

OFFICE OF THE
FIRST SELECTMAN

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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 April 6, 2020
Via Live Stream

PRESENT: First Selectwoman Lynne Vanderslice, Lori Bufano Joshua Cole, Deborah McFadden (via phone), Ross Tartell, Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 6:30pm

Mr. Tartell asked that two items be added to the agenda. Motion to add Discussion of First Selectwoman Emergency Authority Powers, moved by Mr. Tartell, seconded by Ms. McFadden and carried 5-0.

Motion to add Discussion on Boards/Commissions moved by Mr. Tartell, seconded by Ms. McFadden and carried 5-0.

B. Public Comment

Ms. Bufano read emails received from the public.

C. Consent Agenda

Motion carried 5-0 to approve the Consent Agenda as follows:

Minutes

- Board of Selectmen Meeting – March 16, 2020

D. Discussion and/or Action

1. Tri-Board Meeting – April 9th

Ms. Vanderslice reminded the board of the Tri-Board Meeting on April 9, 2020

2. Updated Town Operations

Ms. Vanderslice updated the board on Town Operations. She noted that Non-emergency services employees working are working from home and or working a reduced schedule and being paid their regular wages. There are three primary priorities that are our main focus:

- Addressing the emergency
- Ensuring payroll is processed
- Ensuring bills are paid

Secondary priorities are performing the necessary non-emergency town services. The core group of the emergency operations committee (John Lynch (Police), Rob Cipolla (Police), Barry Bogle, Geoff Herald Fire and occasionally John Miscioscia (WVAC)) of the Emergency Operations Committee meet a minimum of three times a week. One of those meetings includes the entire operations committee.

Ms. Bufano updated the board on what is happening in the hospitals. She noted that most hospitals are running at capacity for Covid patients. People are recovering and leaving hospitals. All trying to add additional beds and resources to accommodate.

3. State Mandated Tax Deferment or Low Interest Rate – Decision by April 24th
Ms. Vanderslice informed the members of the Governor's Executive Order 7S, which requires the BOS to offer 90-day tax deferment and/or 3% interest rate for property taxes due on July 1st. The order requires the Board to make a decision by April 24, 2020. As the details were released just prior to this meeting, the matter will be discussed at a future meeting.
4. State Mandated – Authorize BoF to Set the Budget and Mill Rate
Under the Governor's Executive Order 7C, the BoS is required to authorize the BoF to approve a budget and a mill rate for FY2021. Motion moved by Ms. McFadden to Authorize the BoF to set the Budget and Mill Rate. Motion seconded by Mr. Tartell and carried 5-0.
5. Update BAA Hearing
Ms. Vanderslice noted an executive order by the Governor provided a 90-day extension for the Board of Assessment Appeals to hold hearings and make decisions on appeals. Assessor Sarah Scacco does not anticipate requiring the full 90 days. Meetings will be held using Zoom or by phone.
6. Update Senior Tax Relief
Ms. Vanderslice noted that State and Federal tax returns are now due on July 15th. As those returns are required as part of the Senior Tax Relief applications changes will be needed. Applications for relief are available on the Town website.
7. First Selectwoman Executive Orders
Ms. Vanderslice noted that she has issued three Executive Orders. The first two addressed nail and hair salons and barbers. The third allowed for a temporary position of Administrative Captain within the Fire department to provide assistance for the Fire Chief.
8. Financial Report
Ms. Kelly-Lenz and Ms. Vanderslice reviewed the attached Financial Report along with COVID Expenditures and Accounting.
9. Discussion of First Selectwoman Emergency Authority Powers
Mr. Tartell shared his thoughts that the Board of Selectmen should have oversight over when the First Selectwoman's authority ends. Ms. Vanderslice noted that the emergency powers are authorized by statute, not by the Board of Selectmen. Once the Governor issued a State of Emergency, state statute allowed her to Issue a Declaration of Civil Prepared Emergency. She sought the Board of Selectmen's support of her declaration and that was given. Ms.

Vanderslice suggested the BOS should exercise oversight over emergency spending and indicated she and Anne Kelly-Lenz will continue to report spending as per this meeting.

10. Discussion of Board/Commissions

Mr. Tartell shared his thoughts that the board should not be holding off on filing board and commission vacancies during the emergency, noting all boards and commissions should be fully prepared for when the emergency ends. He spoke specifically to the Social Services Commission and the Police Commission (Note, Mr. Tartell misspoke and meant the Fire Commission). Ms. Vanderslice noted the need to fill the vacancies, but suggested waiting until near the end of the emergency. She noted her time and that of town employees were 100% focused on the current priorities. She added most boards and commissions, including the two specified, were not meeting. She also reminded the board that they had not completed the requirements for a fire commissioner and that board comments on such indicated the board required clarification on the role of a fire commissioner. Town Counsel Ira Bloom was scheduled to speak with the board on the subject, but he too is focused primarily on the emergency related matters. Mr. Cole expressed his support for waiting to make appointment. Not receiving a consensus, Mr. Tartell stated he would drop the matter.

E. Selectmen's Reports

1. First Selectman

Ms. Vanderslice recognized town employees, noting most do not have the ability to work from home and thanked those on the front lines and those delivering to the essential services throughout the town. She also thanked the WVAC, noting they are volunteers putting their lives at risk for the town.

2. Selectmen

Mr. Cole

Thanked the First Selectwoman, the town employees and all first responders, appreciative and grateful for all they do to support the health and safety of the residents.

Ms. McFadden

Ms. McFadden thanked all on the front lines, those working in essential businesses and the First Selectwoman. She noted we, as a community, can show appreciation by practicing appropriate social distancing.

