

OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
Fax (203) 563-0299

Email to: lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice
First Selectwoman

Lori A. Bufano
Second Selectwoman

Joshua S. Cole
Selectman

Deborah A. McFadden
Selectwoman

Ross H. Tartell
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN MEETING
Monday December 2, 2019
Meeting Room B, Town Hall

PRESENT: First Selectwoman Lynne Vanderslice, Lori Bufano, Joshua Cole, Deborah McFadden, Ross Tartell

GUESTS: Police Chief John Lynch and Captain Tom Conlan (Police Dept.), CFO Anne Kelly-Lenz, Sarah Taffel

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:00pm.

Ms. Vanderslice asked for a motion to add two items to the agenda: an Item 9 for Extension of Interim Fire Chief Contract to January 31, 2020 Upon Recommendation of the Fire Commission and an Executive Session as Item H to provide a litigation update. Motion moved by Mr. Cole, seconded by Ms. Bufano and carried 5-0.

B. Executive Session

Ms. Vanderslice asked for a motion to go into Executive Session at 7:02pm to interview Kevin Kane and Dominick Musilli regarding their interest in serving on the Economic Development Commission. Motion moved by Mr. Cole, seconded by Ms. McFadden and carried 5-0.

Out of Executive Session at 8:11pm.

C. Public Comment

None

D. Consent Agenda

Motion made by Ms. Bufano seconded by Ms. McFadden and carried 4-0-1 to approve the Consent Agenda as follows with Mr. Tartell abstaining as he was not seated as a Selectman at the November 18, 2019 Board of Selectman Meeting:

Minutes

- Board of Selectmen Meeting – November 18, 2019

Refunds

- As per Tax Collectors Memo dated – November 22, 2019

Gifts

- Delphine Overby –Tree Donation- \$500.00
- Douglas & Linda Kemmerley –Tree Donation - \$500.00
- Paul & Lynne Vanderslice--Tree Donation- \$2162.00

Ms. Vanderslice thanked all for their donations.

E. Discussion and/or Action

1. Election of Second Selectman
Ms. Vanderslice nominated Lori Bufano for the position of Second Selectman on the BoS and gave her reasoning. Motion was seconded by Ms. McFadden. After further discussion and comments motion carried 5-0.
2. Wilton Police Department Staffing – Chief John Lynch
Police Chief John Lynch reviewed the attached presentation to the BoS regarding Wilton Police Department Staffing.
3. Overview of BoS Duties and Responsibilities
Ms. Vanderslice reviewed the BoS and the First Selectman's duties and responsibilities as detailed in the Town Charter.
4. Finance Report-Anne Kelly-Lenz
CFO Anne Kelly- Lenz gave an update on the final numbers for FY2019 (see attached). She then reviewed the attached regarding FY2020 Financial Reporting for October 2019.
5. 2020 Regular Meeting Calendar
Ms. Vanderslice reviewed the meeting dates for the BoS 2020 Regular Meeting Calendar. Members to look at dates and discuss at another BoS meeting.
6. FY2021 Budget Meeting Calendar
Ms. Vanderslice reviewed the attached FY2021 Budget Meeting Calendar. Members to review and discuss at future BoS meeting.
7. Appointments
 - Sub-Registrars of Vital Statistics
Ms. Vanderslice reviewed the attached memo from the Town Clerk regarding appointment of Sub-Registrars of Vital Statistics. After discussion and review motion moved by Ms. McFadden, seconded by Mr. Tartell to appoint Andrew D. Skidd of Collins Funeral Home, Daniel P. Jowdy of Kane Funeral Home and James P. Magner, Jr. of Magner Funeral Home as Sub-Registrars of Vital Statistics with terms ending November 30, 2021. As there was no further discussion, the motion carried 5-0.
 - Possible Economic Development Commission
Motion moved by Mr. Cole, seconded by Ms. Bufano to appoint both Kevin Kane and Dominick Musilli as members to the Economic Development Commission with terms ending June 30, 2020. After further discussion the motion carried 5-0. Mr. Tartell suggested consideration of a 10th EDC member.

