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 Tuesday June 22, 2021 Held Electronically

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

McFadden, Ross Tartell

GUESTS: Director Public Works, Facilities & Energy Management-Chris Burney, Assistant

Director Public Works/Town Engineer-Frank Smeriglio, Director Environmental Affairs-Mike Conklin, Chair Deer Committee-Mike Russnok, CFO Anne Kelly-Lenz

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:31pm.

Ms. Vanderslice asked for a motion to reorder the agenda to make item #12 – First Selectwoman/Town Department Priorities – FY2022 – Q1 & 2 item #9. Motion moved by Ms. McFadden seconded by Ms. Bufano and carried 5-0.

B. Public Comment None.

C. Consent Agenda

Motion made by Mr. Cole seconded by Mr. Tartell and carried 5-0 to approve the Consent Agenda as follows:

Minutes

- Board of Selectmen Special Meeting June 7, 2021
- Board of Selectmen Public Hearing June 7, 2021
- Board of Selectmen Regular Meeting June 7, 2021

Refunds

- As per Tax Collectors Memo dated June 11, 2021

D. Discussion and/or Action

1. Agreement with CT DOT for Sidewalks at 200 Danbury Road – Frank Smeriglio Frank Smeriglio reviewed the Agreement with CT DOT for Sidewalks at 200 Danbury Road. He noted that part of the Planning and Zoning approval process for 200 Danbury Road was to install sidewalks south along RT7 and connecting into the Norwalk River Valley Trail. Mr. Smeriglio is helping to facilitate the process by working with the State as RT7 sections of the proposed sidewalk are on state property. He noted the State does not want to be responsible for snow and ice removal on the sidewalks. There are two agreements before the board for approval. One, an

agreement between the State and the Town exempting the State's responsibility for sidewalk maintenance as required by Town ordinance. And two, an agreement between the town and the developer of 200 Danbury requiring the developer/property owner to adhere to the terms of the agreement between the town and the state which require the developer/property owner maintain the sidewalk and be responsible for snow/ice removal. Agreements to be filed with the land records. Discussion amongst the board and Mr. Smeriglio. After further review and discussion, Motion moved by Ms. McFadden to authorize the First Selectwoman to execute the two agreements. Motion seconded by Ms. Bufano. Ms. Vanderslice added to the motion clarifying Agreement with CT DOT for Sidewalks at 200 Danbury Road and Agreement between the Town and the Developer of 200 Danbury Road. Motion carried 5-0

- 2. Cider Mill Roof Replacement Contract
 - Mr. Burney reviewed the Cider Mill Roof Replacement Contract. He noted the Town previously surveyed the school and Town Hall roofs. Following those surveys, he presented a multi-year roof replacement. Garland Roofing was previously engaged and was responsible for the High School and Town Hall roof replacements. A Section of the Cider Mill roof and the canopy are in the Plan for this summer. Garland obtained bids. Based on the lowest bid, the cost is \$604,000, of which \$600,000 was recently approved for bonding. Requesting authorization for the First Selectwoman to execute a contract with Garland Roofing, including a subcontractor, Elite Roofing, to perform the work for \$604,000 subject to the same conditions over the last two years of capital roof replacement. Looking to get done in August before school returns. Discussion amongst board and Mr. Burney. After further review and discussion, motion moved by Mr. Cole to authorize the First Selectwoman to sign the contract for the Cider Mill Roof Replacement subject to review by town counsel. Motion seconded by Ms. McFadden and carried 5-0.
- 3. Deer Committee 2021 Deer Hunt Plan Mike Russnok Mike Russnok-Chair of the Deer Committee reviewed the Deer Committee 2021 Deer Hunt Plan (see attached). He noted the purpose of the Deer Hunt was to help control the deer population in order to help reduce car accidents and tick-borne diseases. Last year was a successful deer hunt for the town. No injuries or concerns to report. Discussion amongst the board and Mr. Russnok with input from Mr. Conklin. After further discussion and review, motion moved by Ms. Bufano to approve the 2021 Deer Hunt Plan. Motion seconded by Ms. McFadden and carried 5-0.
- 4. Schencks Island Deed Change Mike Conklin Mike Conklin-Director Environmental Affairs reviewed the Schencks Island Deed Change. Schencks Island consists of two parcels. To execute the Master Plan, the lots must be consolidated. The property was surveyed by Ryan and Faulds. Mr. Conklin requested the Board approve the consolidation and refer the matter to Planning & Zoning as an 8-24 Referral. After review, motion moved by Mr. Cole to authorize the First Selectwoman and Mr. Conklin to move forward with the necessary filings for the deed change to Schencks Island to facilitate the consolidation. Motion seconded by Ms. McFadden and carried 5-0.
 - a) 8-24 Referral
 Ms. Vanderslice asked for a motion for an 8-24 referral to the Planning & Zoning
 Commission of the Schencks Island Master Plan as previously approved by the
 BoS. Motion moved by Mr. Tartell seconded by Ms. Bufano and carried 5-0.
- Household Hazardous Waste Contract Mike Conklin
 Mike Conklin reviewed the one-year Household Hazardous Waste contract with Clean
 Harbors for. After further discussion and review, motion to approve the First

