

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 SPECIAL MEETING
Tuesday September 21, 2021
Held Electronically

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

ABSENT: Lori Bufano

GUESTS: Chris Burney (Director, Public Works, Facilities & Energy Management), Frank Smeriglio (Assistant Director/Town Engineer), Police Chief John Lynch, Captain Robert Cipolla, Captain/Executive Officer Thomas Conlan, Michael Wrinn (Director, Planning & Land Use Management), Charlie Taney (NRVT), Patti Temple & David Waters (Police Building Committee)

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:01pm.

B. Ms. Vanderslice asked for a motion to amend the agenda to move Update on Monopole RFQ to item F-4. Motion moved by Ms. McFadden, seconded by Mr. Cole and carried 3-0.

C. Motion to Move into Executive Session to Interview the following Residents for the Following Possible Appointments and to Discuss a Personnel Matter

Motion moved by Mr. Cole to move into Executive Session to interview Perri Shepard – Council on Ethics, Lianne Griswold Acosta-Rua & Nalini Hage for the Wilton Library Association Board of Trustees and to Discuss a Personnel Matter. Motion seconded by Ms. McFadden and carried 3-0.

Out of Executive Session and back into Regular Session at 7:47pm.

D. Public Comment

None

E. Consent Agenda

Motion made by Ms. McFadden seconded and carried 5-0 to approve the Consent Agenda as follows:

- Minutes
 - FOIA Training Minutes – September 9, 2021
 - Board of Selectmen Regular Meeting – September 13, 2021
- Refunds
 - Per Tax Collectors Memo dated – September 15, 2021

F. Discussion and/or Action

1. NRV – Request for Support and Partnership on LOTCIP Grant Application – Charlie Taney and Frank Smeriglio
Charlie Taney and Frank Smeriglio reviewed. Mr. Taney noted the opportunity to apply for a LOTCIP Grant for the NRV for Skunk Lane to Pimpewaug. He noted the town would be required to file the application and be the recipient of the grant. After discussion and review Ms. Vanderslice asked for a motion to have the LOTCIP Grant application in partnership with the NRV move forward. Motion moved by Ms. McFadden, seconded by Mr. Cole and carried 4-0.
2. Contract with Scan Optics to Digitize Land Use Microfiche Records – Sarah Gioffre
Ms. Gioffre reviewed (see attached) the contract with Scan Optics to digitize Land Use microfiche records. She noted that 3 proposals were received following a request for bids. After review and discussion, motion moved by Mr. Tartell to authorize the First Selectwoman to enter into contract with Scan Optics subject to review by Town Counsel. Motion seconded by Mr. Cole and carried 4-0.
3. Status of Police Headquarters Project and Proposed Timeline Leading to Special Town Meeting Vote – Chris Burney
Ms. Vanderslice began by stating she and DPW Director and Town/BOE Facilities Director Chris Burney have discussed his desire to scale back his responsibility by end of FY22. At a future meeting, Ms. Vanderslice will discuss with the BoS members, the concept of Chris transitioning into a reduced role which would include overseeing the Police Headquarters project and a few other projects. Ms. Vanderslice and Mr. Burney then reviewed the attached slides as to the status of the project and projected timeline, with input from Patti Temple, David Waters, Police Chief John Lynch, Captain/Executive Officer Thomas Conlan and Captain Robert Cipolla.
4. Update on Monopole RFQ
Ms. Vanderslice introduced Michael Wrinn who stated the Town had received an acceptable response to the Town's RFQ. He reviewed next steps, including the requirement for an 8-24 referral to the Planning & Zoning Commission. Motion to make the 8-24 referral as described by Mr. Wrinn to the Planning & Zoning Commission moved by Mr. Cole, seconded by Ms. McFadden and carried 4-0
5. Frontier's Town Wide Fiber Project
Ms. Vanderslice, Frank Smeriglio and Michael Wrinn reviewed Frontier's town wide fiber installation project. Frontier's presentation to town officials is on the town website with the 9/21/2021 BoS documents.
6. Authorization for Expenditures Related to Turf and Track Repairs
Ms. Vanderslice provided an update on the turf and track restoration, noting she approved expenditures on an emergency basis. She requested the BoS authorize her to continue to do so up to a maximum of \$300,000 for remediation and cleanup. Ms. McFadden made motion to authorize the First Selectwoman to spend up to \$300,000 to move forward with this remediation and cleanup work. Motion seconded by Mr. Cole. After further review and discussion motion carried 4-0.
7. FY2022 Highway Safety Grant Application
Ms. Vanderslice reviewed the FY2022 Highway Safety Grant application with the board noting the grant is the same as in previous years. After discussion and review motion moved by Mr. Tartell to approve moving forward with the grant application. Motion seconded by Ms. McFadden and carried 4-0.
8. Political Signs on Town-Owned & Town Managed Property

Ms. Vanderslice reviewed the law related to political signs on town-owned and town managed property.

9. Proposed Letter from Board of Selectmen to Planning and Zoning Commission Regarding Moratorium on the Sale of Cannabis

Ms. Vanderslice suggested she submit a letter to the Planning and Commission on behalf of the board regarding their proposed zoning changes related to cannabis. Members agreed.

10. Appointment – Housing Committee

Motion moved by Ms. McFadden to appoint Steven Parrinello to the Housing Committee. Motion seconded by Mr. Tartell and carried 4-0.

