman shall be deemed to have been delegated to the Second Selectman.
- B. Except to the extent otherwise provided by this Charter or other law, the Board of Selectmen may administer in whole or in part:
- (1) The purchase of supplies, materials, equipment and other commodities required by any officer, Board or Committee, except the Board of Education.
  - (2) The maintenance or custodial work for any public building, park, playground, road or other facility under the care of any officer, Board or Committee, except any thereof under the care of the Board of Education.
  - (3) Contracting on behalf of the Town for any services required by any officer, Board or Committee, except the Board of Education.
  - (4) The disposition of any Town property, real or personal, no longer required for Town use, having a fair market value at the time of disposition not in excess of 1% of the total annual budget for the then current fiscal year provided the Board of Selectmen has provided owners of land within 500 feet reasonable notice and an opportunity to be heard prior to the disposition of any such real property.
  - (5) The acceptance of gifts of real property, personal property or any interest therein in the name of the Town for any public purpose, and the maintenance of such property for such purpose. If the Board of Selectmen determines that a gift does have a significant financial burden, it shall consult with the Board of Finance before accepting such gift.
  - (6) Action on behalf of the Board of Education in matters provided for in this section, including the maintenance of the records and books of accounts, upon the request of the Board of Education.
  - (7) The acceptance of roads on behalf of the Town as public highways conforming with the provisions of any applicable ordinance or resolution.
  - (8) The approval of the hiring, compensating and discharging of any department head of the Town or any Official.
- C. The Board of Selectmen may, without the vote of the Town Meeting or approval of the Board of Finance, expend in any fiscal year, for any purpose or purposes, an amount in excess of the amount appropriated in the annual budget of the Town for such fiscal year, up to a total in the aggregate equal to 1/4 of 1% of the total annual budget of the Town. The Board of Selectmen shall notify the Board of Finance and the Treasurer, in writing, of each such excess expenditure within 14 days of making the same.

**§ C-17. Delegation.**

- A. The Board of Selectmen may, except to the extent otherwise provided by ordinance or other law, create such offices and Committees, and employ such staff with such powers, duties and responsibilities as it may deem desirable to assist it in carrying out the duties and responsibilities of the Board of Selectmen.
- B. To assist in the discharge of its duties and responsibilities, the Board of Selectmen may, except to the extent otherwise provided by other law, delegate in whole or in part any of its powers and duties to the First Selectman or any other Selectman or Selectmen.

**ARTICLE V**  
**The First Selectman**

**§ C-18. The First Selectman.**

- A. There shall be a First Selectman of the Town, elected as provided in Article IX.
- B. The First Selectman shall be the chief executive officer and chief administrative officer of the Town.
- C. To assist in the discharge of the duties and responsibilities of the First Selectman, the First Selectman, subject to the approval of the Board of Selectmen, may delegate any of the administrative powers and duties of the First Selectman to any Selectman or Selectmen or to any person responsible to the First Selectman.

**§ 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.

**§ 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.

**ARTICLE VI  
Ordinances**

**§ C-21. Creation, amendment and repeal.**

Ordinances may be created, amended, repealed or overruled in accordance with the procedures of this article, Article III and Article IV. An ordinance may be amended or repealed only by another ordinance.

**§ C-22. Public hearings on ordinances.**

- A. No ordinance shall be voted upon by the Board of Selectmen or the Town Meeting until a public hearing shall have been held thereon.
- B. Notice of the date, time and place of the public hearing on any proposed ordinance, together with the full text of the proposed ordinance or a summary thereof, shall be published by the Board of Selectmen in a newspaper having general circulation in the

Town not less than 10 nor more than 20 days in advance of the date set for such hearing.

- C. The Board of Selectmen shall set a date for a public hearing on a proposed ordinance within 60 days after one of the following events:
- (1) The Board of Selectmen proposes the adoption of an ordinance; or
  - (2) The Board of Selectmen receives a valid petition pursuant to § C-9 requesting a Special Town Meeting to adopt an ordinance.

**§ C-23. Action by the Board of Selectmen.**

- A. The Board of Selectmen must act upon any proposed ordinance within 35 days following the public hearing held thereon. If the Board of Selectmen fails to act within such 35 days or if the Board of Selectmen makes substantial changes to the proposed ordinance following such public hearing, the Board of Selectmen shall call another public hearing on the proposed revised ordinance subject to the notice requirements of § C-22B before calling a meeting of the Town Meeting to consider the revised ordinance or before the Board of Selectmen may adopt the revised ordinance.
- B. If the Board of Selectmen shall reject or fail to act on or make substantive change to an ordinance proposed by petition pursuant to § C-9, the Board of Selectmen shall call a Special Town Meeting to consider action on such proposed ordinance in accordance with § C-9C(4).

