

OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectwoman

David K. Clune
Second Selectman

Lori A. Bufano
Selectwoman

Joshua S. Cole
Selectman

Deborah McFadden
Selectwoman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN

**Monday June 17, 2019 - Immediately Following Trustees of the Retirement Plan
for the Employees of the Town of Wilton
Meeting Room B, Town Hall**

PRESENT: First Selectwoman Lynne Vanderslice, David Clune (arrived at 8:15 pm)), Lori Bufano, Joshua Cole, Deborah McFadden

GUESTS: Paul VonSteenburg (Chair Investment Committee), Scott Lawrence (Chair Planning & Zoning Commission, Rick Tomasetti (Vice Chair Planning & Zoning Commission), Bob Nerney (Town Planner), CFO Anne Kelly-Lenz

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:50 pm.

B. Public Comment

None.

C. Consent Agenda

Motion made by Mr. Cole seconded by Ms. McFadden and carried 4-0 to approve the Consent Agenda as follows subject to clarification on item #8 Appointments to show motions were seconded by Ms. Bufano and carried unanimously for appointment of Ms. Stow, Mr. Olmstead and Ms. Brown.:

Minutes

- Board of Selectmen Public Hearing – June 3, 2019
- Board of Selectmen Regular Meeting – June 3, 2019

Refunds

- As per Tax Collector's Memo dated June 13, 2019

Gifts

- Lynne & Paul Vanderslice – Summer Concert Series - \$1,000.00
- Wilton Kiwanis Foundation – Summer Concert Series - \$150.00
- Ellen J. Raleigh – Wilton CERT - \$50.00

Thanked all for their generous gifts.

D. Discussion and/or Action

1. **Contract – Welti Geotechnical Town Campus Soil Testing – Chris Burney**
Chris Burney reviewed the proposal to engage Welti Geotechnical for soil testing of the Town Hall Campus in connection with the Police/Town Hall Campus Building Project. The contract is for the amount of \$11,000. After review, motion made by Ms. Bufano to authorize the First Selectwoman to enter into a contract with Welti Geotechnical subject to approval of Town Counsel. Motion seconded by Ms. McFadden and carried 4-0.
2. **Contract – Ryan and Faulds – Town Campus Survey – Chris Burney**
Chris Burney reviewed the proposal to engage Ryan and Faulds to perform a survey of the Town Hall Campus in connection with the Police/Town Hall Campus Building Project. The proposal is for the amount of \$11,800. After review, motion made by Ms. Bufano to authorize the First Selectwoman to enter into a contract with Ryan and Faulds subject to approval of Town Counsel. Motion seconded by Ms. McFadden and carried 4-0.

Mr. Burney provided an update to the board on the State's Volkswagen legal settlement - NOx Emissions Program.

3. **POCD Discussion – Scott Lawrence and Bob Nerney**
Ms. Vanderslice introduced Scott Lawrence (Chair Planning & Zoning Commission) who began the review and discussion of POCD. He noted that there will be a Public Hearing on July 18, 2019 to solicit public comment as well as incorporate other comments received from the various boards on the POCD.
4. **Architectural Review Board Proposal – Scott Lawrence, Rick Tomasetti, Bob Nerney & Rob Sanders**
Scott Lawrence, Rick Tomasetti and Bob Nerney reviewed with the board their proposal to form an Architectural Review Board (see attached). After review, motion to agree in concept with the text provided by the Planning & Zoning Commission with the one change in section 2-B to form an Architectural Review Board moved by Ms. Fadden, seconded by Mr. Cole and carried 5-0.
5. **Financial Update – Anne Kelly-Lenz and**
6. **NRVT Legal Expenses – Anne Kelly-Lenz**
CFO Anne Kelly-Lenz provided an estimated report on the FY2019 operating results for the Town. Results are forecasted to be 426,000 under budget. Ms. Kelly-Lenz requested the use of the savings, see attached, including \$200,000 for repairs to Fire Station 2 in lieu of the previously proposed bonded project and \$70,000 to replace the Air Compressor.

Ms. Kelly-Lenz also explained that the town, as the holder of the Wilton and Norwalk NRVT grant had incurred an unusually high level of legal expenses on behalf of the NRVT because of lease negotiations with the State. Typically those expenses are reimbursed by the NRVT. After review, motion moved by Mr. Clune to approve spending from savings as presented plus the additional amount for the NRVT related legal expenses. Motion seconded by Mr. Cole and carried 4-0-1 with Ms. McFadden abstaining.

7. Pension COLA

Sarah Taffel, Director HR & Administration provided an overview language within the pension plan related to cost of living adjustments and historical COLA data. After a discussion, motion made by Ms. McFadden to approve an increase of 1% effective January 1, 2020, for those retired as of July 1, 2019. Motion seconded by Mr. Clune and carried 5-0.