Selectwoman to execute the contract with Clean Harbors made by Ms. McFadden seconded by Mr. Cole and carried 5-0.

6. Cell Monopole Proposal

Ms. Vanderslice reviewed a proposal for a cell monopole behind the Bus Barn on School Road. Presentation attached. After review and discussion, motion moved by Ms. Bufano and seconded by Ms. McFadden to authorize the First Selectwoman to move forward with developing an RFP/RFQ for a Monopole behind the Bus Barn. Motion carried 5-0.

- 7. Financial Update Anne Kelly-Lenz Anne Kelly-Lenz reviewed the Financial Update. See attached memo.
- 8. American Rescue Fund Update
 Ms. Vanderslice provided the board with information regarding the American Rescue
 Fund and the \$2,714,311 of funds recently received. See attached. Following
 discussion, motion made by Ms. McFadden to accept the American Rescue Plan
 Grant of \$2,714,311 that was received on June 21, 2021. Motion seconded by Ms.
 Bufano and carried 5-0.
- First Selectwoman/Town Department Priorities FY2022 Q1 & 2
 Ms. Vanderslice reviewed the First Selectwoman/Town Department Priorities FY2022 Q1 & 2 (see attached)
- 10. Allocation of FY2021 BoS Operating Expense Savings to Town Property Fund Anne Kelly-Lenz Ms. Kelly-Lenz reviewed a recommendation that FY2021 operating expense saving be allocated to the building fund repair and maintenance account. After further review and discussion, motion moved by Ms. McFadden to allocate the FY2021 BoS Operating Expense Savings to the Real Estate Property Fund. Motion seconded by Mr. Tartell and carried 5-0.
- 11. Appointed Boards and Commissions Continued Recording of Meetings Ms. Vanderslice provided an update on recent legislation for holding in person, remote and hybrid meetings for boards/commissions. Further discussion amongst the board on continued recording of meetings. Consensus that if board/commissions meet on a regular basis continue to video record and if board/commission does not meet monthly can choose audio recording. Training to be offered on equipment.
- POCD Progress Report
 Ms. Vanderslice reviewed the attached POCD Progress Report.
- 13. Possible Appointments Housing Committee Suzanne Wakeen and Ryan Sullivan Ms. Vanderslice noted that the board was unable to interview Ryan Sullivan regarding his interest in serving on the Housing Committee. Motion moved by Mr. Cole to appoint Suzanne Wakeen to the Housing Committee. Motion seconded by Ms. Bufano and carried 5-0.

E. Selectmen's Reports

- 1. First Selectman
 - Ms. Vanderslice shared her visit with second grader Alice Fasano, her brother Jim and her mother Sarah for "Lessons with Lynne". They visited the Fire and Police Station.
 - Ms. Vanderslice shared the Police Dept participated in the Special Olympics torch run and noted Wilton came in second across state in fundraising.

- Dog License Renewals are due June 30, 2021 and can apply and pay online.
- Tax Bills will be Mailed on July 1, 2021. Sign up to Receive Online Billings and Reminders. Pay Online
- July 11th, 18th, 25th and August 1, 2021 Summer Concert Dates and July 4th festivities at Merwin Meadows.

2. Selectmen

Mr. Tartell

Mr. Tartell noted that he reviewed FOIA training offered by CCM and video that was available from town counsel. He suggested to CCM that they create an E-learning course. CCM videos would be used for onboarding for new board/commission members.

Ms. McFadden

Ms. McFadden congratulated the Wilton based Young Talent Chamber Music Group for their recent concert in Wilton. She updated the board on the recent reorganization of the Jesus Christ of Latter-Day, which owns the property across from Town Hall. Plans for the site are still uncertain.

Ms. Bufano None.

Mr. Cole None.

