

OFFICE OF THE  
FIRST SELECTMAN

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Email to: Lynne.Vanderslice@Wiltonct.org



Lynne A. Vanderslice  
*First Selectman*

Michael P. Kaelin  
*Second Selectman*

Richard J. Dubow

David K. Clune

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

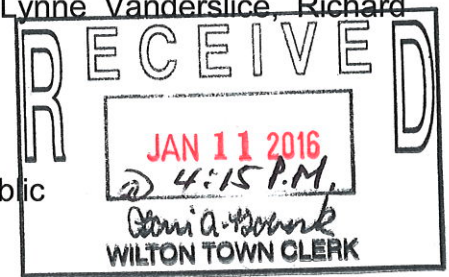
**BOARD OF SELECTMEN  
MONDAY DECEMBER 21, 2015  
MEETING ROOM B, WILTON TOWN HALL**

**PRESENT: BOARD OF SELECTMEN** – First Selectman Lynne Vanderslice, Richard Dubow, Michael Kaelin, David Clune

**GUESTS:** Chris Burney, Anne Kelly-Lenz

**OTHERS:** 2 Members of the Press and Members of the Public

Ms. Vanderslice called the meeting to order at 7:30PM



**A. Consent Agenda**

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

Minutes

- Board of Selectmen Meeting – December 7, 2015

Gifts

- Encore Club for Wilton Senior Center - \$100.00
- CT PRO FF Emergency Relief Fund for Wilton CERT - \$750.00

Ms. Vanderslice acknowledged and welcomed Ms. Anne Kelly-Lenz as the CFO & Treasurer for the Town of Wilton.

**B. Discussion and/or Action**

**1. Safety – Miller Driscoll Building Project – Chris Burney**

Ms. Vanderslice introduced Chris Burney, Director, Facilities and Energy Management to speak to the issues raised in previous meetings with regard to safety on the Miller Driscoll Renovation Project. Mr. Burney spoke to how the program works and how it is managed. He stated that there are two components to safety – two constituents – workers on the building site and the teachers, staff and students in the schools and one program supports the other. Mr. Burney then went on to review the process.

Any safety issues or questions regarding safety can be directed to Mr. Burney.

2. Consideration of Policy for Miller Driscoll Project Change Orders

Ms. Vanderslice noted that Karen Birck, co-Chair of the Miller Driscoll Building Committee has resigned due to personal reasons and co-Chair Bruce Hampson will be away during the Holidays while a significant amount of work will be taking place for the Miller Driscoll Renovation Project. As such, Ms. Vanderslice is asking that in their absence that Mr. Burney be allowed to approve change orders.

Ms. Vanderslice asked Mr. Burney to review the need for change orders and how the process works. Mr. Clune took the opportunity on Saturday afternoon to walk through the process with Mike Douyard of Turner Construction and was given examples of when a change order would be needed. Change orders are needed, not because of mistakes, but because of unanticipated things that may occur, requiring approval to keep the project moving forward.

Motion made by Mr. Kaelin to authorize Chris Burney to approve Change Orders up to \$50,000 in the absence of the Miller Driscoll Building Committee Chairperson. Motion seconded by Mr. Clune and unanimously carried.

3. Consideration of Repeal of the Bonded Capital Project Process

Ms. Vanderslice asked that the Board of Selectmen formally repeal what was previously adopted as the Bonded Capital Project Process and work with Mr. Burney to come up with a process that makes more sense. Mr. Dubow asked that certain aspects of the process that were used be incorporated in the new policy that is developed. Motion made by Mr. Dubow to repeal the Bonded Capital Project Process. Motion seconded by Mr. Clune and unanimously carried.

4. Purchase Contract – Dial-a-Ride Vans

Ms Vanderslice reviewed the Purchase Contract for two Dial-a-Ride Vans. She stated that one van is included in the 2016 Budget and the other is needed as the van was totaled during an accident and insurance funds have been received for that purchase. Two motions are needed - One to approve the First Selectman to sign the contract and the second to approve how to account for the money from the Insurance Company that will go into the Capital Projects Fund. Motion made by Mr. Kaelin to approve the First Selectman to sign the purchase contract and a motion to restrict the insurance funds received for the totaled van for the purchase of a new van. Motion seconded by Mr. Clune and unanimously carried.