8. Reappointments

- Scott Fischer – Inland Wetlands Commission
- Danielle Mancuso – Commission on Social Services

Motion moved by Mr. Cole, seconded by Ms. McFadden to reappoint Scott Fischer to the Inland Wetlands Commission and Danielle Mancuso to the Commission on Social Services. After further discussion motion carried 5-0.

9. Extension of Interim Fire Chief Contract to January 31, 2020 Upon Recommendation of Fire Commission

Ms. Vanderslice reviewed the Extension of Interim Fire Chief Contract to January 31, 2020. Fire Commission to make the recommendation at their meeting on Wednesday and this would allow the First Selectwoman to execute the contract. After discussion and review motion moved by Ms. McFadden, seconded by Ms. Bufano and carried 5-0.

Ms. Vanderslice discussed the current vacancy on the Fire Commission. She noted as the Fire Commission and the Police Commission has authority that exceeds other appointed committees, it is important that thought be given to the requirements of a commissioner with a more detailed description of the position. She noted that a description will be prepared and discussed with the board.

F. Selectmen's Reports

1. First Selectwoman

- Ms. Vanderslice gave an update on NRVT
- Holiday Events
 - December 6, 2019 - Holiday Stroll along with other activities beginning at 5:00pm
 - December 22, 2019 - Menorah Lighting
 - December 24, 2019 – Group looking to bring back caroling
- At Next BoS meeting will be presenting priorities for FY2020, including:
 - Infrastructure
 - o 15 miles of paving
 - o WHS Stadium Track
 - o Fire Station II and Fire HQ Kitchen
 - o Police/Town Campus Plan
 - Cell Service
 - o Coverage
 - o 5G
 - Master Planning for the Center/Wilton Train Center/Surrounding Rt7
 - 2021 Budget

2. Selectmen

Mr. Tartell

Mr. Tartell noted his honor in being a part of the Board of Selectmen.

Ms. Bufano

Ms. Bufano welcomed Mr. Tartell to the board.

Mr. Cole

Mr. Cole noted that he attended the Sunrise Assisted Living open house and commented on how impressed he was with the facility.

Ms. McFadden

Ms. McFadden welcomed Mr. Tartell to the board.

G. Public Comment

None

H. Executive Session

Ms. Vanderslice asked for a motion to go into Executive Session at 9:44pm to discuss Litigation Update. Motion was moved by Ms. McFadden, seconded by Mr. Tartell and carried 5-0.

Out of Executive Session at 10:03pm.

I. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Ms. McFadden to adjourn meeting at 10:04pm. Motion was seconded by Mr. Cole and carried 5-0.

Next Meeting – December 16, 2019



Jacqueline Rochester
Recording Secretary
Taken from Video

Wilton Police Department



240 Danbury Road
Wilton, Connecticut 06897
Tel: (203) 834-6260
Fax: (203) 834 6258

Why 44 Officers Are Needed in the Wilton Police Department - Overview:

Patrol: 25 Patrol Officers and 5 Sergeants dedicated to patrol functions-minimum staffing of 3 patrol officers per shift (four patrols are optimal for day and evening shifts)

- Minimum staffing of three officers and one Sergeant per shift (24/7)
- Minimum of one officer per shift in dispatch/ public access window on each shift (24/7)
- Two officers required on Saturday evenings and when (M-F day/eve dispatchers are on leave
- Minimum three sector coverage by patrol officers
- 5 Patrol Sergeants-shift supervisor (mid, day, eve, mid/day and eve/day)
- 25 patrolmen assigned to shift duty-supplemented by other staff (below)

(Refer to “patrol staffing” attachment)

Other Staff:

- 2 SRO Officers
- 1 Records Management Officer
- 1 Training Officer
- 1 Special Services Officer (supplement patrol needs)
- 1 Administrative Sergeant
- 4 Detectives-Investigative services
- 1 Investigative Services Lieutenant (DB)
- 2 Patrol Lieutenants
- 2 Captains-Patrol & Administrative
- 1 Chief – Department Head

Patrol Assignments- Response 2018:

- Routine patrolling
- Monitoring commercial and residential areas
- Vacant house checks (20)
- Traffic enforcement-stops (4,308)