F. Public Comment

Ms. Bufano read a letter sent to First Selectwoman from Jon Polzzio of J&M title of Westport CT thanking her and Town staff for their response during the COVID-19 crisis. He noted thanks to the Building Dept: Robert Root, Mark Lawrence and Rachel Matthews; Planning & Zoning Dept.- Lorraine Russo; Environmental Affairs Dept. – Elizabeth Larkin; Health Dept. – Michelle Leguerre, Alice Osborn and Town Clerk's Office: Lori Kaback, Mary Ellen Demers, Jessica Johnson. Sheila Pastore and the Town Clerk's online records.

G. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn at 9:42pm. Motion moved by Mr. Cole, seconded by Ms. McFadden and carried 5-0.

Jacqueline Rochester Recording Secretary Taken from Video CONSERVATION COMMISSION Telephone (203) 563-0180 Fax (203) 563-0284



TOWN HALL 238 Danbury Road Wilton, Connecticut 06897

MEMORANDUM

TO: Board of Selectmen

FROM: Conservation Commission

DATE: June 18, 2020

RE: 2021 Controlled Deer Hunt Plan

The Conservation Commission has APPROVED the Wilton Deer Management Committee's 2021 Controlled Deer Hunt Plan. By way of this memo, the commission is forwarding the Controlled Deer Hunt Plan (attached) to the Board of Selectman for final approval. A representative from the Deer Management Committee will be present for any questions when the Board of Selectman reviews the plan.

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indicates that total for the corresponding adjacent parcel includes the tally for N/A - indicates that parcel was not hunted.

Cell Monopole Proposal

lssue:

- We have all heard from residents about problems with the availability of or the strength of cell phone service in parts of Wilton.
- Complaints have increased with our increased dependence on cell phones, the expansion of the ages of residents using cell phones and the expansion of cell phones capabilities.
- Cell phone infrastructure in Wilton has not kept pace with cell phone expansion.
- increased cell phone usage means increased traffic between cell towers. Adding a monopole is similar to As road traffic increased, the lanes on RT 7 were increased to absorb the additional traffic. As with roads, adding another lane on a road. A new monopole will provide cell traffic an additional/alternate route.
- During this same time, buildings have been built or expanded and trees have grown creating new obstructions to the existing reach of the radio waves coming off of the existing towers.
- Small cell installations are occurring in more densely populated cities, but towers/monopoles are the more cost effective means of reaching the greatest number of people in low density areas like Wilton.

Cell Monopole Proposal

Town Efforts to Address:

- We worked with the CT Siting Council to obtain information on cell coverage in Wilton. A March 2020 coverage map accompanying letter from the Executive Director of the Siting Council, the map is only general guidance as, was developed by Siting Council personnel based on information from four major carriers. Noted in the
- The map likely documents more coverage than any one particular carrier actually provides.
- The map assumes every carrier on every tower in their area. This is not the case. See the accompanying listing of towers/carriers.
- The map doesn't account for capacity issues within a covered area.
- We have met with representative of cell service providers to encourage mutually beneficial solutions.
- We have identified interest in a new monopole in the area off School Road behind the Bus Barn.
- The site is attractive to a cell provider because of its height.
- The site is attractive to Wilton because
- it would service our three schools, Comstock, our playing fields, and Wilton Center. Areas where residents complain they have difficulty with cell signals.
- It would service high traffic areas with dropped service, including Ridgefield and Danbury Roads.

Monopole Proposal

Approval Process:

If authorization is received to pursue a possible monopole behind the Bus Barn:

- Development of a RFP/RFQ for a land lease and the construction of a monopole would to be presented at July 20th Board of Selectmen meeting. RFP/RFQ would include among others:
- Maximum monopole height.
- Stealth Monopole only.
- Minimum/Maximum initial lease term plus extensions.
- Minimum annual rent and/or revenue sharing and minimum annual escalation.
- Free access for Wilton emergency services antennas.
- Required time frame to file application with the Siting Council.
- Ownership to Town at lease termination.
- Specific leased property boundaries.
- Access rights, pre-construction testing, liability requirements and protection of newly paved surface.
- 8-24 referral to P&Z.
- Selection of proposed lessee.
- Public notice of the proposed lease.
- Special Town Meeting if qualifying petition received.
- **Execution** of lease. Between the Town and the Lessee.
- Lessee submission of an application to the CT Siting Council.
 - Public Notice and Hearing by the CT Siting Council.
- Issuance of a decision by the CT Siting Council.

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



TOWN HALL 238 Danbury Road Wilton, Connecticut 06897

June 21, 2021

To: Board of Selectmen

From: Anne Kelly Lenz

Re: FY2021 operating expenses are forecasted to be under budget by \$800,000 as of May 31, 2021.

