

TO: Board of Selectmen

FROM: Lynne Vanderslice

DATE: July 17, 2020

RE: Appointed Boards and Commissions

Prior to the Coronavirus outbreak, we began a review of appointed boards and commissions, including

- Appropriate size of board/commission membership.
  - Consideration of reducing Energy and Social Services from 9 to 7 members.
- Updated BOS charges and priorities for advisory boards.
- Preferred backgrounds for Police and Fire Commissioners.
- Allowing BOS member nomination of candidates for Police and Fire.

In light of national events, I recommend we also consider the current demographics of our appointed boards and commissions and if necessary, develop a plan to achieve boards and commissions that represent those demographics.

The status of our review is as follows:

- Recommendation received from the Energy Commission to reduce membership to seven.
- Recommendation to appoint BOS members to fill the vacancies on the WPCA.
- Draft recommended backgrounds for Fire and Police Commissioners provided to the BOS for consideration, see attached. Written comments submitted by two BOS members, see attached.
- My Office is compiling charges for appointed boards and commissions that are 5 years old or longer. Still in process, as that work has taken a back seat to Coronavirus priorities.
- Analysis performed of the demographics of standing appointed boards and commissions.
  - 91 current members. 52 or 57% male. 39 or 43% female.
  - Significant gender disparity within a handful.
  - Wilton is approximately 85% white, 9% Asian and 6% other minorities. Current members 99% white.
  - Generational analysis is not yet complete.

Since the pandemic, several members of appointed boards and commissions and a member of the elected Board of Assessment Appeals have resigned. See attached for appointed, names highlighted in yellow. The Board of Assessment Appeals meets in September to hear vehicle appeals. Warren Serenbetz is currently an alternate and has agreed to service in September, as

needed, to hear vehicle appeals. A permanent member should be appointed prior to the 2021 hearings.

Recommended Actions for the July 21<sup>st</sup> meeting:

- Take action to reduce the Energy Commission and Social Services membership to seven.
- Take action to appoint members of the Board of Selectmen to the three vacancies on the WPCA.
- Review the analysis of the demographics of the boards and commissions and begin developing a draft plan.
- Define needed profile for EDC vacancy.
  - Non-working professional able to devote 10 hours per month.
- Review the draft Fire and Police Commissioner preferred backgrounds. Make a decision and define a process. In advance of the meeting please review the attached memo with revised backgrounds based on Selectmen comments.
- Reappoint EDC members with terms ended June 30, 2020.
- Define needed profile for EDC vacancy.
  - Non-working professional able to devote 10 hours per month.

Recommended Actions for August 3<sup>rd</sup> meeting:

- If not finalized on July 2<sup>st</sup>, finalize preferred backgrounds for Police and Fire Commissioners. Adopt process to identify candidates with required backgrounds.
- Review charge for the Tree Committee and the members' recommendations for priorities presented at October 2019 meeting.
- Review/Refine charge for the Social Services Commission and the size of the Commission.
- Review/Refine charge for the Energy Commission.
- Report from EDC on priorities. Discussion of BOS priorities.
- Appoint an HDHC Alternate to the HDHC vacancy.
- Begin interviews of candidates submitted by town committees.

**To: Board of Selectmen**  
**From: Lynne Vanderslice**  
**Date: July 20, 2020**  
**RE: Second Draft for Discussion**

Per Town Charter the Fire and Police Commissions have authority afforded no other BOS appointed board/commission, in that they are responsible for hiring, firing and promoting members of the departments. Wilton's Chief of Police reports solely to the Police Commission. The Chief of the Fire Department reports to the Fire Commission and the First Selectman/woman. Please see attached charter sections on their exclusive powers.

The first draft of Preferred Backgrounds for Police and Fire Commission members has been updated to reflect recommended gender and racial diversity. It has also been updated to reflect the following suggestions by selectmen:

- Familiarity with the Wilton community demonstrated through involvement with community or town government
- Clarification of operation experience/decision-making as follows: Operational management experience with supervisory experience and budgetary and independent decision-making authority

I did not include the following suggestions for the following reasons:

- Change experience interviewing/hiring/terminating/promoting to preferred. Those responsibilities are the most important functions of the commissioners and therefore should be required, not just preferred.
- Fleet Management. Commissioners have little role other than their support of the Chief's recommended budget.
- Suggestions related to learning the job, chain of command and responding to emergencies. Commissioners are not part of the chain of command. The Police and Fire Chiefs are the top of the chain of command. Commissioners do not respond to fire or police emergencies. If commissioners were to respond, they would not be allowed onto the scene.
- Requirement to have lived in town for 10 years. This may limit participation by Wilton's minority residents, as the number of minorities has grown during the last 10 years. Also length of residence does not equate to knowledge about the community.