5. Wilton Youth Council Grant

Ms. Vanderslice gave a brief description of the Wilton Youth Council Grant for the amount of \$4,138. Mr. Dubow moved to approve the Mid-Fairfield Substance Abuse Coalition (MFSAC) Grant application. Motion seconded by Mr. Clune and unanimously carried.



6. Appointment of Sub-Registrars

Ms. Vanderslice reviewed the appointment of Sub-Registrars (memo attached). Mr. Dubow moved to approve the appointment of Sub-Registrars. Motion seconded by Mr. Kaelin and unanimously carried.

7. Appointments/Reappointments

Ms. Vanderslice reviewed appointments to several boards and commissions. Motion made by Mr. Clune to move the appointments (as attached). Motion seconded by Mr. Kaelin and unanimously carried.

8. Miscellaneous Other Business

Ms. Vanderslice indicated that the Budget Calendar will be distributed to the Board of Selectman and finalized by the January 4, 2016.

C. Public Comment

**Anthony LoFrisco** of Cider Mill Place expressed his views regarding the selection of Town Counsel going forward and that there should be an open, transparent and competitive bidding process encouraged (letter attached).

**Steve Hudspeth** of Glen Hill Road spoke to comments made by Mr. LoFrisco regarding Town Counsel and expressed his confidence in the current Town Counsel.

D. Reports

First Selectman's Report

Ms. Vanderslice stated that the application that was submitted to the Department of Housing regarding Affordable Housing was approved and is good for four years.

Ms. Vanderslice acknowledged Troop 125. She stated that Troop 125 laid the Wreath at the Veterans Memorial and at the cemetery on December 12, 2015 and that she was present for the ceremony.

Saturday, December 19, 2015 was Ella Wright Day in Wilton. Ms. Vanderslice stated that Ella Wright is a six year old whose wish was granted by the Make a Wish foundation. Ms. Vanderslice stated that several members of the community were in attendance for the reveal of Ella's wish and that she issued a proclamation from the Town indicating December 19 and Ella Wright Day.

At the invitation of Dave Chaloux, Ms. Vanderslice attended the Fire Fighters Union holiday party. She stated that the party was very nice and gave her the opportunity to meet many members of the Department.

Ms. Vanderslice noted that she has appointed Patty Temple as the First Selectman's representative to the Miller Driscoll Building Committee to help improve communications.

Selectmen's Reports

Mr. Dubow

Mr. Dubow wished all a Merry Christmas and a Happy New Year.

Mr. Clune

Mr. Clune echoed the sentiment of Mr. Dubow and wished all Happy Holidays, Merry Christmas and a Happy New Year.

Mr. Kaelin

Mr. Kaelin noted that the Town lost a great citizen in Tom Adams who passed away. He noted all that Mr. Adams has done for the Town (who was once Town Counsel) and also all he has done behind the scenes as a great contributor to Town projects and fundraising. Mr. Kaelin noted that there will be an article on Mr. Adams in the Wilton paper and encouraged all to read the article once published.

Mr. Kaelin is in agreement that an open, transparent and competitive bidding process should be encouraged in the search for Town Counsel for the Town.

Ms. Vanderslice indicated she would add a discussion of the process to the agenda for the next Board of Selectman meeting.

E. Executive Session

Motion made by Mr. Kaelin to go into executive session at 8:20PM to discuss the Sensible Litigation. Motion seconded by Mr. Clune and unanimously carried.

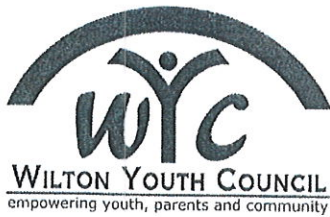
Out of Executive Session at 9:09PM.

No action taken.

