

OFFICE OF THE  
FIRST SELECTMAN

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Lynne A. Vanderslice  
*First Selectwoman*

Joshua S. Cole  
*Second Selectman*

Kimberley Healy  
*Selectwoman*

Basam Nabulsi  
*Selectman*

Ross H. Tartell  
*Selectman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
Monday November 20, 2023**

**PRESENT:** First Selectwoman Lynne Vanderslice, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell

**GUESTS:** Fire Chief Jim Blanchfield, Town Administrator-Matt Knickerbocker, CFO-Dawn Norton

**A. Call to Order**

Ms. Vanderslice called the Regular Meeting to order at 7:09pm.

**B. Public Comment**

None

**C. Consent Agenda**

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

- Minutes
  - Board of Selectmen Regular Meeting Minutes – November 6, 2023
- Refunds
  - As Per Tax Collector's Memo dated November 14, 2023

**D. Discussion and/or Action**

**1. Update FY2023 Operating Expense Savings – Allocation Requests**

Ms. Vanderslice noted \$324,830 of FY2023 operating expense savings remained in the Infrastructure Improvement Fund (IIF). As the Board had previously approved Guy Whitten lighting with the commitment to irrigate and restore the field, she recommended the board assign \$182,000 of IIF for the irrigation/restoration of Guy Whitten Field. Discussion amongst the board. After further review and discussion, motion made by Ms. Healy to reserve \$182,000 of funds in the Infrastructure Improvement Fund for the Guy Whitten Field irrigation/restoration. Motion seconded by Mr. Cole and carried 5-0.

**2. Reconsideration of Pumper Engine Vendor**

Ms. Vanderslice reviewed with Fire Chief Blanchfield providing additional input. She noted the contract provided by the previously selected pumper engine vendor included a clause that would require the town be responsible for certain manufacturing cost increases under certain circumstances. This was clause was not in the submitted bid Ms. Vanderslice posed the question to the board of whether to issue a new RFQ, or

proceed with the chosen bid after determining the risk of such and reserve contingency funds accordingly. Chief Blanchfield and Ms. Vanderslice further discussed the implications of the clause. After extensive review and discussions of available options, motion moved by Mr. Nabulsi to move forward with the contract and with a 10% contingency. Motion seconded by Ms. Healy and carried 5-0.

Windows at Fire Station II are being installed and due to be completed in the next week. Kitchen renovation is next.

3. Proposed Agreement with WARF for the Banner Program

Ms. Vanderslice reviewed with the board a proposed new agreement with WARF to reflect the changes discussed in a previous meeting, including in the agreement; expansion of locations for the banners; allow funds to be spent on mutually agreed upon priorities; and review process with P&R, BOS and WARF. Mr. Nabulsi raised concerns, noting the document contained both the policy and the agreement. He suggested they should be two different documents with the agreement referencing the policy. Further discussion on the proposed agreement. Document to be revised accordingly for review at a future meeting.

4. On Board Board/Commission Management Software – Sarah Gioffre

Ms. Vanderslice noted that the town is implementing a new management software for boards/commission and introduced Sarah Gioffre to further review the system. Ms. Gioffre noted that the software will allow residents and political committees to access board/commission membership information and download reports and allow residents and town committees to submit applications for vacant board/commission positions.

5. Lease with State for Allen's Meadow

Ms. Vanderslice noted the state continues to perform their second review prompted by comments the State received from Wilton residents. Current lease expires at the end of November 30, 2023. CT DOT requested the town execute a 5-year extension with the expectation the review will be complete within a year. After discussion and review, motion moved by Mr. Cole to allow the First Selectwoman to exercise a five-year extension on the current lease with the state for Allen's Meadow with the understanding that the town will have some resolution regarding a new lease within twelve months. Motion seconded by Mr. Tartell and carried 5-0.

6. Request from the Wilton Library Association to Amend the Public Private Partnership Agreement

Ms. Vanderslice noted a request from the Wilton Library Association (WLA) to amend the public-private partnership agreement between the town and the WLA. The topic is to be discussed at the December 19, 2023 BOS meeting with the WLA in attendance to present their rationale for the request. Ms. Healy noted other proposed changes not included in the email from the Library.

7. Request to Carryover IS Operating Capital Funds to FY2024 – Matt Knickerbocker

Mr. Knickerbocker is requesting the board approve a carryover of \$32,477 in operating capital funds into FY2024 to fund the remaining cost for ClearGov budget software and other software needs. After further review and discussion motion moved by Ms. Healy, seconded by Mr. Cole to approve the carryover of \$32,477. Motion carried 5-0.

8. FY2023-2024 DUI Grant

Ms. Vanderslice reviewed the FY2023-2024 DUI Grant noting the grant was the same as in previous years. As there was no further discussion, motion moved by Mr. Cole, seconded by Ms. Healy to authorize the First Selectwoman to execute the grant application. Motion carried 5-0

9. Ongoing Projects

Ms. Vanderslice reviewed a listing of active projects and initiatives that are in various stages of completion and will be handed over to the incoming First Selectwoman.

10. Possible Appointment – Council on Ethics – Warren Serenbetz

Ms. Vanderslice reviewed with the board the possible appointment of Warren Serenbetz to the Council of Ethics. Discussion amongst the board regarding the appointment with Mr. Tartell raising a possible conflict. Ms. Vanderslice to discuss possible conflict with Town Counsel. Item tabled.

11. Termination of the Temporary Committees

Ms. Vanderslice reviewed with the board the termination of the temporary committees listed below:

- Fire Station II Building Committee
- Planning and Zoning Amenities Subcommittee

Ms. Vanderslice noted the Fire Station II Building Committee completed their work and the P&Z Amenities Master Plan was deprioritized. Ms. Vanderslice asked for a motion to terminate the Fire Station II Building Committee and the Planning & Zoning Amenities Subcommittee. Motion moved by Mr. Tartell, seconded by Ms. Healy and carried 5-0.

E. Selectmen's Report

1. First Selectwoman

- Ms. Vanderslice noted the importance of ASML to the tax base.
- Ms. Vanderslice reported she had attended the Police Commission meeting to discuss Cannon Road. The Commission agreed to reach out to residents.
- Ms. Vanderslice reported the BOF issued Mill Rate guidance, but no guidance on operating expenses. .

2. Selectmen/Selectwoman

Mr. Cole

Mr. Cole thanked the First Selectwoman for all that she has done during her tenure to make Wilton a better community.

Mr. Nabulsi

Mr. Nabulsi noted it would benefit the board to have a report from the Town Administrator as a standing agenda item.

Mr. Tartell

None.

Mr. Healy

None.

F. Public Comment

- Joe Bear of Cannon Rd commented on the Allen's Meadow Lease.

G. Adjournment

Having no further business, motion to adjourn at 8:40pm. Motion moved by Mr. Cole, seconded by Mr. Tartell and carried 5-0.

Jacqueline Rochester  
Recording Secretary  
Taken from Video

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**BOARD OF SELECTMEN  
EXECUTIVE SESSION MINUTES  
Monday November 20, 2023**

**PRESENT:** First Selectwoman Lynne Vanderslice, Joshua Cole, Kimberley Healy, Basam Nabulsi, Ross Tartell

**GUESTS:** Town Administrator-Matt Knickerbocker

Call to Order

Ms. Vanderslice called the Executive Session to order at 8:41 pm.

Discussion of Tentative Agreement with AFSCME and Board and Commission Candidate Reappointments

Adjournment

Having no further business, motion to adjourn at the Executive Session at 9:05 pm. Motion moved, seconded and carried 5-0.

Lynne Vanderslice  
Recording Secretary