I kept the preferred requirement of experience with a union or a union environment because employees being hired/terminated/promoted by commissioners are either union employees themselves or manage union employees. Understanding the union work environment assists the commissioner in evaluating employee candidates and understanding the promotion or termination process.

### **Preferred Backgrounds for Fire Commission Members-First Draft**

#### *All members:*

- Ability to work cooperatively
- Ability to be objective and make decisions based on facts
- Ability to deal with contentious or difficult situations
- Ability to understand financial information
- Experience with interviewing/hiring/terminating employees
- Ability to attend regular commission meetings and flexibility to attend special meetings

#### *At least two members:*

- Operational management experience with supervisory experience and budgetary and independent decision-making authority

#### *At least one member:*

- Of a different gender from the other two members
- Of a different party from the other two members, as required under the minority representation statutes

#### *Other, preferred:*

- Experience with a union or union environment
- Public safety experience, volunteer or professional
- Racial diversity

### **Preferred Backgrounds for Police Commission Members-First Draft**

#### *All members:*

- Ability to work cooperatively
- Ability to be objective and make fact-based decisions
- Ability to deal with contentious or difficult situations
- Ability to understand financial information
- Experience with interviewing/hiring/terminating employees
- Ability to attend regular commission meetings and flexibility to attend special meetings

#### *At least two members:*

- Public safety or related legal experience or training
- Operational management experience with supervisory experience and budgetary and independent decision-making authority

#### *At least one member:*

- Of a minority race
- Of a different gender from the other two members

- Of a different party from the other two members, as required under the minority representation statutes

*Other, preferred:*

- Completion of Citizen Police Academy or willingness to attend
- Experience with a union or union environment

## **Fire Commission-Town Charter Chapter 14A**

The Fire Commission is authorized by the Town Charter. The powers are enumerated in 14A-7-8 and 14A-10, as below, my emphasis added. Their responsibility to the Board of Selectmen is in 14A-9 below.

### **§ 14A-9Responsibility to Board of Selectmen.**

The Fire Commission shall be responsible and subordinate to the Board of Selectmen in all matters except those set forth in Article **III** as to which the Fire Commission shall have exclusive jurisdiction.

### **§ 14A-10Statutory powers and duties.**

The Fire Commission shall have such powers and duties, not inconsistent with this ordinance, as may from time to time be conferred upon the Fire Commission and Fire Department by the General Statutes of the State of Connecticut and in general shall provide protection to inhabitants and property of the Town of Wilton from fire, explosion and similar hazards.

## **Article III**

### **§ 14A-7Powers enumerated.**

The Fire Commission shall have exclusive power to:

**A.** Make all **regulations** necessary for the government of the Fire Department not contrary to law.

**B.** Prescribe suitable **penalties for the violation of any such regulations**, including the suspension or removal from office of any officers or members of the Fire Department.

**C.** **Regulate the duties of the officers and members of the Fire Department** in respect to fire matters within the limits of the Town of Wilton.

**D.** **Appoint, promote and remove the officers and members of the Fire Department** pursuant to such regulations as it adopts for the purpose and in conformity with this article.

### **§ 14A-8Removal of Department appointees.**

Appointees to the Fire Department shall hold office during good behavior and until removed for cause by the Fire Commission upon written charges and after hearing by the Fire Commission. The Chief of the Fire Department shall not be dismissed unless he has been given notice in writing of the specific grounds for such dismissal and an opportunity to be heard in his own defense, personally or by counsel, at the public hearing before the Fire Commission. Such public hearing shall be held not less than five nor more than 10 days after such notice.

Memo – 19 January 2020

To: Board of Selectmen

From: Deborah McFadden

Re: Public Safety Commissioners- Fire and Police

Lynne asked that we supply feedback on the Public Safety Commissions – Fire and Police

Commissioners are the top of the chain of command. His/her skills go to organization, setting policy, budgeting, hiring, firing, performance review, and dealing with politics both locally and on the state level.