F. Adjournment – Having no further business, motion made by Ms. Vanderslice to adjourn meeting. Motion was seconded by Mr. Kaelin and unanimously carried. The meeting was adjourned at 9:10PM.



Jacqueline Rochester, Recording Secretary



WILTON YOUTH COUNCIL, Inc.

P. O. Box 172

Wilton, CT 06897

[www.wiltonyouth.org](http://www.wiltonyouth.org)

December 14th, 2015

Dear Lynne,

Wilton Youth Services, in partnership with the Wilton Youth Council, is again applying for a \$4,138 yearly grant from the Mid-Fairfield Substance Abuse Coalition (MFSAC). MFSAC distributes funds which go to Local Prevention Councils (LPC) based on size of population. Wilton Youth Council, a non-profit organization and fiduciary for the grant is Wilton's LPC.

The grant requires your signature. Would you please return the signed application to Social Services **by Tuesday December 21<sup>st</sup>**?

Don't hesitate to be in touch if you have any questions.

Thanks very much,

Colleen Fawcett, L.C.S.W.  
Wilton Youth Services Director

Margaret Creeth, LPC  
Wilton Youth Services Programs Manager



## Funding Application for Grant to Support Local Prevention Council

1	Application Date December 31, 2015	Funding Start Date July 1, 2015 - June 30, 2016
2	Applicant Agency (Legal Name & Address)  Wilton Youth Services 180 School Road Wilton, CT 06897 (203) 834-6241 colleen.fawcett@wiltonct.org	FEIN  06-1266159
3	Has a permanent Local Prevention Council been established? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
4	Local Prevention Council name and address  Wilton Youth Council PO Box 172 Wilton, CT 06897	
5	LPC Contact Person (Programmatic)  Margaret Creeth	Telephone Number  203 834 6241
	Title  Wilton Youth Services Programs Manager	Fax Number
6	Contact Person (Fiscal)  Pam Carlson	Telephone Number  (203) 762-7112
	Title  Treasurer	Fax Number
7	List town(s) included in application Wilton	
8	Is litigation pending on any of the applicant organization's programs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes    If yes, briefly explain below.	
<b>FUNDING SUMMARY</b>		
9	Total Program Budget  \$27,390	Amount Requested  \$4,138

## Funding Application for Grant to Support Local Prevention Council

<b>10. Proposed Services</b>													
<b>a. Description of proposed service #1</b> Wilton High School Y2Y / CODES Program - based on national Y2Y program provides leadership and self-esteem skills training and promotes drug-free, substance-free life-style.													
<b>b. Service type (Refer to Application Instructions, Appendix A)</b> STE03	<b>c. Service dates</b> Sept 2015-June 2016												
<b>d. Alcohol or tobacco prevention; other joint behavioral health promotion</b> <input checked="" type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	<b>e. Number of participants by gender</b> 4 Males                      36 Females												
<b>f. Service population</b> <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input checked="" type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	<b>g. Number of participants by age</b> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">0-4</td> <td style="text-align: center;">36</td> <td style="text-align: center;">15-17</td> <td style="text-align: center;">25-44</td> </tr> <tr> <td style="text-align: center;">5-11</td> <td style="text-align: center;">2</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">12-14</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table>	0-4	36	15-17	25-44	5-11	2	18-20	45-64	2	12-14	21-24	65+
0-4	36	15-17	25-44										
5-11	2	18-20	45-64										
2	12-14	21-24	65+										
<b>h. Number of participants by race</b> 38 White                      2 Black/African American Asian                      American Indian/Alaska Native Multiracial                      Native Hawaiian/Pacific Islander	<b>i. Number of participants by Hispanic origin</b> 2 Hispanic/Latino 38 Not Hispanic/Latino												
<b>j. Number of hours it will take to conduct service</b> 50	<b>k. Number of hours it will take to plan/prepare for service</b> 38												
<b>l. Amount of LPC funds used on this service</b> \$4,100\$	<b>m. Total cost of service</b> \$6,062												