Net employee related savings are forecasted at approximately \$500,000. Although the police and fire departments incurred high overtime due to required shift coverage for COVID quarantines and vacancies and to address Tropical Storm ISIAS, those costs were more than offset by all departments' medical benefit savings due to the transfer to the State Partnership Plan, vacancies and changes in selection plus wage savings due to vacancies and new hires at a lower wage scale. See details below.

As previously shared and discussed we had savings from rebidding our business insurances and overbudgeting for electricity. These savings plus other savings allowed us to fund new projects previously approved by the Board.

This forecast has not been adjusted for expenses that may qualify for reimbursement under the American Rescue Plan and FEMA. As we end the year, we will close out purchase orders and account for any additional realized savings. As such, the June 30 forecast may include additional savings.

FY2021 operating capital is forecasted to be under budget by \$180,000, which was previously provided to the Board of Finance for their use in calculating the FY2022 mill rate.

\$ \$	600,000 490,000	Medical Savings-State Plan, Vacancies, Replacements & Selection Employee Salary Savings-Vacancies
\$	(590,000)	Excess Employee Overtime-COVID, ISAIS, + vacancy coverage
\$	500,000	Employee Related
\$	120,000	Building repairs-deferred due to COVID
\$	110,000	Business Ins-Rebid
\$	67,000	Electricity-overbudgeted-corrected for FY2022 & Higher VNM credits
\$	88,000	All other, net savings
\$	(10,000)	Lightening Detection-Unbudgeted
\$	(25,000)	Dome Study
\$	(50,000)	Schencks Island Parking lot, unbudgeted
\$	300,000	Non-Employee
\$	800,000	Total Savings

	FY 20 Actual YTD	FY 21 Amended Budget	FY 21 Actual YTD	FY 21 Actual YTD to Amended Budget Fav/(Unfav)	FY 21 Forecast	FY 21 Actual to Amended Budget Fav/(Unfav)
Revenues						
Taxes	121,647,530	116,715,634	117,940,713	1,225,079	117,946,213	1,230,579
Education	1,984,975	207	1,879,063	1,878,856	556,749	556,542
Town Intergovernmental	808,195	780,961	806,620	25,659	808,991	28,030
Licenses, Permits & Fees	1,738,845	1,142,675	2,497,152	1,354,477	2,518,377	1,375,702
Other Revenues	648,946	485,433	682,366	196,933	795,800	310,367
Interest	616,314	390,000	84,174	(305,826)	84,800	(305,200)
Investments	83,867	10,000	(34,926)	(44,926)	(34,926)	44,926
	12/,528,6/2	119,524,910	123,855,163	4,330,253	122,676,004	3,240,946
Expense						
Debt Service	10,165,296	9,015,040	9,566,752	(551,712)	8,989,110	25,930
Board of Education	82,464,031	82,344,563	82,102,285	242,278	82,344,563	•
Board of Selectmen	31,737,317	32,097,312	28,781,918	3,289,574	31,297,312	800,000
Board of Selectmen Capital	1,348,289	2,163,782	433,655	1,730,127	1,983,782	180,000
Charter Authority	ě	2,969,160	ii)	2,969,160	•	2,969,160
	125,714,933	128,589,857	120,884,610	7,679,427	124,614,767	3,975,090

American Rescue Plan Grant Overview

- Wilton has been awarded \$5,428,622. Of which, \$2,714,311 was received on June 21.
- Received funds were accounted for consistent with other grants.
- Assigned to a grant fund.
- Qualified expense reimbursements will be charged against the fund.
- Expenditures will be approved consistent with all other expenditures.
- Qualified expenditures must be incurred on March 3, 2021 or after.
- We have 3 years to determine how to use the funds and 5 years to spend the funds.
- First filing is as of September 30, 2021, due on October 31, 2021.
- Annually thereafter.

American Rescue Plan Grant Overview

Purpose of Funding

- Replace Lost Revenue to Governments to strengthen response of vital public services and lost jobs.
- We have received additional information on how to calculate lost revenue.
- Revenue loss for Wilton is defined as any amount less than a 4.1% annual revenue growth rate in total revenues since 6/30/2019, Wilton's last full fiscal year prior to the start of the pandemic.
- The 4.1% is an average state and local growth rate from 2015 to 2108. The latest year available. The fact that our revenues have exceeded budget is not considered.
- The first calculation period is 12/31/2020, or 18 months after 6/30/2019.
- Our calculated lost revenue for that 18 month period exceeds our total grant. We are seeking confirmation.

Qualified expenditures under Lost Revenue:

Government provided services, including infrastructure. The Interim Final Rule provides wide latitude as to what government provided services are allowed. Examples include road paving and costs to provide police and fire services.