8. Dissolution of the Board of Finance Survey Subcommittee

Motion moved by Mr. Cole, seconded by Ms. Bufano to dissolve the BoF Survey Subcommittee and carried 5-0.

9. Appointments

None

E. Selectmen's Reports

1. First Selectman

- Ms. Vanderslice congratulated all Wilton graduates and their families
- Walk with Lynne June 18, 2019 at noon
- Coffee with a Cop at Orem's June 19, 2019 at 8:00am
- Ms. Vanderslice discussed various topics that affect the town
 - Hold on bonded State Transportation funding
 - Opinion of CCM and COST that pension push down is not gone for good
 - Assistance provided to those working on obtaining certification from Sustainable CT

2. Selectmen

Ms. McFadden

Ms. McFadden discussed various events that took place in town and also congratulated the Wilton graduates and their families.

Mr. Cole

None

Mr. Clune

None

Ms. Bufano

Thanked the EDC for inviting Lisa Mercurio of the Business Council of Fairfield County to speak at their last meeting.

F. Public Comment

None

G. Executive Session

Ms. Vanderslice asked for a motion to go into Executive Session at 10:02 pm for Discussion of Land Sale. Motion moved by Mr. Clune, seconded by Ms. McFadden and carried 5-0.

Out of Executive Session at 10:26 pm

H. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Ms. Bufano to adjourn meeting at 10:02pm, seconded by Mr. Cole and carried 5-0.

Next Meeting – July 1, 2019

A handwritten signature in blue ink, appearing to read 'Jacqueline Rochester', with a stylized flourish at the end.

Jacqueline Rochester
Recording Secretary
Taken from Video

Wilton Planning and Zoning Commission
Draft Text Amendment
Architectural Review Board

Version: June 10, 2019
Submitted to the Board of Selectmen

New Section: 29-9.K: ARCHITECTURAL REVIEW BOARD

1. Purpose:

- a. The Commission finds that advisory, pre-application general concept, site plan and architectural review of certain applications will serve to improve architectural design, function and aesthetics of sites and buildings in Town, and thereby help achieve the intent and purposes of these Regulations stated in Section 29-1. Section 29-9.K is further intended to ensure that the design of buildings and sites is in harmony with the design character of the community and surrounding areas and is of high quality, thereby promoting compatible and desirable development of Wilton's built environment. Accordingly, the Commission hereby adopts the following regulations establishing an Architectural Review Board ("ARB") and advisory, pre-application review process for certain applications under these Regulations.
- b. In considering applications, the ARB will be guided by reference to the following principles, further supported by recommendations of the Plan of Conservation and Development ("POCD"), as amended:
 - i. The site plan and arrangement of facilities is in harmony with the adjoining uses of land in the design area.
 - ii. The basic design, bulk and exterior of the proposed structure(s) is compatible with the design area surroundings.

2. Establishment of Architectural Review Board:

- a. In the event that the Board of Selectmen, in its discretion under authority provided by Wilton Town Charter §§ C-13C and C-15B, approves the creation of a committee constituting an Architectural Review Board for the purposes of implementing this Section 29-9.K, then this Section shall become effective and govern the operation of the ARB.
- b. The ARB shall have five (5) regular members who shall also serve on and as the Village District Design Advisory Committee ("VDDAC") under Section 29-9.J. Accordingly, at least one member of the ARB must be an architect, landscape architect or planner who is a member of the American Institute of Certified Planners, and other members may be selected based upon their competence in matters of design, such as architects, designers, planners, or landscape architects, though any other qualified electors may also be selected. The first ARB shall be comprised of the existing members of the VDDAC as of the effective date of this Section 29-9.K.