<b>a. Description of proposed service #2</b> The participants in Wilton High School Y2Y / CODES Program propose to serve as role models in order to encourage 8 <sup>th</sup> grade students at Middlebrook School to consider joining Y2Y/Codes when they transition to Wilton High School. They will accomplish that by hosting events for 8 <sup>th</sup> graders in which they teach the younger students what CODES is all about and encourage the substance-free lifestyle. The two groups of beneficiaries will be the high school students who further their own education and practice their skills and the 8 <sup>th</sup> graders who obtain knowledge about a healthy lifestyle.													
<b>b. Service type (Refer to Application Instructions, Appendix A)</b> STA07	<b>c. Service dates</b> Sept 2015-June 2016												
<b>d. Alcohol or tobacco prevention; other joint behavioral health promotion</b> <input checked="" type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	<b>e. Number of participants by gender</b> <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>												
<b>f. Service population</b> <input type="checkbox"/> Elementary School Students <input type="checkbox"/> School staff <input checked="" type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families <input checked="" type="checkbox"/> High School Students <input type="checkbox"/> Older Adults <input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General <input type="checkbox"/> Other: _____	<b>g. Number of participants by age</b> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">0-4</td> <td style="text-align: center;">36</td> <td style="text-align: center;">15-17</td> <td style="text-align: center;">25-44</td> </tr> <tr> <td style="text-align: center;">5-11</td> <td style="text-align: center;">2</td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">12-14</td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table>	0-4	36	15-17	25-44	5-11	2	18-20	45-64	2	12-14	21-24	65+
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<b>j. Number of hours it will take to conduct service</b> 8	<b>k. Number of hours it will take to plan/prepare for service</b> 4												
<b>l. Amount of LPC funds used on this service</b> \$38	<b>m. Total cost of service</b> \$38												



## Funding Application for Grant to Support Local Prevention Council

<b>10. Proposed Services</b>		
a. Description of proposed service #3 N/A		
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates	
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>	
f. Service population <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Elementary School Students  <input type="checkbox"/> Middle School Students  <input type="checkbox"/> High School Students  <input type="checkbox"/> Youth/Minors not in school  <input type="checkbox"/> Other: _____           </div> <div> <input type="checkbox"/> School staff  <input type="checkbox"/> Parents/Families  <input type="checkbox"/> Older Adults  <input type="checkbox"/> General           </div> </div>	g. Number of participants by age <div style="display: flex; justify-content: space-around;"> <div>0-4 5-11 12-14</div> <div>15-17 18-20 21-24</div> <div>25-44 45-64 65+</div> </div>	
h. Number of participants by race <div style="display: flex; justify-content: space-between;"> <div>White Asian Multiracial</div> <div>Black/African American American Indian/Alaska Native Native Hawaiian/Pacific Islander</div> </div>	i. Number of participants by Hispanic origin <div style="display: flex; justify-content: space-around;"> <span>Hispanic/Latino</span> <span>Not Hispanic/Latino</span> </div>	
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service	
l. Amount of LPC funds used on this service	m. Total cost of service	

a. Description of proposed service #4 N/A		
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates	
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>	
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j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service	
l. Amount of LPC funds used on this service	m. Total cost of service	



## Funding Application for Grant to Support Local Prevention Council

<b>10. Proposed Services</b>											
a. Description of proposed service #5 N/A											
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates										
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>										
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j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service										
l. Amount of LPC funds used on this service	m. Total cost of service										

a. Description of proposed service #6 N/A											
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates										
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>										
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l. Amount of LPC funds used on this service	m. Total cost of service										