11. Possible Appointments – Board of Selectmen Representatives to the Wilton Library Board of Trustees, Council of Ethics

Motion moved by Ms. McFadden to appoint Perri Shepard as a member on the Council of Ethics. Motion seconded by Mr. Tartell and carried 4-0.

Motion moved by Mr. Cole to appoint Lianne Griswold Acosta-Rua and Nalini Hage as BoS Representative to the Wilton Board of Trustees. Motion seconded by Mr. Tartell and carried 4-0.

G. Selectmen's Reports

1. First Selectman

Ms. Vanderslice discussed the topics below with the board.

- Development Activity - Tabled
- Letters in Support of Aspetuck Land Trust Grant Application
Letters sent in support from Michael Conklin, Michael Wrinn & Conservation Commission and WestCOG will be sending letter as well
- Glass Recycling at the Transfer Station has started
- Delinquent Property Taxes – Gave an update on issues with tax payments
- COVID Update

2. Selectmen

Ms. McFadden

Ms. McFadden noted Wilton Go Green intends to apply for an Eversource grant to fund energy efficiency outreach to small businesses. Reminded businesses of the upcoming deadline for Neighborhood Assistant Act donations.

Mr. Cole

Mr. Cole noted the Halloween Walk will be held this year.

Mr. Tartell

Mr. Tartell complimented the Wilton Police and Social Services department for their It's OK not to be OK webinar.

H. Public Comment

None.

I. Adjournment

There being no further business, motion to adjourn meeting 9:24pm. Motion moved by Mr. Cole, seconded by Mr. Tartell and carried 4-0.

Jacqueline Rochester
Recording Secretary
Taken from Video

Document Scanning

Background

- Document Scanning is one of the means we have employed over the last 5 years to modernize town government through increased digitalization and online access. Converting paper to digital records has the additional benefit of reducing the space needs in our municipal buildings.
- This year we completed the scanning of all the Town Clerk's land records. Those records are available online for review and download. COTT, the Town Clerk's software system, was used for that task.
- Our next priority is to scan Land Use department records.
 - Top priority is converting microfiche which contains historical permit information for Building and Health departments. The number of fiche cards is estimated to be between 17,000 and 25,000. These cards are used on a regular basis by realtors, title searchers, property owners and town employees.
- Other Town Departments, including DPW, Human Resources, First Selectwoman's Office will also be scanned.
- We have selected a company to perform the scanning. We will utilize a product already in use by Finance to provide the online, remote document retrieval capability to the public and Town staff.

Document Scanning

Vendor Recommendation/Next Steps

- We obtained three proposals from vendors.
- Vendor of choice is Scan-Optics LLC
 - Provided most thorough review/estimate (visited office to view/measure fiche drawers, worked to provide high quality sample scans on some of our lower quality fiche)
 - Best price
 - Have contract with State of CT
 - Local (Manchester, CT)
 - Highly recommended by current clients
- The estimated cost based on the estimated number of scans is \$23,000.
- We have received a draft contract from Scan-Optics LLC and are reviewing it with Town Counsel. Would like to request authorizing the First Selectwoman to sign the contract once review with Town Counsel is complete.

Police Headquarters Project-**Status** and Proposed Timeline

- **At the February 3, 2020 Board of Selectmen meeting, the Building Committee and Tecton Architects presented a recommended design and site plan:**
 - New Police Headquarters,
 - Located behind Town Hall with all preferred requests and an ERT bay,
 - Cost of \$14.7 million and under the \$15 million ceiling.
- ***At the time, the design plan had differences (pluses and minuses) versus the approved Statement of Requirements.***
- ***The WestCOG study of shared police facilities was ongoing.***
- ***The status of legislation forcing the regionalization of dispatch was unknown.***

Police Headquarters Project-**Status** and Timeline

- **Since February 3, 2020**

- *The Police Commission approved and submitted a revised Statement of Requirements consistent with the recommended new building at \$14.7 million.*
- *The WestCOG study was completed. Recommendations were for consideration of shared animal control shelters and firing ranges.*
- *In the 2021 Legislative Session, a bill was adopted that requires only the continued study of regionalized dispatch*
- *We were contacted by a municipality interested in sharing in the cost of a firing range*
- *The Pandemic occurred resulting in*
 - Potential design changes by Tecton based on what has been learned
 - A change in how meetings are held and the expectation of a significantly reduced demand for a shared community meeting space within the police headquarters.

Police Headquarters Project-Status and Proposed **Timeline**

(Dates are subject to change)

- **October 4, 2021**
Review of Proposed Changes to the Design
Approval of Proposed Contract for Design & Cost Estimates to be Presented at a Special Town Meeting
- **October 15th or 23rd**
Public Tours of Police Headquarters
- **October 18th**
Public Information Session for BOS & BOF Candidates and the Public
- **November 1st**
Interim Report on Design Development
- **November 6th or 16**
Public Tours of Police Headquarters
- **December 2nd**
Special Joint Meeting of the Newly Seated Boards of Selectmen and Finance to Hear the Presentation of the Police Headquarters Proposed Design, Cost and Associated Bonding Requirement
- **December 8th or 9th**
Public Information Session
- **January 3rd**
Decision by the Board of Selectmen to hold a Special Town Meeting and Set a Date
- **January 10th-**
Notice of the Special Town Meeting (20 to 10 days in advance of the STM)
- **January 11th**
Board of Finance Deliberations on any Recommendation to the Voters
- **January 25th and 29th**
Special Town Meeting and Adjourned Vote