**§ C-24. Required publications.**

- A. Upon affirmative action of the Board of Selectmen on a proposed ordinance, the Board of Selectmen shall publish a legal notice of such action and a summary of the ordinance in a newspaper having a general circulation in the Town within 20 days of such affirmative action.
- B. Not less than 10 nor more than 20 days in advance of the date set for any meeting of the Town Meeting called pursuant to § C-9 at which a proposed ordinance is set to be voted upon, the full text of such proposed ordinance or a summary of such proposed ordinance shall be published by the Board of Selectmen in a newspaper having general circulation in the Town. The Board of Selectmen shall prepare, in writing, a summary report of the issues raised by the proposed ordinance. The report shall include the opinion of Town Counsel on any substantial legal issues raised by the proposed ordinance and may, but need not, include the recommendations of the Board of Selectmen. Such reports shall be available to the public in the office of the Town Clerk not less than 10 days in advance of the date set for the meeting of the Town Meeting at which the proposed ordinance is set to be voted upon and shall be presented orally to the Town Meeting.

Jacqueline Rochester  
Executive Assistant  
Office of the First Selectman



Telephone (203) 563-0102  
Fax (203) 563-0299

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**TO: Board of Selectmen**  
**FROM: Jacqueline Rochester**  
**DATE: December 16, 2019**  
**RE: 2020 Board of Selectmen Proposed Meeting Schedule**

---

Below is the 2020 Board of Selectmen Proposed Meeting Schedule:

<u>DATE</u>	<u>DAY OF WEEK</u>	<u>REASON</u>
January 6	Monday	
January 21	Tuesday	Town Offices Closed January 20 – MLK Day
February 3	Monday	
February 18	Tuesday	Town Offices Closed February 17 – Presidents' Day
March 2	Monday	
March 16	Monday	
April 6	Monday	
April 20	Monday	
May 4	Monday	
May 18	Monday	
June 1	Monday	
June 15	Monday	
July 6	Monday	
July 20	Monday	
August 3	Monday	
August 17	Monday	
September 7	Monday	
September 21	Monday	
October 5	Monday	
October 19	Monday	
November 2	Monday	
November 16	Monday	
December 7	Monday	
December 21	Monday	

## Board of Selectman Budget Schedule FY 2021

	Day	Meeting Dates
Special BOS meeting to discuss Town Hall Campus	Monday	1/13/2020
BOS Budget Session - Library, HR/Administrative Services and ITS budgets	Monday	2/3/2020
BOS Budget Session - Police, Fire, Land Use, P&R, DPW, Social Services and Finance	Saturday	2/8/2020
BOS Budget Session - WVAC, Trackage & School & Public Health Nursing	Tuesday	2/18/2020
BOS Budget submission to BOF	Friday	3/6/2020
BOS Budget presentation to BOF and preliminary bonded capital project discussions	Tuesday	3/17/2020
BOF - BOS Public Hearing	Tuesday	3/31/2020
Bonding referendums referred to BOF	Monday	4/6/2019
BOF budget deliberation and bonding referendums review	Tues - Thurs	4/7, 4/8 & 4/9
BOF recommendation on bonding referendums	Tuesday	4/21/2019
Town meeting	Tuesday	5/5/2020
Town meeting Vote - Saturday	Saturday	5/9/2020

**TOWN CLERK**  
Telephone (203) 563-0106  
Fax (203) 563-0130



**TOWN HALL**  
238 Danbury Road  
Wilton, Connecticut 06897

November 21, 2019

Lynne A. Vanderslice, First Selectman  
Town of Wilton  
238 Danbury Road  
Wilton, CT 06897

Re: Appointment of Sub-Registrars

Dear Lynne,

I would like to 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, 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, 2021.

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

Thank you,

A handwritten signature in black ink that reads "Lori A. Kaback".

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 chief elected official 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.

(c) A subregistrar shall issue a removal, transit and burial permit upon receipt of a completed death certificate as provided in section 7-62b. A subregistrar shall forward any such certificate upon which a removal, transit and burial permit is issued to the registrar of the town where the death occurred, not later than seven days after receiving such certificate.

(d) The fee for such removal, transit and burial permit shall be paid to the town issuing the removal, transit and burial permit.