- c. Wilton Town Charter § C-39 shall apply to all appointments to the ARB. [NOTE: Minority Representation requirements (Wilton Charter § C-39(B) and CGS § 9-167a).]
 - d. Members of the ARB shall serve a two (2) year term. New members, replacement members and members with expiring terms who seek to continue service shall require nomination by the Commission and appointment by the Board of Selectmen.
 - e. The ARB shall regularly meet at least once monthly and may hold special meetings with at least 24 hours' notice at the call of the Chair, to consider applications and prepare advisory reports to the Commission on those applications.
 - f. The ARB shall elect officers, including a Chair, Vice-Chair and Secretary, from its members, with elections at least once a year and as needed to fill vacancies.
 - g. The ARB shall strive to be fair, predictable and efficient in assessing matters before it and in providing guidance to the Commission.
3. Applicability:
- a. ARB review shall be required for all [Zoning Permit, [NOTE: TBD]] Special Permit and Site Plan applications:
 - i. Involving (A) new construction, (B) significant site, exterior or façade alterations and/or (C) installation of signage in excess of 10 square feet, for all properties:
 - 1. located in all Multi-Family Residential Districts (DRD, THRD, CRA-10, MFAAHD); or
 - 2. located in all Business Districts (DRB, GB) or Design Enterprise Districts (DE-10 and DE-5), excepting Village Districts that are subject to Village District Design Advisory Committee review pursuant to Section 29-9.J; or
 - 3. located in Residential Districts (R-1A and R-2A) involving Special Permit Uses or requiring a Special Permit or Site Plan approval under Sections 29-5.A.3 (Special Permit Uses), 29-5.A.7 (SFAAHD), 29-4.D.6 (Assisted Living Facilities) or 29-5.E (HODD).
 - ii. made pursuant to Section 29-5.C.6 (Adaptive Use); or
 - iii. made pursuant to Section 29-5.C.8 (Historically/Architecturally Significant Buildings).
 - b. Notwithstanding the provisions of this Section, this Section shall not be construed to apply to construction or site improvements associated with a single-family residence in any district.
 - c. If and as permitted by the Regulations, Planning and Zoning Department staff may review and act upon applications determined to be of minor significance, which such applications do not materially change the character of the subject property or surrounding properties, without ARB review. Planning and Zoning Department staff questions on eligibility for such administrative review shall be referred to the ARB and/or the Commission for guidance and/or final determination.

- d. The requirements of Section 29-9.K shall apply in addition to all other applicable requirements under this Regulation.
- 4. **Pre-Application Process:** The ARB encourages pre-application dialogue. An applicant may request to meet with the ARB in advance of submitting formal application materials. The purpose of the pre-application meeting is to discuss conceptual ideas and provide the applicant with constructive feedback and direction before filing a formal application.
- 5. **Application Process and Procedures:**
 - a. Applications subject to Section 29-9.K, shall be submitted for ARB review and a completed advisory report shall be issued by the Board before any application is filed with the Planning and Zoning Department or Commission.
 - b. A complete application containing the materials required in Paragraph 6 below must be submitted at least 10 days before the next regularly-scheduled ARB meeting, in order to be considered at that meeting.
 - c. The ARB shall review accepted and complete applications at its meetings for consistency with the Regulations and review criteria stated in Paragraph 6 below.
 - d. The ARB shall complete its review and issue a report to the Commission within 35 days of hearing the application, unless the ARB requests, and the applicant consents in writing, to an extension of this deadline. Failure of the ARB to act in prescribed period shall be construed as an endorsement of an application without comment or requested change.
 - e. [Unless otherwise approved by the Planning and Zoning Commission, no zoning permit shall be issued in instances where an ARB recommendation is objected to or rejected by the applicant. Disagreements pertaining to such objections or rejections shall be referred to the Planning and Zoning Commission in writing for final determination. [NOTE: TBD]]
 - f. Recommendations of the ARB to the Planning and Zoning Commission are non-binding and advisory only.
- 6. **Review Criteria:**
 - a. The ABR shall consider the following when reviewing an application:
 - i. Relationship of Buildings to Site and Adjoining Context
 - 1. Buildings shall be organized in a coordinated and functional manner that is compatible with natural and historic site features and the desirable characteristics of adjoining context.
 - 2. A unified design theme for building massing, exterior treatments and signage shall be established where harmony in textures, lines, and masses is provided.
 - 3. Parking area configuration, curbing, paving, and plantings shall be treated appropriately in relation to the building design, the neighborhood, and community design standards.
 - 4. The height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
 - 5. A pedestrian-friendly streetscape and attractive landscape transitions to adjoining properties shall be provided.

ii. Landscape and Site Treatment

1. Landscape treatment shall be provided to enhance architectural features, shield unsightly areas, provide shade, and relate to the natural environment and topography.
2. Plant material shall be selected for its ultimate growth, for hardiness, for compatibility with the character of the area, and for interest in its shape, texture, color and pollinator attractiveness.
3. Planting materials native to Connecticut used for landscaping and screening shall be preferred. The use of any plant designated by the Connecticut Department of Environmental Protection as invasive species is prohibited.
4. Pedestrian sidewalks, paths and trails shall provide safe and convenient connections within the site and between adjacent sites and, where found appropriate taking into account site, natural and environmental factors, shall generally be constructed of brick, concrete or paving blocks, rather than bituminous asphalt, gravel, earth or loose stone.