Ms. Bufano

Ms. Bufano expressed similar comments

Mr. Tartell

Mr. Tartell noted his admiration for how the town works, specifically the BoS and other core boards, the alignment, hard work, and focus. Thanked Ms. Bufano as a worker on the front lines

F. Public Comment

None

G. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn at 7:44pm.
Motion moved by Ms. Bufano, seconded by Ms. McFadden and carried 5-0.

Respectfully submitted
Jacqueline Rochester

| | FY 19 Actual YTD | FY 20 Amended Budget | FY 20 Actual YTD | FY 20 Actual YTD to Amended Budget Fav/(Unfav) | FY 20 Forecast | FY 20 Actual to Amended Budget Fav/(Unfav) |
|----------------------------|------------------|----------------------|------------------|--|----------------|--|
| Revenues | | | | | | |
| Taxes | 120,351,444 | 120,712,182 | 120,245,182 | (467,000) | 120,987,829 | (275,647) |
| Education | 1,459,863 | 207 | 1,426,963 | 1,426,756 | 550,407 | (550,200) |
| Town Intergovernmental | 278,314 | 827,996 | 128,744 | (699,252) | 827,867 | 129 |
| Licenses, Permits & Fees | 1,000,674 | 1,261,400 | 1,294,819 | 33,419 | 1,413,900 | (152,500) |
| Other Revenues | 406,768 | 623,821 | 377,362 | (246,459) | 657,324 | (33,503) |
| Interest | 488,954 | 500,000 | 507,417 | 7,417 | 580,000 | (80,000) |
| Investments | 34,203 | 10,000 | 32,968 | 22,968 | 10,000 | - |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 124,020,220 | 123,935,606 | 124,013,455 | 77,849 | 125,027,327 | (1,091,721) |
| Expense | | | | | | |
| Debt Service | 6,827,568 | 10,153,497 | 5,700,071 | 4,453,426 | 10,153,497 | - |
| Board of Education | 49,594,064 | 81,876,563 | 55,283,585 | 26,592,978 | 81,876,563 | - |
| Board of Selectmen | 20,093,166 | 32,542,092 | 20,283,257 | 12,258,835 | 32,084,609 | 457,483 |
| Board of Selectmen Capital | 248,169 | 2,543,811 | 746,358 | 1,797,453 | 2,543,811 | - |
| Charter Authority | - | 1,255,321 | - | 1,255,321 | 781,830 | 473,491 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 76,762,967 | 128,371,284 | 82,013,271 | 46,358,013 | 127,440,310 | 930,974 |

Board of Selectmen Meeting
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Actual and Potential COVID-19 Impact on FY2020 Results versus Budget

Revenues:

- *General Fund*
 - Previously forecasted to be **\$300,000 favorable**
 - **Current forecast is \$541,000 favorable** due to:
 - Reduction in forecast for conveyance fees
 - Offset by increase in forecast for building permits, interest income and back taxes and interest and fees
- *Transfer Station*
 - **Forecasted shortfall of \$53,000** in residential tickets sales, as no ticket are required during the emergency

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Actual and Potential COVID-19 Impact on FY2020 Results versus Budget

Expenses:

- *General Fund*
 - **Pre-COVID-19** forecasted to be **\$200,000 favorable, after BOS revisions**
 - **Current forecast is \$457,000 favorable, after revisions, but before COVID-19 direct forecasted expenses:**
 - Additional favorability due to vacancies not able to be filled until after the emergency and overtime favorability in non emergency services departments and cost savings due to unoccupied or underutilized buildings
 - It is **too early to forecast COVID-19 direct expenses** because we don't know the length of the emergency and the extend of emergency facilities required, but at this point anticipate current forecast is adequate to requirements. The following are current and potential COVID-19 expenses:
 - *Housing for emergency responder isolation and quarantine-Incurred to date:* Facility charge cleaning. Potential: meals
 - *Secondary housing for emergency responder isolation and quarantine.* Possible: cleaning, nursing, meals
 - *Housing at Miller Driscoll for residents, who can not isolate or quarantine at home-Incurred or in process:* cleaning, packing and storage or room contents, bed rentals. Potential: rental of shower facilities, nursing, meals, as needed
 - *Assistance to LTC facilities:* temporary nursing
 - *BOE janitors redeployed* to perform cleaning. Corresponding savings in BOE for regular hours
 - *VNA nurses, including school nurses, redeployed* to perform nursing and assist within the health department with positive cases. No budget impact
 - *Supplies-* incurred: medical, cleaning, sanitizing
 - *Temporary personnel-incurred:* 1.5 in health department. Potential: .5 in fire department
 - *School campus supervisors redeployed* to patrol fields and recreational facilities. Corresponding savings in BOE regular hours
 - *Medical benefits:* Incurred: Waiver of employee co-pay on COVID-19 testing and doctor's visit. Contracted for tele-health during the emergency
Potential: costs for COVOD-19 hospitalization
- *Transfer Station*
 - Increased disposal fees due to doubling in volume during the emergency

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Potential COVID-19 Impact on FY2021 Budget

Potential impact on FY2021 Budget:

- Conveyance Revenue-unknown impact on the real estate market
- Building Permit Fees-unknown whether projects will move forward
- Property Tax Collections-timing due to executive order
- Interest on Back Taxes-lost interest due to executive order
- Emergency continues past June 30th-direct expenses continue
- Risk related to savings from moving to the state plan, as the process is suspended and level of state subsidy may change
- State grants-State is running a deficit, will that impact next year's grants