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*First Selectman*

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Deborah A. McFadden

Kenneth J. Dartley

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING  
MONDAY OCTOBER 5, 2015  
MEETING ROOM B, WILTON TOWN HALL**

**PRESENT:** **BOARD OF SELECTMEN** – First Selectman William Brennan, Richard Dubow, Michael Kaelin, Deborah McFadden, Kenneth Dartley

**GUESTS:** Ken Bernhard and Don Nagle – Cohen & Wolf, Members of the Board of Wilton Commons, Sandy Dennies, Jacqueline Rochester

**OTHERS:** 2 Members of the Press

Mr. Brennan called the meeting to order at 7:30PM.

**A. Consent Agenda**

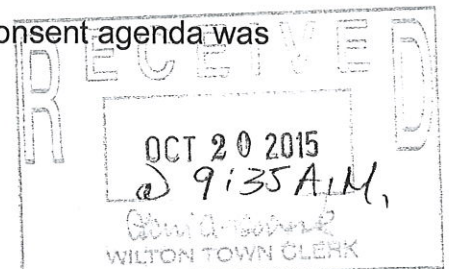
Upon motion by Mr. Kaelin, seconded by Ms. McFadden, the consent agenda was approved as follows.

Minutes

- Board of Selectmen Meeting – September 21, 2015

Refunds

- As per Tax Collector's Memo dated September 30, 2015



**B. Discussion and/or Action**

1. Consideration of Administrative Approval of Wilton Commons Apartments Limited Partnership being a Condominium Entity, to Allow Building of 23 More Units of Housing to the Approved 74 Permitted Units Level

Mr. Brennan gave a review of the plan to add 23 more units of housing to Wilton Commons. Town Counsel Ken Bernhard reviewed original plan for Wilton Commons and the current partnership agreement. Mr. Bernhard stated that in order to move forward with the additional 23 units, which would bring the total units to 74, changes in the partnership agreement needs approval. Mr. Bernhard reviewed the changes needed and Mr. Dan Nagle,

who worked on Wilton Commons from Phase I, helped to explain the new management configuration for Phase II of Wilton Commons. Mr. Nagle stated that the state has looked closely at the plan and has signed off on the model. Mr. Bernhard praised Mr. Nagle for the efforts he put in to restructure the lease and have it approved by the state. Motion made by Mr. Brennan to approve administratively the Wilton Common Apartments Limited Partnership being a Condominium Entity to allow the building of 23 more units of housing to the approved 74 permitted unit levels under the structure outlined by Attorney Dan Nagle. Motion seconded by Mr. Kaelin, unanimously carried 4-0-1 (Mr. Dartley abstained, as he was a previous member of the Wilton Commons Board).

2. Consideration of Approval of a revised NESC Retainer Agreement to Identify and Select a Chief Financial Officer/Treasurer for the Town of Wilton

Mr. Brennan reviewed the revised NESC Retainer Agreement and gave details of the changes. Mr. Brennan reviewed the changes made regarding compensation for the position (Interim vs. Permanent). Mr. Brennan clarified that if candidate stays three/four months NESC would be paid 20% of the compensation for that three/four month period. If Interim stayed as a permanent employee, NESC would then be paid 20% of the full year compensation. The agreement covers all eventualities of the search, Interim, Permanent or an Interim candidate that becomes Permanent. Motion made by Mr. Brennan to approve the revised NESC Retainer Agreement to Identify and Select a Chief Financial Officer/Treasurer for the Town of Wilton. Motion seconded by Ms. McFadden, unanimously carried.

Mr. Brennan referred to a statement (attached) that was read at the September 21, 2015 Board of Selectman meeting pertaining to and FOIA complaint that was filed on the Town. Mr. Brennan read an additional statement (attached) regarding the disposition of that complaint, which was withdrawn by the complainant.

3. Fraud Risk Assessment Report

Mr. Brennan reviewed the revised Fraud Risk Assessment Report, which included the addition of a "status" column. Sandra Dennies reviewed the final revisions. All departments have responded and all recommendations and comments have been agreed to across all departments. Suggested changes will be incorporated and the final document will be sent to the Board of Finance. Motion made by Mr. Dubow to recommend doing a similar Fraud Risk Assessment at a minimum of every 5 years and to request a report within 90 days of items still "in process". Motion seconded by Ms. McFadden, unanimously carried.

4. Summary – Status of Major Capital Projects and Grants

Miller Driscoll School Renovation Project – \$6.3 Million has been committed or spent to date. RFP's for the construction contracts have been sent out. Due date is approximately October 13, 2015 for contractors to present quotes. On October 14, 2015 at the Miller Driscoll School Gym at 7:00PM, there will be an informational meeting for the parents and local homeowners,

as well as the public. December 28, 2015 is the project start date. Summary to date – project is on budget and on time.

Comstock Renovation Project – \$8.5 Million committed or spent to date. Phase I was been completed at the end of September, now into Phase II. Target completion is January 22, 2016. Boilers have been started up and heating and cooling systems is in the commissioning process. Senior center rest room on lower level completed. Front entry of building now open for public access.

