

**From:** [Vanderslice, Lynne](mailto:Lynne.Vanderslice@wiltonct.org)  
**To:** [Rochester, Jacqueline](mailto:Rochester.Jacqueline@wiltonct.org)  
**Subject:** Fwd: December Commission Meeting and Other  
**Date:** Saturday, November 14, 2020 1:21:27 PM

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Please put this up on the website when you put up Tuesday's agenda. As you will note, the BOS already has it.

Thanks,  
Lynne

Sent from my iPhone

Begin forwarded message:

**From:** "Vanderslice, Lynne" <Lynne.Vanderslice@wiltonct.org>  
**Date:** November 14, 2020 at 1:01:50 PM EST  
**To:** SocialServicesCommissionMailingList <SocialServicesCommissionMailingList@wiltonct.org>  
**Cc:** boardofselectmen <boardofselectmen@wiltonct.org>  
**Subject:** **December Commission Meeting and Other**

All,  
I am writing to inform you that the agenda for Tuesday's BOS meeting includes an item to resume the BOS's reconsideration of the Social Services Commission's charge and the size. I intend to recommend the BOS request you discuss at your December 10<sup>th</sup> meeting the charge and make recommendations to be shared with the BOS. I intend to be present at the meeting to hear your thoughts. As an FYI, by Charter I am an ex-officio, non-voting member of all boards and commissions, though I only periodically attend meetings.

I would also like to clarify certain matters that appear to repeatedly vex commissioners:

*Requirement to approve minutes:* Roberts Rules require that minutes be approved. As per the Guide to Serving on a Board or Commission, Wilton boards and commissions are to use Roberts Rules as a guide to conducting meetings. As per the sample agenda and minutes in the Guide, minutes are to be approved. You all should have received a copy of the Guide. It is also available on the Town website: <https://www.wiltonct.org/sites/g/files/vyh1if4046/f/uploads/2018-10-29guideservingtownboardcommissionfinal.pdf>

*Definition of a meeting:* The definition of a meeting is different under CT's Freedom of Information Act (FOIA) versus Roberts Rules. The Commission must comply with FOIA. Under Roberts a meeting is whenever there is a quorum of members. Under FOIA, a meeting is whenever members of the commission discuss or conduct business. This can occur with as little as two members regardless of quorum. All such meetings must be noticed within 24 hours and minutes filed within 7 days. The only exception is for a political caucus. A political caucus is a meeting of appointed commission members, who belong to the same political party. Caucuses can be held without FOIA disclosures. No individual other than the appointed members of the same political party can be present. If another individual is present, it isn't a caucus and notice and minutes are required. Detailed information on FOIA is included in the Guide.

*Procedures to fill a commission vacancy:* The procedures adopted by the BOS in 2016 are also included in the Guide. Town Committees and petitioning candidates are expected to submit applications within 6 weeks of the vacancy. The BOS adopted 6 weeks in an effort to reduce ongoing delays in filling vacancies. Within less than a month of adopting the 6-week requirement, one of the town committees asked for a delay in submitting a candidate. The majority of the BOS agreed to allow town committees to take as much time as they needed to submit candidates, thus making the 6 weeks non-binding.

When a vacancy occurs, town committees are asked if they plan to submit a candidate. If the answer is yes from both, we wait for both to submit before making an appointment. Typically we are waiting well past the 6 weeks for one or the other to submit a candidate. Over the last couple of years, the RTC has been particularly slow to submit

candidates.

The BOS members were to bring suggestions to improve the appointment process to a March meeting, but COVID forced a change in priorities.

As to the appointment of Bettye, the following is the timeline:

- Tenure and Zucker attended their last meeting in Nov 2019
- Both town committee shared that they intended to submit candidates
- DTC submitted a candidate, Bettye, on December 19th.
- RTC submitted a candidate on March 26th. Normally Jackie would have scheduled interviews for the next available meeting, but at that point interviews and appointments had been tabled because we were dealing with the height of the pandemic and the need to redo the FY2021 budget under new rules. Filling of vacancies was not prioritized, because, in part, appointed boards and commissions were not meeting.
- Primarily due to COVID related matters, the BOS met 10 times during April and May instead of just the 4 regularly scheduled meetings.
- We met once in June. At the July 21<sup>st</sup> meeting, we resumed discussions of the energy, EDC and social services commissions. (see below) It was decided that we would first settle on the charges for the commissions, then discuss the size of the commissions and then make appointments.
- Despite that decision, Bettye was appointed due to the resignation of Michael and Peg due to the resignation of Genevieve.

We have interviewed two other candidates, the one who was submitted by the RTC in March and one submitted by the DTC later in the year. We have no other submitted or petitioning candidates. One of the interviewed candidates we prefer for another commission, which also has vacancies. We are awaiting a response from the candidate to a possible appointment to that other commission.

*Discussion of commission sizes and charges:* Over the years it has become increasingly difficult to identify enough residents to fill the more than 150 Wilton board and commission positions [and comply with the CT statutes on party representation](#). In the 2019 election, a required elected position did not have a candidate, as neither town committee put forth a candidate for the ballot. The issue was discussed with Town Counsel, who noted that Wilton generally has larger commission sizes than other area towns. He recommended we consider reducing the size of the larger appointed boards and commissions for which the size is not set by ordinance. The BOS began those discussions at our January 6th meeting, beginning with the three largest commissions whose membership size is determined at the discretion of the board of selectmen. Those three commissions are energy, EDC and social services. Those discussions continued until they were postponed due to COVID. As noted above, they have resumed.

I hope this information is helpful and will be happy to address questions at the December meeting.

Thanks,  
Lynne