## Funding Application for Grant to Support Local Prevention Council

<b>10. Proposed Services</b>											
a. Description of proposed service #7 N/A											
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates										
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>										
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j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service										
l. Amount of LPC funds used on this service	m. Total cost of service										

a. Description of proposed service #8 N/A											
b. Service type (Refer to Application Instructions, Appendix A)	c. Service dates										
d. Alcohol or tobacco prevention; other joint behavioral health promotion <input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco <input type="checkbox"/> Other: _____	e. Number of participants by gender <div style="display: flex; justify-content: space-around;"> <span>Males</span> <span>Females</span> </div>										
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5-11	18-20	45-64									
12-14	21-24	65+									
h. Number of participants by race <div style="display: flex; justify-content: space-between;"> <div>           White            Asian            Multiracial         </div> <div>           Black/African American            American Indian/Alaska Native            Native Hawaiian/Pacific Islander         </div> </div>	i. Number of participants by Hispanic origin <div style="display: flex; justify-content: space-around;"> <span>Hispanic/Latino</span> <span>Not Hispanic/Latino</span> </div>										
j. Number of hours it will take to conduct service	k. Number of hours it will take to plan/prepare for service										
l. Amount of LPC funds used on this service	m. Total cost of service										



## Funding Application for Grant to Support Local Prevention Council

11	<p>How different cultures will be addressed in all services (see Appendix D)</p> <p>Through programming and guidance from adult facilitators, Wilton High School's CODES group supports cultural diversity by fostering an atmosphere of respect and trust among its membership and the greater community. Leadership training, a core element of CODES, redirects teen energy into positive action, empowers teens to voice the benefits of being substance-free productive citizens, makes teens responsible for themselves, and develops self-esteem and self-regulatory behaviors that enhance the individual and influence the prevailing teen culture. Goals for 2015-2016 are to increase the number of regular participants and to actively encourage a more culturally diverse membership that mirrors the ethnic cross-section of Wilton High School. According to the most recent CT Dept of Education Strategic School Profile SY 2012-13, minorities represent 12.8% of the student population</p> <p>CODES is currently partnering with Westport and Weston to offer an all-day retreat. Due to collaboration, this event reaches a larger number of students than in previous years when only Wilton participated. We anticipate that Westport and Weston will make in-kind contributions in support of the retreat.</p>																				
<b>ITEMIZED BUDGET SCHEDULE 4b</b>																					
12	<p>Source and amount of income</p> <table style="width: 100%;"> <tr> <td>MFSAC Grant</td> <td style="text-align: right;">\$4,138</td> </tr> <tr> <td>PTSA</td> <td style="text-align: right;">502</td> </tr> <tr> <td>Student fees (leadership conference)</td> <td style="text-align: right;">860</td> </tr> <tr> <td>Rotary Club Grant</td> <td style="text-align: right;">600</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$6,100</b></td> </tr> </table>	MFSAC Grant	\$4,138	PTSA	502	Student fees (leadership conference)	860	Rotary Club Grant	600	<b>TOTAL</b>	<b>\$6,100</b>	<p>Program expenses</p> <table style="width: 100%;"> <tr> <td>Advisor salary</td> <td style="text-align: right;">\$4,000</td> </tr> <tr> <td>Materials</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Fall retreat</td> <td style="text-align: right;">1,900</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$6,100</b></td> </tr> </table>	Advisor salary	\$4,000	Materials	200	Fall retreat	1,900	<b>TOTAL</b>	<b>\$6,100</b>	
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<b>BUDGET NARRATIVE</b>																					
13	<p>Briefly describe proposed expenses listed on Schedule 4b</p> <p>A dedicated advisor plans/oversees CODES weekly meetings &amp; retreat providing 100 service hours. Supplies/materials are used for Red Ribbon Week activities and lesson plans/implementation as well as snacks for weekly meetings and events that the group will host for 8<sup>th</sup> grade students. All-day retreat expenses of \$1,900 include:</p> <table style="width: 100%;"> <tr> <td>Keynote Speaker</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Adult Leader Fees</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>Lunch/snacks</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">\$100</td> </tr> </table>			Keynote Speaker	\$500	Adult Leader Fees	\$800	Lunch/snacks	\$500	Supplies	\$100										
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14	<p>I certify that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Name (Print Or Type)</td> <td style="width: 25%;">Title</td> <td style="width: 30%;">Signature</td> <td style="width: 15%;">Date</td> </tr> <tr> <td>Vanessa Elias</td> <td>Chair</td> <td></td> <td>10/28/15</td> </tr> </table>			Name (Print Or Type)	Title	Signature	Date	Vanessa Elias	Chair		10/28/15										
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<b>AUTHORIZING SIGNATURE(S)</b>																					
15	<p>In order for this application to be considered for funding, it must be signed by the chief elected municipal official (mayor or first selectman) or the Town Manager. In cases of a multi-town application, this application must be accompanied by authorizing letters from each chief elected official (or Town Manager) of the towns involved.</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Name (Print Or Type)</td> <td style="width: 25%;">Title</td> <td style="width: 30%;">Signature</td> <td style="width: 15%;">Date</td> </tr> <tr> <td>Lynne Vanderslice</td> <td>First Selectman</td> <td></td> <td></td> </tr> </table>			Name (Print Or Type)	Title	Signature	Date	Lynne Vanderslice	First Selectman												
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16	<p>If public school-based or public school-related program activities are proposed, the signature of Superintendent of Schools (or his/her designee) of local and/or regional education agency is required.</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Name (Print Or Type)</td> <td style="width: 25%;">Title</td> <td style="width: 30%;">Signature</td> <td style="width: 15%;">Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			Name (Print Or Type)	Title	Signature	Date														
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TOWN CLERK  
Telephone (203) 563-0106  
Fax (203) 563-0130



