

Policies for Banners at Town Hall and Proclamations

**Board of Selectmen Meeting
January 9, 2023**

Board of Selectmen Operating Framework

The Board of Selectmen and the First Selectwoman operate within a framework that is determined by

- Section C-12 of the Town Charter, which defines the authority and the functions of the Board of Selectmen. *See slides 7-8.*
- Section C-18, which defines the authority and functions of the First Selectman. *See slide 9.*
- Local ordinances, state statutes, federal laws and case law.

Board of Selectmen Operating Framework-Proclamations

Authorization to Hang Banners or Issue Proclamations

- Sections C-12 and C-18 do not explicitly authorize the Board of Selectmen nor the First Selectman to hang banners or issue proclamations on behalf of non profits.
- Allowing banners is a service to the non profits providing them with a public space to share information about their event.
 - *A policy is required. If there is no policy, the act of hanging a qualified non profit banner puts the Town at risk of having to hang any banner for which it receives a request.*
- Proclamations are government speech. As such, communication, which assists town employees in their responsibilities, is consistent with Sections C-12 and C-18.
 - *A policy is required. If there is no policy than the act of issuing a proclamation related to the work of employees, puts the Town at risk of having to issue a proclamation on any matter.*

Board of Selectmen 2022 Banners-Approved and Denied

Banner Policy:

- *Wilton nonprofits may hang one banner per year on the front lawn of Town Hall to advertise an event.*
- *Banner may be displayed for up to two weeks. (consistent w temp sign regs)*
- *Banner should be sized to fit the Town's framing. DPW personnel are available to hang and remove the banner.*
- *Banner may not contain any illegal language or messaging.*
- *Nonprofit is responsible for obtaining the required temporary sign permit.*

Approved:

Wilton Domestic Violence Task Force-Domestic Violence Awareness Month

Girl Scout -Pride Month

WVAC-EMS Week

Wilton Soccer (allowed to hang at G&B, rather than Town Hall)

Denied:

Note, A resident requested a Pride Month banner. Once informed of the policy that resident collaborated with the Girl Scouts.

Board of Selectmen 2022 Proclamations

Proclamation Policy:

- The subject of the proclamation must be directly related to the work of a Wilton Town Department.
- The date for the reading of the proclamation should be coordinated with the department whose work is associated with the proclamation.

Note, when the First Selectwoman is not available to provide remarks at the observance of the two federal holidays, Memorial Day and Veterans Day, for their ease a proclamation rather than remarks is typically provided to a Board of Selectmen member to read as occurred in 2022.

Approved

Native Plants/Pollinator Pathway

Gun Violence

Overdose Awareness

Domestic Violence

Board of Selectmen 2022 Proclamation Requests

2022 Proclamations Requested, but Denied Because They Didn't Meet the Requirements

- High number of abortions in the United States
 - National Sanctity of Life Day-January or
 - National Day of Remembrance for Aborted Children-September
- Recognition of National Religious Freedom Day
- Recognition of Pride Month
- Recognition of National Breast Cancer Awareness Month
- Recognition of Childhood Cancer Awareness

Board of Selectmen-Operating Framework

Section C-12 Responsibilities Include:

- The Board of Selectmen shall have the power to adopt, amend and repeal ordinances except for the legislative powers reserved for the Town Meeting.
- 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.
- 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)** 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.
- The Board of Selectmen shall be considered the appointing authority of the Town.

Board of Selectmen-Operating Framework

Section C-12 Responsibilities Include, cont:

- 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. 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
 - The Board of Selectmen may..... 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 may.... create such offices and Committees, and employ such staff.... it may deem desirable to assist it in carrying out the duties and responsibilities of the Board of Selectmen.
- To assist in the discharge of its duties and responsibilities, the Board of Selectmen may.....delegate in whole or in part any of its powers and duties to the First Selectman or any other Selectman or Selectmen.

Board of Selectmen-Operating Framework

Section C-18 Responsibilities Include:

- The First Selectman shall be the chief executive officer and chief administrative officer of the Town.
- 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.
 - **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.