

OFFICE OF THE
FIRST SELECTMAN

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William F. Brennan
First Selectman

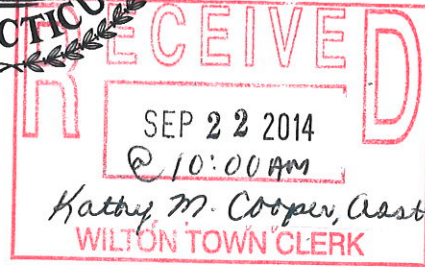
Harold E. Clark
Second Selectman

Ted W. Hoffstatter

Richard J. Dubow

James A. Saxe

TOWN HALL
238 Danbury Road
Wilton, CT 06897



**BOARD OF SELECTMEN SPECIAL MEETING
WEDNESDAY, SEPTEMBER 17, 2014
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: **BOARD OF SELECTMEN** – First Selectman Bill Brennan, Richard Dubow, Hal Clark, James Saxe

ABSENT: Ted Hoffstatter

GUESTS: Sarah Taffel, Sandy Dennies

OTHERS: None

Mr. Brennan called the meeting to order at 7:30 p.m.

A. Discussion and/or Action

1. Grants Contracts Administration – Title VI Compliance Action Items

- Appoint Title VI Coordinator – Motion made by Mr. Brennan to appoint Sarah Taffel as Title VI Coordinator. Motion seconded by Mr. Dubow, unanimously passed.
- Approve and execute a Title VI Policy Statement – Mr. Brennan gave a brief review of the draft Title VI Policy Statement (attached). Sarah Taffel gave a review of the policy which is required by the US DOT. Town Counsel has reviewed and approved the policy statement. Upon review, Mr. Brennan made a motion to adopt the Title VI Policy Statement as edited and moved for the policy to be executed by the Board of Selectmen on September 17, 2014. Motion seconded by Hal Clark, unanimously passed.
- Approve a Title VI Complaint Form and Complaint Investigation Process Form Mr. Brennan gave a quick review of the attached forms. Motion made by Hal Clark to approve the Title VI Complaint Form and Complaint Investigation Process Form. Motioned seconded by Mr. Saxe, unanimously passed.

- B. Board moved to enter executive session to discuss Police Department Pension Negotiations. Entered executive session at 7:55 p.m.

Board out of Executive Session at 8:59 p.m.

- C. Consideration of Vote on Police Union Pension Tentative Agreement

Meeting resumed at 8:59 p.m. Action taken – After considerable deliberation and review of the economic estimates versus objectives, the Board of Selectmen voted 4-0 (1 absent) to reject the proposed Tentative Agreement with the Wilton Police Union, Local No. 1429.

- D. Adjournment – Having no further business, the meeting was adjourned at 9:00 p.m.



Jacqueline Rochester, Recording Secretary
Taken from Video

MEMORANDUM
Human Resources, Labor Relations, and
Administrative Services Department
Town of Wilton

TO: Bill Brennan

FROM: Sarah Taffel



DATE: February 12, 2014

SUBJ: Title VI Compliance Action Items

The Town of Wilton currently receives US DOT financial assistance through the Connecticut Department of Transportation. A condition of this financial assistance is a requirement that the recipient of the funding ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended in all programs or activities for the provision of services, financial aid, and other benefits for which the funding was received. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S. C. Section 2000d).

The CT DOT has requested that the Town of Wilton submit documentation demonstrating that it is in part or full compliance with the Title VI requirements. In an effort to commence ensuring compliance with these requirements, I recommend that the Board of Selectmen consider the following action items:

1. Appoint a Title VI Coordinator
2. Approve and execute a Title VI Policy Statement
3. Approve a Title VI Complaint Form and Complaint Investigation Process.

I have attached documents suggested to fulfill items 2 and 3 above.

Please let me know if you have any questions.

Attachments

HUMAN RESOURCES, LABOR
RELATIONS, AND ADMINISTRATIVE
SERVICES DEPARTMENT
Telephone (203) 563-0118
Fax (203) 563-0295



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

E-Mail Sarah.Taffel@Wiltonct.org

Title VI Policy Statement

The Town of Wilton will effectuate the provisions of Title VI of the Civil Rights Act of 1964, as amended (42 USC Section 2000d), 49 CFR Part 21 and 23 CFR Part 200, FTA Circular 4702.1.B, and other nondiscrimination directives. The Town of Wilton prohibits discrimination on the basis of race, color, or national origin and will ensure that no person is excluded from participation in, denied the benefits or, or is otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation. The Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123) added "sex" and "creed" as protected status categories in all Federal Aviation Administration activities. The Town of Wilton further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Town of Wilton as developed a Title VI discrimination complaint process that is compliant with the Title VI requirements.

Special emphasis areas include the following programs as applicable: construction/maintenance; design; planning and research; contract/agreement processing, prequalification, and award; rights of way; environmental planning; education and training; and transit and ridesharing.

The Board of Selectmen, as the legislative body for the Town of Wilton, has the overall responsibility for carrying out the Town of Wilton's commitment to the Title VI Program. The Title VI Program is a town-wide initiative, and all managers, supervisors, and employees share the responsibility of ensuring compliance.

