

To: Board of Selectmen

From: Lynne Vanderslice

Date: June 4, 2021

RE: June 7 Agenda Items

The following information is being provided in advance of our meeting:

- **D-4: Memo of Agreement between Save the Sound and Town of Wilton:** Reminder the Board previously approved Save the Sound as the project manager for the removal of the Strong Dam. This MOU covers only Phase I (\$315,000 worth of work). A new MOU will be required for Phase II.
- **D-6: Proposed Additional Condition to Board/Commission Appointment and Guide to Serving on a Town Board/Commission Language:** As you know, I took office following a period when the Town had experienced a significant increase in FOIA violation claims and the Town spent significant resources addressing those claims. I made FOIA compliance a priority. A number of initiatives were implemented in an attempt to achieve 100% compliance with the Freedom of Information Act by town board and commission members. Those measures included
  - town emails addresses for all board and commission members,
  - every other year general FOIA training by Town Counsel. Some of which was videotaped
  - a Guide to Serving on a Town Board/Commission, which includes a FOIA overview prepared by Town Counsel,
  - availability of the Guide and training videos on the Town's [website](https://www.wiltonct.org/home/pages/volunteer) for easy referral. (<https://www.wiltonct.org/home/pages/volunteer>)

Despite these efforts, some appointed board/commission members struggle to understand and/or appreciate the FOIA requirements. It isn't clear whether they have forgotten the provided information or haven't reviewed the provided information.

As new additional efforts

- Sarah Gioffre will be attending meetings of appointed commissions with a high number of new members to review administrative matters, including FOIA. She was scheduled to present at Wednesday's Conservation Commission meeting, but her presentation was tabled as two of the newest members indicated they wouldn't be present for her presentation. The scheduled presentation is available [here](#).
- I propose we

1. make our board and commission appointments subject to the additional requirement that the appointee read the Guide to Serving on a Town Board/Commission prior to their being eligible to be sworn in, and
2. require appointed members to obtain a FOIA refresher every two years either through a board or commission chair reviewing the requirements at a regular board meeting or members participating in training offered by Town Counsel or CCM.

These requirements would be added to the language in the Guide. In addition I propose the Guide be updated with language related to remote/hybrid meetings as follows:

*Remote/Hybrid meetings should be conducted in the same respectful manner as if conducted fully in-person. This includes attention to attire and backgrounds when remote and no drinking of alcoholic beverages during the meeting.*

- **D-8 American Rescue Fund Grant:** You were previously provided with the U.S. Treasury's Interim Rule for informational purposes. You do not need to have read it prior to the meeting as we won't be discussing the specific contents as part of this agenda item.

Thanks.