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

December 17, 2015

Lynne A. Vanderslice, First Selectman  
Town of Wilton  
238 Danbury Road  
Wilton, CT 06897

Re: Appointment of Sub-registrars

Dear Lynne,

I would like to appoint the following Funeral Directors as sub-registrars of vital statistics pursuant to CGS §7-65(b) for the Town of Wilton:

William A. Skidd, Collins Funeral Home, 92 East Ave., Norwalk, CT  
Donald E. Wakeman, Bouton Funeral Home, West Church St., Georgetown, CT  
James P. Magner, Jr., Magner Funeral Home, 12 Mott Ave., Norwalk, CT

Please add the above names to your next Selectmen's meeting agenda for approval.  
Their term will expire on November 30, 2016.

If you have any questions, please feel free to contact me.

Thank you,

Lori A. Kaback, CCTC  
Town Clerk



**Sec. 7-65. Removal, transit and burial permit. Subregistrars.** (a) The embalmer or funeral director licensed by the department, or licensed in a state having a reciprocal agreement on file with the department and complying with the terms of such agreement, who assumes custody of a dead body shall obtain a removal, transit and burial permit from the registrar of the town in which the death occurred or the town in which the embalmer or funeral director maintains a place of business not later than five calendar days after death, and prior to final disposition or removal of the body from the state. The embalmer or funeral director who assumes custody and control of the body and obtains a removal, transit and burial permit from the registrar of the town in which the embalmer or funeral director maintains a place of business shall be obligated to file the death certificate, in accordance with the provisions of section 7-62b, in person, through an electronic registry system or by certified mail, return receipt requested. The removal, transit and burial permit shall specify the place of burial or other place of interment and state that the death certificate and any other certificate required by law have been returned and recorded.

(b) A local registrar shall appoint not less than two suitable persons as subregistrars, who shall be authorized to issue removal, transit and burial permits and cremation permits for any death that occurs in such registrar's town, during the hours in which the office of the registrar of vital records is closed. The appointment of subregistrars shall be made in writing, with the approval of the selectmen of such town, and shall be made with reference to locality, to best accommodate the inhabitants of the town. Such subregistrars shall be sworn, and their term of office shall not extend beyond the term of office of the appointing registrar. The names of such subregistrars shall be reported to the Department of Public Health. The Chief Medical Examiner, Deputy Chief Medical Examiner and associate medical examiners shall be considered subregistrars of any town in which death occurs for the sole purpose of issuing removal, transit and burial permits.

### **Appointments**

Ann Mitrione – Social Services Commission

Danielle Mancuso – Social Services Commission

Chris Weldon – Fire Commission

Matthew Mason – Police Commission

Walter Kress – Pension Trust Committee

John Kalamarides – OPEB Trustee Committee

### **Reappointments**

Donald Sauvigne – Police Commission