Boiler Conversion Projects – Boilers for Middlebrook School and Cider Mill School have been completed. Projects came in under budget by a total of \$87,000. Received energy rebate of \$199,000 from Eversource. Kuegler Associates did an excellent job on installation of boilers.

5. Miscellaneous Other Business

Paving Schedule – Wolfpit Rd scheduled for repaving October 12 and 13, 2015 at night.

Main Street Grant – Good progress is being made (essentially ahead of schedule). Tentative paving for River Road is October 12 and 13, 2015 during the day. Hope to complete paving by end of November.

Pedestrian Walkway Bridge Grant – Had a meeting with Tighe & Bond. Progress made and in preliminary design phase. Surveys, plans and drawings submitted for comment. Comments are to be reviewed by DOT, Army Core of Engineers and Metro North. Once comments have been received and approved by the DOT, will bring to the Board of Selectmen for a full briefing. Briefing tentatively scheduled for October 19, 2015 Board of Selectmen meeting.

C. Public Comment  
None.

D. Reports

First Selectman Report

Holiday Decorations – Mr. Brennan detailed the plans to try to attract citizens and visitors to the town and to make it more festive for all shoppers. A fund-raising mailer was sent out to a large list for contributions to help fund this project. This is similar to other neighboring towns' fundraising strategies.

The Valley Forge Washington dedication is scheduled for October 13, 2015 at 11:00AM at the Middlebrook School Auditorium. All citizens are invited to attend. Personal invitations were also sent to those who contributed. Members of the Proctor and Keiser families will be represented.

Library trustees meeting for the 1<sup>st</sup> Quarter has been rescheduled for Monday October 26, 2015 at 7:00PM at the Wilton Library.

## Selectmen's Reports

Dick Dubow

No report.

Michael Kaelin

On October 15, 2015 the Economic Development Commission will be hosting a public forum in the Brubeck Room at the Wilton Library where they are soliciting the public's ideas on economic development initiatives in the Town of Wilton. The website has information on how to submit your ideas online as well as in person.

Deborah McFadden

Ambler Farm Day was successful, had a very good turnout. Rocco Grosso, the town's Fire Marshall had an educational fire and sprinkler burn demonstration. The demonstration consisted of a side by side burn of a structure (one with a sprinkler the other without) to showcase the installation of sprinklers in new home structures. Would like to commend all that participated in the demonstration as well as those that contributed to the success of Ambler Farm Day.

Kenneth Dartley

Attended construction meeting on Comstock. Had walkthrough of what has been completed to date at the site. Project is coming along well.

- E. Adjournment – Having no further business, motion made by Mr. Brennan to adjourn meeting, unanimously carried. The meeting was adjourned at 8:35 p.m.



Jacqueline Rochester, Recording Secretary

- **CFO – Position Search**

This subject has been included in the agenda tonight to resolve this matter and to clarify a number of misunderstandings.

To assist us, I invited Marv Berenblum – CEO of NESC who has oversight for the Town’s executive search activity. Marv has significant executive search experience. As a former managing partner for Heidrick & Struggles, a global executive search firm, he supervised the NY, Wall Street, Philadelphia and Greenwich offices. Marv and the NESC have successfully completed other search assignments for the Town of Wilton, including the previous search for the Town’s CFO position and more recently, the search for a Director, Facilities and Energy Management.

First, I wish to make a short statement to clarify some of the misunderstandings that exists on this matter.

The search team from day one has been trying to act responsibly for the benefit of the community and the continuity of the Town government.

At our September 8<sup>th</sup> BoS meeting, this matter was discussed and NESC was instructed to search for qualified candidates who would be interested in an interim CFO assignment, as well as a permanent assignment. (I will ask Marv in a few minutes to elaborate on the process.)

There is no goal and there never has been a goal to hire a CFO as soon as possible.  
**Repeat.** There is no goal and there never has been a goal to hire a CFO as soon as possible.

The only objective is to develop an initial comprehensive list of qualified CFO candidates consistent with the position specs. Marv has indicated that this initial activity will take until the end of October, that is, to develop an initial list of possible candidates. By this time, the November 3<sup>rd</sup> election should be completed and we will have a First Selectman-elect as well as a BOS-elect.

As I indicated at the September 8<sup>th</sup> BOS meeting, the First Selectman-elect will be invited to join the search team to review the prospective candidate list and eventually to interview prospective candidates, which would include candidates interested in an interim assignment, as well as candidates who had interest only in a permanent position.

There will not be any decision to hire anyone without the First Selectman-elect's participation. No one will be secretly hired and given the process and time elements involved I can assure you, that, the newly-elected BoS will eventually exercise the final vote of approval of an interim CFO or a permanent CFO, whichever the case may be.

Next, I'd like to invite Marv Berenblum, CEO of NESC to come to the dais to advise the Board on the status of the current CFO search and to address the issues involved in identifying a qualified candidate for either an interim position or a permanent position.

# STATEMENT

With reference to the recent highly politicized and publicized FOI complaint filed against Messrs. Brennan, Serenbetz and Dubow regarding the Town of Wilton's CFO search process, the complainants have withdrawn the complaint.

As stated at the last Board of Selectman meeting on September 21, 2015, the allegations were misplaced and had no merit.

Bill Brennan  
First Selectman  
Town of Wilton

10/5/2015