- Motor vehicle accident investigations (678)
- Domestic disputes (82)
- Critical Response Team (CIT) – mental health incidents (65)
- EMS assists (1,149)
- Larceny investigations (100)
- Identity theft investigations
- Burglary investigations (80)
- Breach of peace & assaults (15)
- Criminal mischief investigations (29)
- Narcotic investigations (130)
- Civil Investigations (9)
- DUI investigations (43)
- Assist Fire Department calls (301)
- Alarms (1,650)
- Road closures-tree down (519)
- Designated location checks-problem areas (970)
- Assist resident calls (365)
- 15,639 CAD (dispatch) entries per year

Community Policing, Special Services & Proactive Services:

- Public and private school emergency planning
- Financial institution training – response planning
- Religious institution safety training
- Organizational & business institution safety training
- Traffic surveys-complaints
- Targeted traffic enforcement
- Records Management (full time officer)
- Line painting
- Road Sign Management
- Citizen Police Academy
- Senior Citizen Education and Programs
- Crime Prevention
- Prisoner Transfer
- Speed trailer/sign
- Radar and Laser Equipment maintenance
- Car seat installation & public education
- Fleet Management (day to day)

Schools:

- SRO –two fulltime officers committed to the school system
- Officer Friendly interaction

- Health classes & law related curriculum
- School safety task force-work hand in hand with school administration to facilitate emergency response and preventative planning
- Fingerprinting school employees
- Explorer Program
- Investigating juvenile crimes
- JV sex assault investigations
- Domestic Violence classes
- Bullying
- Hate crime incidents

Investigative Services:

- Serious and significant investigations
- Burglary Investigations
- Larceny investigations
- Pistol permits
- Employee background investigations
- Investigating juvenile crimes
- Internet crimes
- Computer crime investigations (local & regional)
- Investigate crimes of significance
- Identity theft
- Assist with juvenile matters
- Miscellaneous background checks

Training Officer:

- POSTC Officer mandated certification and record keeping
- Mandated training for officers
- Training record keeping
- New recruit testing & hiring process
- Legal updates and training
- Accident investigation
- DUI compliance & systems
- Accreditation
- Firearms & Taser training and record keeping
- Training auditor
- Emergency medical training & certification

Specialized Teams & Regional Services:

- Joint dive team (with WFD)
- SWRERT regionalized SWAT team and emergency services response
- Regional DEA Opioid Task Force

- Regional computer crimes task force & laboratory (child pornography, social media, internet crimes)
- CTIC – FBI (criminal intelligence task force liaison)
- DMV, NCIC computer liaison
- Local & regional criminal and MVA investigative team

Administration:

(Refer to “administrative assignments” attachment)