American Rescue Plan Grant Overview

Purpose of Funding, cont

- Support COVID Response.
- Support Economic Stabilization of Households and Businesses.
- Address Systemic Public Health and Economic Challenges that have contributed to the unequal impact of the pandemic.

Next Steps

- Quantify qualified expenses under "Support COVID Response" for filing as of September 30th.
- Quantify emergency services radio system for possible filing under "Lost Revenue", in the next reporting period following approval at a Special Town Meeting and Nov 2, 2021 vote.
- Develop other proposals for the use of funds, consistent with the spirit of the ARPA.

To: Board of Selectmen

From: Lynne A Vanderslice

Date: June 21, 2021

RE: First Quarter FY2022 Priorities

The following are priorities for the next six months:

Allow department heads time to regroup

- Departments heads have been running non-stop for 15 months with little time off.
- o No new projects nor initiatives during the months of July and August.

Infrastructure projects

- o Finalize Police Headquarters proposal for Special Town Meeting.
- o Finalize Emergency Radio proposal for Special Town Meeting.
- o Vendor selection and completion of Fire Headquarters kitchen project.
- RFQ and vendor selection for Fire Station 2 renovations.
- o RFQ and vendor selection for required work for New St. residential rental.
- o RFQ and vendor selection for pedestrian bridge.
- o Complete CY2021 paving plan and pave section of Wilton Center sidewalk.
- Compile, quantify and prioritize other required work for town-owned buildings, parking lots, sidewalks and parks including, but not limited to
 - Town Hall
 - Town Hall Annex
 - Schencks Island
 - Proposed Dome
 - Marvin Tavern
 - Yellow House at Ambier Farm

• Cell Service

- RFQ and vendor selection for proposed tower.
- o Monitor Siting Council.

• American Rescue Plan Funds

Expenditure plan

Continued expansion of online services

- RFQ and vendor selection for online permit records.
- Complete online permitting.

Collaboration with WestCOG

- o Participate in study of regional broadband solutions and/or alternatives.
- o Participate in WestCOG's preparation of regional and individual municipality required affordable housing plan documents.
- Monitor development activity/support P&Z efforts
- Integration into HRRA
 - o Work with HRRA to modernize and improve the Transfer Station
- Continue to maintain high level of town services in the most efficient manner possible.

Of note occurring in the next six months:

- Audit-Blum Shapiro merged with another firm. This year's audit will be as if we have new auditors as a number of their practices have changed.
- Master Planning. Vender selection is in process.
- Municipal elections and expected Special Town Meeting adjourned vote on November 2nd.
- Community building:
 - o Summer concerts
 - o Late August special three-night event-to be announced

POCD OBJECTIVES-ACCOMPLISHED AS OF MAY 22, 2021

The following are a list of compled objectives or completed actions within the objective.

There are many other objective being worked on. They are at varied stages towards completion.

Objectives begin on page 107:

https://www.wiltonct.org/sites/g/files/vyhlif4046/f/pages/adopted_pocd_effective_10-01-2019.pdf

Clack	1800	ORIECTIVE	COMPLETED ORIECTIVE or OBJECTIVE ACTION	Outsourced Objective
2120	# C-001		Output anvisconmental stakeholder meetings organized and	
Natural History and	#1 conserve	,	Qualiferry environmental stakenoider meetings organized and	•
Environment	/Enhance	1.1.1	nosted by Mike Conklin The Sta	The State is building a trail site which towns
			will pop	will populate. We won't be building our
		1.1.2	OWN.	
		1.3.7	Approval of NRVT Parking Lot on Chipmunk Road	
	4	, 4	Diverview windows along River Road	
	#Z Protect	7.4.7		
			Invasive removals and planting of natives along	
			Norwalk River at River Road	
	#3 Energy		Achieved goal of 70% of municipal and school electricity through	
	Conservation	3.2.3	renewables	
Human & Economic	Increase Housing		Approval of 300 Danbury Road. Approval of 200 Danbury Road.	
Environment	Options	1.1.2	Approval of 2 Hollyhock.	
		1.2.4	Formed and Seated a Housing Committee	
			All Town Clerk land records are available online. All land use	
	Foster Community		forms are online & fillable. All land use board applications are	
	Involvement	5.1.2	online. All land use boards meetings are live streamed	
	Strengthen Wilton			
Build Environment	Center	2.1.4	Established and seated an Architectural Review Board	
	Improve/Maintain			
	Town Facilities	6.3.1	Joined HRRA	
	Utility Services	7.2.2	Idenfitied cell tower location on School Road	