In addition to the proposals already put forward (which are at the end of the memo), I suggest considering the following. These are guidelines and would not be requirements:

- Will have lived in town for 10 or more years.
- Would have served on another town board or commission.
- Does not have to work in town.
- Does not have to have been a Police Officer/Fire Person
- Does not have to be a lawyer. A lawyer as Commissioner sounds smart. And there's no doubt that knowledge of federal, state and local law is important. But most lawyers have not run an organization or department with a large number of people. The latter is far more important than deep knowledge of the law. This is a *management* job, not a *legal* job.
- Be ready to learn the job. Meet all the officers. Ride along or observe response to a fire to see the scope of the town and incidents Officers address.
- Understand fleet management.
- For Police Commissioners – Willingness to learn expertise as Traffic Authority.
- Learn the importance and scope of constant training and recertification needed by both Police and Fire Departments, in an array of skills as required by law.
- Commissioners are not operational managers. That's the job of the Chief. However, Commissioners need to immerse themselves in the culture. This is not a job where you only go to the monthly meetings and award ceremonies. Thus, a candidate should be ready to invest substantial time leaning the job—and then being Commissioner.

- Be ready for the phone to ring at 2AM for emergency situations.

Name	Person		StartDate	EndDate	Joined	
Architectural Review Board	Doyle, John		10/22/2019	10/21/2021	10/21/2019	m
Architectural Review Board	Gardner, Sam	D	10/22/2019	10/21/2021	10/21/2019	m
Architectural Review Board	Noble Perese, Laura	U	10/22/2019	10/21/2021	10/21/2019	f
Architectural Review Board	Quinlan, Kevin	R	10/22/2019	10/21/2021	10/21/2019	m
Architectural Review Board	Sanders, Robert	D	10/22/2019	10/21/2021	10/21/2019	m
Area 9 Cable Council	Battaglia, Gary	R	07/01/2019	06/30/2021	07/01/2015	m
Area 9 Cable Council	Boehme, Jeffrey	U	07/01/2019	06/30/2021	11/06/2017	m
Blight Hearing Officer	Albanese, Rachel	D			12/05/2016	f
Building Inspectors Board of Appeals	Albanese, Rachel	D	12/01/2015	11/30/2020	12/05/2016	f
Building Inspectors Board of Appeals	DiNapoli, Steve	U	12/01/2015	11/30/2020	08/06/2018	m
Building Inspectors Board of Appeals	Tobiassen, Raymond	R	12/01/2018	11/30/2023	08/06/2018	m
Building Inspectors Board of Appeals	V A C A N C Y		12/01/2016	11/30/2021		
Building Inspectors Board of Appeals	V A C A N C Y		12/01/2012	11/30/2017		
Commission on Social Services	Eason, Genevieve	D	12/01/2019	11/30/2021	04/04/2016	f
Commission on Social Services	Kelley, Pam	D	12/01/2018	11/30/2020	11/18/2014	f
Commission on Social Services	List, Deborah G	D	12/01/2018	11/30/2020	04/02/2018	f
Commission on Social Services	Mancuso, Danielle	R	12/01/2019	11/30/2021	01/04/2016	f
Commission on Social Services	Nisco, Paul	U	12/01/2018	11/30/2020	11/07/2016	m
Commission on Social Services	O'Connell, Michael	R	12/01/2019	11/30/2021	10/07/2013	
Commission on Social Services	V A C A N C Y		12/01/2019	11/30/2021		
Commission on Social Services	V A C A N C Y		12/01/2019	11/30/2021		
Commission on Social Services	V A C A N C Y		12/01/2019	11/30/2021		
Conservation Commission	Algon, Jackie	D	12/01/2017	11/30/2020	12/17/2013	f
Conservation Commission	DiLoreto, Susan	R	12/01/2019	11/30/2022	12/20/2011	f
Conservation Commission	Hobson, Patricia	D	12/01/2017	11/30/2020	02/01/2016	f
Conservation Commission	Lapnow, Jeff	U	12/01/2016	11/30/2019	02/06/2017	m
Conservation Commission	O'Brien, Colleen	D	12/01/2018	11/30/2021	04/18/2016	f
Conservation Commission	Simone, Frank	D	12/01/2018	11/30/2021	09/11/2012	m
Conservation Commission	V A C A N C Y		12/01/2016	11/30/2019		
Conservation Commission Deer Committ	Amero, Brett	R	12/01/2018	11/30/2021	12/03/2018	m
Conservation Commission Deer Committ	Ellenthal, Matthew	U	12/01/2017	11/30/2020	05/07/2018	m
Conservation Commission Deer Committ	Foley, Loretta	R	12/01/2017	11/30/2020	11/21/2011	f
Conservation Commission Deer Committ	Lapnow, Jeff	U	12/01/2018	11/30/2021	04/17/2017	m
Conservation Commission Deer Committ	MacQuarrie, Scott	R	12/01/2019	11/30/2022	03/15/2010	m
Conservation Commission Deer Committ	Russnok, Mike	R	12/01/2017	11/30/2020	06/06/2011	m
Conservation Commission Deer Committ	V A C A N C Y		12/01/2016	11/30/2019		
Conservation Commission Tree Committ	Algon, Jackie	D	10/31/2017	10/30/2020	07/18/2016	f
Conservation Commission Tree Committ	DiLoreto, Susan	R	10/31/2017	10/30/2020	02/04/2013	f
Conservation Commission Tree Committ	Gura, Wayne M.	U	10/31/2018	10/30/2021	11/18/2019	m
Conservation Commission Tree Committ	Knutson, Suzanne	R	10/31/2018	10/30/2021	12/17/2018	f