ADMINISTRATIVE / SERGEANT ASSIGNMENTS

Effective – October 17, 2017

<p><u>CAPTAIN – CONLAN</u></p> <p>Records Communications Technology / MDT's / RMS / Phone System/ BWC/ ICV EOC Asset Forfeiture Statistics / Budget College Reimbursement Promotional / Recruitment Testing Awards Committee Chairman Training Civilian Employees 911 / PSAP Workman's Compensation EMS / FD Liaison Facilities / Maintenance Grants Accreditation LMM Committee Car Bids / Specification / Purchase</p>	<p><u>CAPTAIN – CIPOLLA</u></p> <p>Patrol Division Detective Division ERT Internal Affairs Scheduling Daily / Long Term Vacation / Holiday Scheduling Payroll Bid Shift / Posting Extra Duty / Permits Fatal Accident / Accident Reconstruction Departmental Accident Evaluation SCUBA Animal Control Department K-9 DEA Taskforce Liaison CIT Coordinator Domestic Violence Coordinator</p>	
<p><u>DETECTIVE LIEUTENANT – KLUK</u></p> <p>Detective Division Commander Internal Affairs Lead Investigator Public Information Officer / Media SRO Supervisor Major Crime Supervisor Bias Crimes COLLECT / NCIC Liaison Evidence and Property Officers Victim Services Drug Take Back Program Human Trafficking Report Dispatch FD Liaison Armory Firearms Training Coordinator SCUBA Team Leader CEW Control Manager</p>	<p><u>PATROL LIEUTENANT – PHILLIPSON</u></p> <p>Patrol Division Commander – Days and Midnights Case File Management Daily Scheduling Changes Field Training Supervisor Fleet Maintenance Vehicle & Associated Equipment Radar/LPR Emergency Preparedness/EOC NexGen In Car Video/ BWC SEU / DUI Grants ERT DUI</p>	<p><u>PATROL LIEUTENANT – HARTMAN</u></p> <p>Patrol Division Commander – Evenings Case File Management Daily Scheduling Changes Animal Control- Liaison Selective Enforcement / (MAC) Road Signs – Surveys / Markings Bike Patrol Emergency Op. Planning (Businesses) Use of Force (Annual Report) Child Seat Install Coordinator AAA Elderly Driving Instructor Safety Committee- Liaison</p>
<p><u>ADMINISTRATIVE SERGEANT – RANGEL</u></p> <p>Assistant to Administrative Captain Accreditation Manager Records Dispatch Uniforms Department Forms Municipal Registration Coordinator Vest Grant FAPERN Alarms/Video at Town Hall EOC Department Radios</p>	<p><u>TRAINING OFFICER – TYLER</u></p> <p>Training Recruitment Promotional Exams Dive Physicals Respiratory Exams Accreditation Assistant Field Training Coordinator</p>	<p><u>Sergeant Tornello</u> 16 -17 DMV Transmittals <u>Sergeant Cocco</u> Domestic Violence Assistant <u>Sergeant Baker</u> EMR Instructor First Aid Equipment <u>Sergeant Fridinger</u> Police Information Network (PIN) Firearms Instructor Honor Guard <u>Sergeant Sisenstein</u> Prisoner Property Dispatch Property File</p>

Wilton Police Department



240 Danbury Road
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Wilton Police Manpower/ Population/ Traffic Counts 1970-Present

Year	#of Officers	Town Population	Average Daily Traffic Count Rt7 Wilton/ Norwalk Line	ADT% Increase Over Time	Average Daily Traffic Count Rt7 / Rt107	ADT% Increase Over Time
1972	29	13,572	18,500 (1970)	-	9,000 (1970)	-
1982	32	15,351	18,500 (1980)	0	15,300 (1980)	70%
1991	39	15,989	26,300 (1990)	42%	22,400 (1990)	149%
1997	40	17,617	29,800 (1997)	61%	20,900 (1997)	132%
2002	45	17,633	32,300 (2002)	74%	19,600 (2002)	117%
2011	44	18,062	32,300 (2011)	74%	19,800 (2011)	120%
2018	44	18,397	29,600 (2017)	60%	22,800 (2017)	153%

- Officer increase 1972 - 2018 is 52%
- Population Increase 1972 - 2018 is 36%

Sources:

Connecticut Department of Transportation
State of CT Department of Health

Wilton Police Department Patrol Manpower (30)

Work Days		
Hours worked per year (per contract)	1992	
/ 8 (convert to days)	249	
X 30 (25 patrol officers & 5 sergeants)	7470	
Min Patrol Coverage (15 off. per day x 365)	5475	
	Remaining Days	1995
Leave		
Vacation (average 18 days per year x 30)	540	
Holidays (average 3 days per year x 30)	90	
Military Leave (34 days per year x 1)	34	
Other Leave (20 days per year)	20	
Sick (average 13 days x 30)	390	
Dispatch Coverage (128 shifts per year-see note below)	128	
PL (3 days x 30)	90	
Training		
Training (mandated - 2.5 days per year x 30)	75	
Training (additional - average 5 days year x 30)	150	
ERT Training (2 days per month x 6)	144	
SCUBA Training (1 days per month x 6)	72	
K-9 Training (2 days per month x 1)	24	
Firearms Training (3 days per year x 30)	90	
2 Special-Misc. Services Officers (days per year)	498	
	Total	2345
	Spare Patrols per Year	-350