The Title VI Program implementation responsibilities have been delegated to the Town's Department Heads. The Department Heads will designate Title VI Liaisons who will be responsible for the day-to-day collection, analysis, and reporting of Title VI related data. The Title VI Liaisons will conduct compliance and program reviews to ensure that the Department is adhering to the procedures outlined in the Department's Title VI Implementation Plan.

The Department of Human Resources, Labor Relations, and Administrative Services is responsible for the Town of Wilton's Title VI Program activities, including coordinating procedures, overseeing implementation, and monitoring and reporting progress. The Director, Human Resources, Labor Relations, and Administrative Services has been designated as the

Town of Wilton's Title VI Coordinator, can be reached at 203/563-0118, and is located at Town Hall, 238 Danbury Road, Wilton, CT 06897.

As members of the Town of Wilton's Board of Selectmen, we are committed to the effective implementation of the Town of Wilton's Title VI Program. It is expected that all Town of Wilton personnel will fully cooperate with the Title VI Coordinator in the implementation of the procedures outlined in the Title VI Implementation Plan.

BOARD OF SELECTMEN

This Policy Statement is dated September 17, 2014.

Town of Wilton
Title VI Discrimination Complaint Form

Complainant's Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Alleged discrimination because of: ☐ Race/ ☐ Color/ ☐ National Origin/ ☐ Sex/
☐ Age/ ☐ Disability/ ☐ Creed/ ☐ Other

Please provide the date(s) and location of the alleged discrimination, the name(s) of the individual(s) who allegedly discriminated against you including their titles, if known:

Please provide the names, addresses, and telephone numbers of any witnesses to the alleged discrimination:

Explain as briefly and as clearly as possible what happened, how you feel that you were discriminated against, and who was involved. Please include how other persons were treated differently from you, if applicable:

Signature: _____ **Date:** _____

You may use additional sheets of paper if necessary. Also, include any written materials pertaining to your complaint.

How can I file a Title VI discrimination complaint?

If you believe that a USDOT recipient has discriminated against you or others protected by Title VI, you may file a complaint. Complaints filed with the Town of Wilton should be directed to: Sarah L. Taffel, Title VI Coordinator at 203/563-0118, sarah.taffel@wiltonct.org, or by facsimile at 203/563-0295.

Town of Wilton
Title VI Discrimination Complaint Form

Complainant's Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Alleged discrimination because of: ☐ Race/ ☐ Color/ ☐ National Origin/ ☐ Sex/
☐ Age/ ☐ Disability/ ☐ Creed/ ☐ Other

Please provide the date(s) and location of the alleged discrimination, the name(s) of the individual(s) who allegedly discriminated against you including their titles, if known:

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Town of Wilton

TITLE VI COMPLAINT REPORTING FORM

Reviewer: _____

Date: _____

Complainant Information

Name:	Race and Sex:
Street Address:	City/State/Zip:
Home/Cell Phone:	Work Phone:

Complaint Details:

Alleged Discrimination based on:

Race: _____ Color: _____ National Origin: _____ Sex: _____ Age: _____ Disability: _____ Other: _____

Signature of Complainant: _____ Date: _____

Signature of Reviewer: _____ Date: _____

Complainant: _____

List of Persons to be interviewed:

Findings:

[illegible]

Actions/Recommendations:

Is the complaint against USDOT recipient? Yes _____ No _____

Date Complaint completed: _____

Date Town of Wilton Notified of Complaint: _____

If the Complaint has been referred to another entity, please provide the name and address of the entity:

TITLE VI LOG	
Complainant's Name:	
Alleged Discrimination on the Basis of:	
Race: _____	Color: _____ National Origin: _____ Sex: _____ Age: _____ Disability: _____ Other: _____
Date Complaint Received and By Whom:	
Date Complaint Received by Town of Wilton:	
Complaint Investigated By:	
Allegations in Complaint:	
Findings:	
Disposition:	
Date of Disposition:	

YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

THE TOWN OF WILTON

PROHIBITS DISCRIMINATION IN ITS PROGRAMS AND ACTIVITIES

Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, or national origin in programs, activities and services receiving federal financial assistance (42 U.S.C. Section 2000d).

PROTECTIONS INCLUDE BUT ARE NOT LIMITED TO: PUBLIC WAITING AREAS, PASSENGER HOLDING AREAS, SERVICE, QUALITY OF SERVICE, ROUTING, SCHEDULING, SNACK BARS, GIFT SHOPS, TICKET COUNTERS, BAGGAGE HANDLERS, CAR RENTAL AGENCIES, TAXIS, RESTAURANT FACILITIES, RESTROOMS, AND PASSENGER GROUND TRANSPORTATION.

Any person who believes that he or she, has been subjected to discrimination prohibited under Title VI of the Civil Rights Act of 1964, may file a discrimination complaint. To obtain additional information about the Town of Wilton's Title VI Program or Title VI Complaint process, please contact the Town's Title VI Coordinator at 203/563-0118.

Submit inquiries or complaints to:

**Title VI Coordinator
Town of Wilton
238 Danbury Road
Wilton, CT 06897**

Complaints may also be filed directly with the Federal Transit Administration:

**Title VI Program Coordinator
East Building, 5th Floor TCR
1200 New Jersey Avenue, SE, Washington, DC 20590**

**Town of Wilton
238 Danbury Road
Wilton, CT 06897**