Conservation Commission Tree Committ	Young, Kimberley	D	10/31/2019	10/30/2022	11/19/2018	f
Council on Ethics	Brown, Rhonda	D	12/01/2019	11/30/2022	06/03/2019	f
Council on Ethics	Edwards, Elizabeth	D	12/01/2018	11/30/2021	02/01/2016	f
Council on Ethics	Miller, Jeffrey M	D	12/01/2019	11/30/2022	12/18/2017	m
Council on Ethics	Sayegh, Miriam	R	12/01/2017	11/30/2020	01/21/2020	f
Council on Ethics	VACANCY		12/01/2018	11/30/2021		
Economic Development Commission	Bilella, Christian	R	07/01/2018	06/30/2020	01/22/2018	m
Economic Development Commission	DiCenzo, John	U	07/01/2018	06/30/2020	10/09/2017	m
Economic Development Commission	Fanwick, Max	D	07/01/2018	06/30/2020	09/12/2018	m
Economic Development Commission	Iyer, Prasad	R	07/01/2018	06/30/2020	09/12/2018	m
Economic Development Commission	Kane, Kevin	R	07/01/2018	06/30/2020	12/02/2019	m
Economic Development Commission	Lee, Antoinette	D	07/01/2018	06/30/2020	03/02/2020	f
Economic Development Commission	Musilli, Dominick	R	07/01/2018	06/30/2020	12/02/2019	m
Economic Development Commission	Stow, Marybeth	R	07/01/2018	06/30/2020	06/03/2019	f
Economic Development Commission	William Olmstead		07/01/2018	06/30/2020		
Energy Commission	Heiden, David	U	12/01/2018	11/30/2020	12/03/2018	m
Energy Commission	Hemmerle, Glenn	R	12/01/2019	11/30/2021	12/02/2013	m
Energy Commission	Hubli, Richard	R	12/01/2018	11/30/2020	01/07/2019	m
Energy Commission	Johnson-Murphy, Nic	U	12/01/2018	11/30/2020	03/04/2019	f
Energy Commission	VACANCY		12/01/2017	11/30/2019		
Energy Commission	Eileen Griffin		12/01/2019	11/30/2021		
Energy Commission	VACANCY		12/01/2018	11/30/2020		
Energy Commission	VACANCY		12/01/2019	11/30/2021		
Energy Commission	Wrampe, Peter	R	12/01/2018	11/30/2020	08/07/2012	m
Fire Commission	Healy, Casey	R	12/01/2018	11/30/2020	09/22/2014	m
Fire Commission	VACANCY		12/01/2018	11/30/2020		
Fire Commission	Weldon, Christopher	R	12/01/2017	11/30/2019	12/22/2015	m
Historic District and Historic Property Co	Fusco, Lori	D	12/01/2016	11/30/2021	05/07/2018	f
Historic District and Historic Property Co	Pojano, Lisa Abshire	R	12/01/2017	11/30/2022	07/23/2018	f
Historic District and Historic Property Co	Sanders, Allison	D	12/01/2018	11/30/2023	03/19/2013	f
Historic District and Historic Property Co	VACANCY		12/01/2015	11/30/2020		
Historic District and Historic Property Co	Weatherly, Gil	D	12/01/2016	11/30/2021	01/23/2017	m
Historic District and Historic Property Co	Brown, Pamela	D	12/01/2018	11/30/2021	05/07/2018	f
Historic District and Historic Property Co	Fink, Debra	U	12/01/2019	11/30/2022	09/12/2018	
Historic District and Historic Property Co	Gaboriault, Peter	R	12/01/2017	11/30/2020	10/21/2013	m
Inland Wetlands Commission	Avallone, Claudia	R	12/01/2018	11/30/2021	03/04/2019	f
Inland Wetlands Commission	Craig, Elizabeth	D	12/01/2019	11/30/2022	12/08/2010	f
Inland Wetlands Commission	Fischer, Scott	R	12/01/2019	11/30/2022	08/20/2018	m
Inland Wetlands Commission	Lee, Nicholas	R	12/01/2018	11/30/2021	12/06/2011	m
Inland Wetlands Commission	Mandel, Kathie	D	12/01/2019	11/30/2022	01/23/2017	f
Inland Wetlands Commission	Stow, Richard	R	12/01/2017	11/30/2020	10/06/2014	m
Inland Wetlands Commission	Whitted, Steven Mich	R	12/01/2017	11/30/2020	11/04/2019	m
Parks & Recreation Commission	Bilella, Anna Marie	R	12/01/2017	11/30/2021	09/13/2018	f