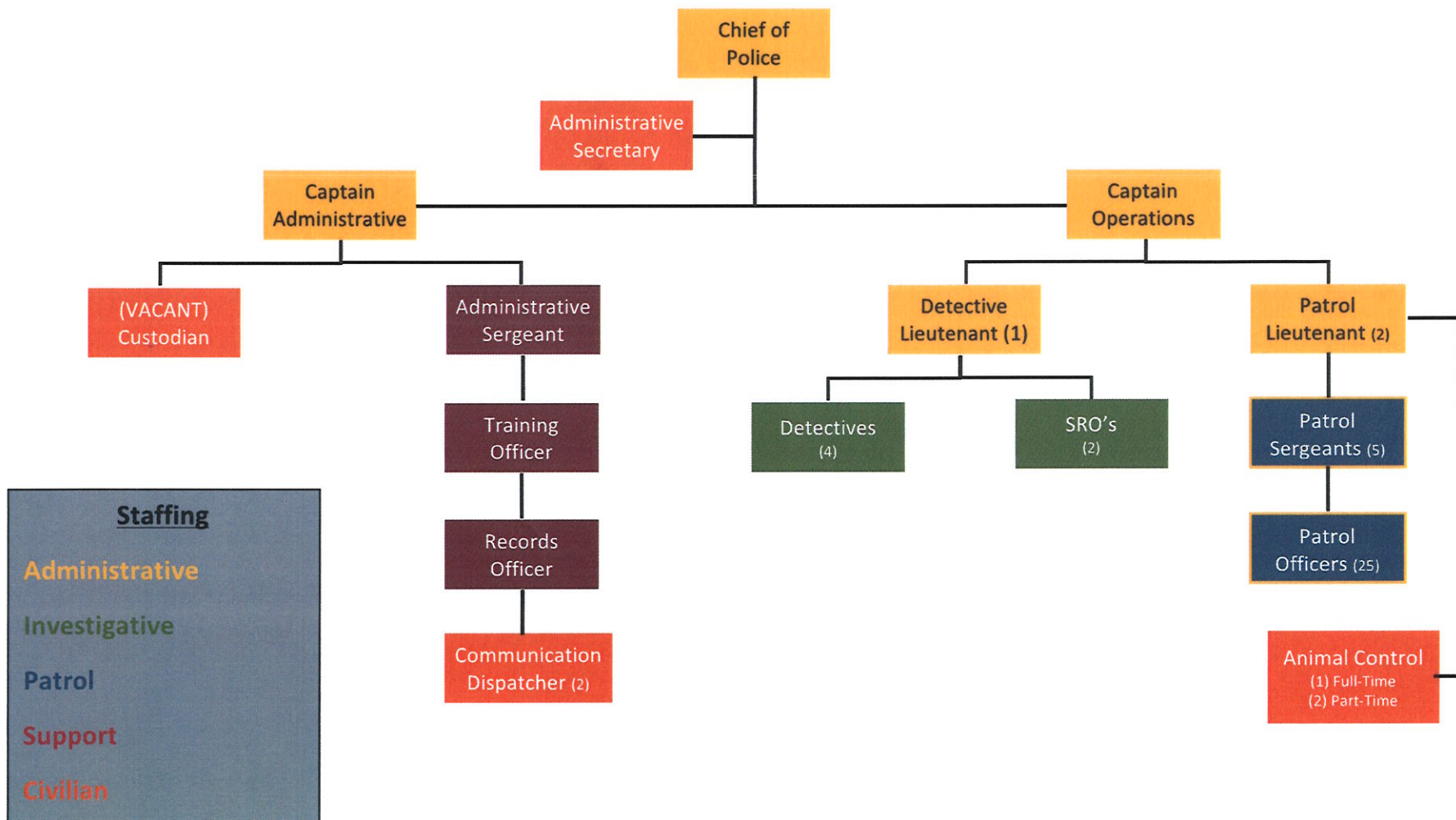
Officers cover 52 dispatch shifts per year (Sat Eve)

Officers cover 76 dispatch shifts per year (Vac, Hol, Sick, PL)