Existing deciduous trees at six (6) inches or greater caliper and existing evergreen trees at a height of five (5) feet or greater, shall be noted on the site plan and incorporated into the design where practicable.

iii. Building Design

1. Architectural features shall be evaluated based on the scale of the building(s), the quality of the design, and the relationship to surroundings.
2. Facades and rooflines shall be articulated and/or varied to reduce the appearance of bulk and provide architectural interest. Monotonous extents are to be avoided.
3. Building materials shall be of durable quality, substantial appearance, harmonious architectural character, and compatibility with the Wilton built environment.
4. Building textures, colors, and components of the proposed structure(s) shall be harmonious and in context with adjoining buildings.
5. Utility and service equipment areas shall be screened from public view with materials harmonious with the building. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

iv. Signs and Lighting

1. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates and shall be coordinated with the building architecture.
2. Exterior lighting, where used, shall enhance public safety, the building design, and the landscape.
3. Lighting shall minimize point-source exposure, excessive brightness, glare, and spillover.

b. Notwithstanding the foregoing guidelines:

- i. Nothing in the foregoing advisory guidelines shall be construed to prohibit uses, design or construction expressly permitted under these Regulations.
- ii. Materials, fixtures, finishes and treatments shall be of a high-quality aesthetic, construction and durability; like-kind materials of reasonable cost may be used.

7. Formal Application Materials:

- a. Applications to the ARB shall include 8 copies (11" x17" plan copies and a PDF electronic copy) of the following materials, at minimum:

- i. An application form;
- ii. A statement describing the proposed project;
- iii. The following plans, where applicable, based on the nature of the proposed project:
 - 1. An A-2 survey for any proposal involving the physical enlargement of a building, structure, parking area and/or vehicle access aisle.
 - 2. A site plan drawn at a scale of no greater than 1" = 60', incorporating an A-2 survey (when required), of the property sufficient to show the location of:
 - a. wetlands, upland buffers, watercourse and flood zones, if any;
 - b. existing and/or proposed buildings and appurtenances thereof;
 - c. existing and/or proposed parking accommodations;
 - d. existing and/or proposed lighting
 - e. existing and proposed buffer strips and landscaping;
 - f. access and egress details for pedestrian and vehicular traffic;
 - g. existing and/or proposed signs, and
 - h. adjacent roads, curb cuts, and width of rights-of-way and travel way.
 - i. easements, regulatory setbacks, historic covenants or other historic assets.
 - 3. A floor plan showing the basic division of the building, all entrances, exits and loading and service areas.
 - 4. A description of the architectural vernacular of proposed construction and its architectural relationship to other buildings within 500 feet.
 - 5. Elevation drawings of all sides of the building, with dimensions, finish materials, fixtures, lighting, signage, landscape and colors indicated.
 - 6. Samples of all finish materials to be used on the exterior of the building.
 - 7. A roof plan showing all mechanical equipment, vents, hatches, skylights, solar arrays, wind turbines, green roofing etc., and the type and extent of screening to be provided.

8. A signage plan with a scaled drawing showing the design of any proposed signage, including dimensions (length, width, height), a drawing of sign design and content, colors of sign, materials for construction and illumination, together with a site plan showing location of proposed free-standing sign and/or building elevations showing location and proportions of wall signs.
 - iv. Recognizing the level of variation in project complexity and scope, the ARB may elect to waive a submittal requirement if such information is found to be of limited value or not pertinent to an application undergoing review.
- b. [Sunset Provision]: This Section 29-9K shall be effective for a period of 2 years from the effective date of the Commission's adopting resolution, after which time this Section shall expire and be of no further force or effect unless renewed by the Commission with the concurrent reappointment of ARB by the Board of Selectmen. [NOTE: TBD]].

FY 2019 Estimate Savings and Additional Proposed Spending

Estimated Savings versus Budget	\$ 558,000	
Savings Used by BOF to Reduce FY2020 Mill Rate:	<u>\$ 132,000</u>	
Excess FY 2019 estimated savings:	\$ 426,000	
Proposed use of savings based on estimates and bids:		
Fire Station 2 repairs	\$ (200,000)	
Air Compressor - Budgeted for FY2023, no longer functional	\$ (70,000)	essential equipment
EMD/DEMHS-Extrication ballistic equipment	\$ (25,000)	grant funding may become available to reduce the cost
Fire Dept. equipment repairs	\$ (19,100)	essential equipment
Parks & Grounds Barn-roof repairs	\$ (18,000)	complete replacement vs budgeted overlay
Resident Alarm Management software - current software no longer functional	\$ (17,000)	ROI: 1 year
General Code-Charter Maintenance Service: legal updates and accessibility	\$ (12,000)	provides necessary statute review and online access
Estimated balance to fund road program**	\$ (64,900)	avoids the need to borrow

**Subject to decision on NRVt legal expenses