Parks & Recreation Commission	Guglielmo, Joseph	D	12/01/2015	11/30/2019	07/23/2018	m
Parks & Recreation Commission	Kendra, Jennifer	R	12/01/2018	11/30/2020	01/04/2016	f
Parks & Recreation Commission	Macken, John	R	12/01/2017	11/30/2021	07/10/2017	m
Parks & Recreation Commission	Ring, Kevin	U	12/01/2017	11/30/2021	11/18/2019	m
Police Commission	Mason, Matthew	U	12/01/2019	11/30/2021	12/22/2015	
Police Commission	Sauvigne, Donald	R	12/01/2019	11/30/2021	12/06/2011	m
Police Commission	Waters, David	D	12/01/2018	11/30/2020	03/01/2011	m
Water Pollution Control Authority	Dhanda, Kathy	D	07/01/2018	06/30/2023	09/06/2016	f
Water Pollution Control Authority	Martucci, Diane	D	07/01/2018	06/30/2023	06/19/2017	f
Water Pollution Control Authority	VACANCY		07/01/2014	06/30/2019		
Water Pollution Control Authority	VACANCY		07/01/2015	06/30/2020		
Water Pollution Control Authority	George Fink		07/01/2018	06/30/2023		
Water Pollution Control Authority	Vanderslice, Lynne	R			12/01/2015	
Western Connecticut Convention & Visit	Buhler, Joseph		07/01/2019	06/30/2022	07/01/2019	m
Wilton Investment Committee	Escalante, Rudy J	R	12/01/2018	11/30/2020	02/05/2018	m
Wilton Investment Committee	Hoffman, Kenneth R	D	12/01/2018	11/30/2020	02/05/2018	m
Wilton Investment Committee	Ruffel, Charles	U	12/01/2019	11/30/2021	01/08/2018	m
Wilton Investment Committee	Rutishauser, Jeffrey	R	12/01/2017	11/30/2021	01/04/2011	m
Wilton Investment Committee	Serenbetz, Warren	R	12/01/2019	11/30/2021	01/08/2018	m
Wilton Investment Committee	VonSteenburg, Paul	U	12/01/2019	11/30/2021	01/09/2017	m
Wilton Library Board of Trustees	Dickerson, Connie	D	07/01/2017	06/30/2020	10/07/2019	f
Wilton Library Board of Trustees	Greene, Margaret	D	07/01/2019	06/30/2022	09/07/2016	f
Wilton Library Board of Trustees	Healy, Kimberley	R	07/01/2018	06/30/2021	07/01/2015	f
Wilton Library Board of Trustees	O'Hearn, Tierney	D	07/01/2018	06/30/2021	02/28/2019	m
Wilton Library Board of Trustees	Sanders, Robert	D	07/01/2017	06/30/2020	09/22/2014	m
Wilton Library Board of Trustees	Wachter, Christine	U	07/01/2019	06/30/2022	10/07/2019	f
Wilton Water Commission	Fine, Deborah	D	07/01/2019	06/30/2024	03/18/2014	f
Wilton Water Commission	Holdridge, Gerald	R	07/01/2016	06/30/2021	09/06/2016	m
Wilton Water Commission	Tobiassen, Raymond	R	07/01/2016	06/30/2021	12/06/2011	m
Wilton Water Commission	Vanderslice, Lynne	R			12/01/2015	
Wilton Water Commission	VACANCY	R	07/01/2016	06/30/2021	06/05/2017	m