Officers cover a minimum of 128 dispatch shifts per year

Wilton Police Department

Table of Organization 2019



Budget Report through June 2019		FY 19 Amended Budget	FY 19 Actual YTD	FY 19 Actual to Amended Budget Fav/(Unfav)
Revenues				
	Taxes	121,751,796	122,276,140	524,344
	Education	-	550,482	550,482
	Town Intergovernmental	586,028	805,314	219,286
	Licenses, Permits & Fees	1,365,805	1,570,088	204,283
	Other Revenues	623,446	682,003	58,557
	Interest	250,000	775,273	525,273
	Investments	(20,000)	66,280	86,280
	Total Revenue	124,557,075	126,725,580	2,168,505
Expense				
	Debt Service	10,921,766	10,755,192	166,574
	Board of Education	81,876,563	81,870,472	6,091
*	Board of Selectmen	32,305,713	31,667,524	638,189
**	Board of Selectmen Capital	2,464,988	1,145,776	1,319,212
	Charter Authority	1,263,003	-	1,263,003
	Sub Total Expenses	128,832,033	125,438,964	3,393,069
*	BOS Assignments			
	Fire Station building repairs		200,000	(200,000)
	Master plan		100,000	(100,000)
	Tax Appeal		150,000	(150,000)
	Building Repairs		50,000	(50,000)
**	Operating Capital Roll over		1,319,212	(1,319,212)
	Sub total General Fund Assignment		1,819,212	(1,819,212)
	Total Expenses with Assignments	128,832,033	127,258,176	1,573,857
	Addition/(Use) of General Fund	(4,274,958)	(532,596)	3,742,362
Note				
	BOS Expense favorability before assignments	638,189		
	Total BOS assignments	(500,000)		
	Net BOS expense favorability	138,189		


FINANCE DEPARTMENT
Tel (203) 563-0114
Fax (203) 563-0299



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

Dec 2nd 2019

To: Board of Selectmen

From: Anne Kelly Lenz 

Re: FY 2020 Financial Reporting October 2019

Below I have listed the key items of the FY 2020 forecast versus the budget.

FY 2020 revenues are currently forecasted \$902,700 higher than the budget, mainly due to:

- Education – up \$550,200 due to State ESC funds that were received to true up the Excess Cost from FY 19 and receiving FY 20 ESC fund not budgeted.
- A delinquent tax case from Grand List was resolved and all taxes paid.
- Application fees for Environmental coming in higher than budgeted.

FY 2019 expenses are currently forecasted \$791,639 lower than budget, mainly due to:

- Charter Authority – savings of \$787,321. The Town agreed to fund the BOE Genesis program out of the FY 20 budgeted charter authority of \$1,255,321.

Board of Selectman Budget Schedule FY 2021

	Day	Meeting Dates
Special BOS meeting to discuss Town Hall Campus	Monday	1/13/2020
BOS Budget Session - Library, HR/Administrative Services and ITS budgets	Monday	2/3/2020
BOS Budget Session - Police, Fire, Land Use, P&R, DPW, Social Services and Finance	Saturday	2/8/2020
BOS Budget Session - WVAC, Trackside & School & Public Health Nursing	Tuesday	2/18/2020
BOS Budget submission to BOF	Friday	3/6/2020
BOS Budget presentation to BOF and preliminary bonded capital project discussions	Tuesday	3/17/2020
BOF - BOS Public Hearing	Tuesday	3/31/2020
Bonding referendums referred to BOF	Monday	4/6/2020
BOF budget deliberation and bonding referendums review	Tues - Thurs	4/7, 4/8 & 4/9
BOF recommendation on bonding referendums	Tuesday	4/21/2020
Town meeting	Tuesday	5/5/2020
Town meeting Vote - Saturday	Saturday	5/9/2020

TOWN CLERK
Telephone (203) 563-0106
Fax (203) 563-0130



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

November 21, 2019

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:

Andrew D. Skidd, Collins Funeral Home, 92 East Ave., Norwalk, CT
Daniel P. Jowdy, 25 Catoonah Street, Ridgefield, CT 06877
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, 2021.

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 chief elected official 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.

(c) A subregistrar shall issue a removal, transit and burial permit upon receipt of a completed death certificate as provided in section 7-62b. A subregistrar shall forward any such certificate upon which a removal, transit and burial permit is issued to the registrar of the town where the death occurred, not later than seven days after receiving such certificate.

(d) The fee for such removal, transit and burial permit shall be paid to the town issuing the removal, transit and burial permit.