

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
Thursday May 20, 2021
Held Electronically

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

GUESTS: CFO Anne Kelly-Lenz

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:00pm.

B. Public Comment

None.

C. Discussion and/or Action

1. Refunds as per Tax Collectors Memo dated May 13, 2021

Ms. Vanderslice reviewed the Refunds as per the Tax Collectors Memo dated May 13, 2021. After review motion moved by Ms. McFadden seconded by Ms. Bufano and carried 5-0 to approve the Refunds.

2. Update on Selection of Contractor for Domed Facility Study

Ms. Vanderslice updated the board on the Selection of Contractor for the Domed Facility Study. She noted that the board received a proposed agreement that is being reviewed by Town Counsel. The town received 3 bids with Stantec being selected. Their bid was issue free. The cost is \$24,600 and the study will take about 12 weeks. After discussion and review motion moved by Mr. Tartell to authorize the First Selectwoman to execute the agreement with Stantec subject to approval by Town Counsel. Motion seconded by Ms. Bufano and carried 5-0. Ms. Vanderslice responded to additional questions from the board regarding the scope of the project and clarification on some items in the contract. After further discussion motion reaffirmed and carried 5-0.

3. Proposed Revisions to the Non-Union Vacation Policy

Ms. Vanderslice noted that the town is working with Berchem Moses to review and update the employee handbook policies (many that have not been updated for quite some time). Will present policy changes as they are developed? Ms. Vanderslice reviewed a new proposed Non-Union Vacation Policy (see attached

memo). The proposed changes follow input by town department heads. After review and discussion, motion moved by Ms. Bufano to approve revisions to the Non-Union Vacation Policy as presented. Motion seconded by Ms. McFadden and carried 5-0.

4. Possible Appointments – Jake Lubel – EDC, George Zhao – Energy & Utilities, Richard Nichol – Investment Committee as Recommended by the Committee
Ms. Vanderslice provided an update on the Town Meeting.

- Motion move by Mr. Cole to appoint Jake Lubel to the Economic Development Commission. Motion seconded by Ms. McFadden and carried 5-0.
- Motion moved by Ms. McFadden to appoint George Zhao to the Energy & Utilities Commission. Motion seconded by Ms. Bufano and carried 5-0.
- Ms. Vanderslice noted a recommendation from the Investment Committee for Richard Nichol to join the commission to fill the vacancy of Rudy Escalante. Motion moved by Ms. Bufano to appoint Richard Nichol to Investment Committee to fill the vacancy of Rudy Escalante. Motion seconded by Ms. McFadden and carried 5-0.

5. Budget Referendum Vote Results

Ms. Vanderslice noted that there was a small turnout at the Annual Town Meeting and the Adjourned Vote this year and is very appreciative of those who participated. The board showed appreciation for the Registrars, Chris Burney, John Savarese, Christian Planton of the Board of Education and all who were involved in setting up for the Annual Town Meeting and the Adjourned Vote.

D. Selectmen's Reports

1. First Selectman

Memorial Day Weekend Activities

- Ms. Vanderslice shared information about an industrious group of WHS students who started Wilton Community Outreach (WCO) at Trackside. The group is selling raffle tickets and holding a collection drive to benefit the Wilton Food Pantry. Information is available on Wilton Public School website and the Trackside website under Wilton Community Outreach. Ms. Vanderslice acknowledged the members who formed the group.
- Ms. Vanderslice recognized Elyse Pencu, recently elected Ms. President Wilton on a platform of reducing litter. She shared her ideas at a recent Conservation Commission meeting. The Conservation Commission will be hosting a Townwide Clean-up on Saturday of Memorial Day weekend.
- Memorial Day Celebration will take place at Hillside Cemetery at 10:00am
- Parks & Recreation will be holding a Memorial Day Open House at Merwin Meadows, with music and food. Free to the public.
- Executive Order 12
Ms. Vanderslice noted the Governor issued a new order on mask wearing, Executive Order 12A. The order repealed and replaced Executive Order #12, which was issued on May 18th.

- Municipal Buildings as of June 1, 2021
Ms. Vanderslice noted expansion of in-person access will begin at the start of June. Residents will see changes, which are the start of increased security within the Town Hall and the Town Annex. She also noted that Health Director Barry Bogle will be attending BoS meeting scheduled for June 7, 2021

2. Selectmen

Ms. McFadden

Wilton Mandir Hindu Temple held their prayer service for the COVID cases around the world and specifically for those in India. She noted that she and her husband were able to attend. The prayer service was well attended event and people attended from all over and shared their experiences. She acknowledged those who are connected to the Temple in Wilton.

Mr. Tartell

Mr. Tartell noted the Parks & Recreation approved the native meadow pollinator project at Allens Meadow.

Ms. Bufano

Ms. Bufano noted the EDC is sponsoring a webinar about workspaces. Also developing a business signage proposal.

Mr. Cole

Mr. Cole noted that the Wilton Chamber of Commerce will be meeting next week.

F. Public Comment

None

G. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn at 7:36pm. Motion moved by Ms. McFadden, seconded by Mr. Tartell and carried 5-0.

Jacqueline Rochester

Recording Secretary

Taken from Video

To: Board of Selectmen Members

From: Lynne Vanderslice

Date: May 16, 2021

RE: Non-Union Vacation Policy

We are currently working with Berchem Moses to review and update the Town's Employee Handbook and the policies therein. We expect to discuss at the second meeting in June.

Prior to that meeting, it is necessary to now consider the proposed changes to the vacation policy, as the proposed changes impact non-union employee vacation carryover into fiscal year 2022.

The primary proposed changes are as follows:

1. **Employees earn vacation on a prorated monthly basis from their date of hire and employees are eligible to take earned vacation after six months of employment.** Under the current policy an employee doesn't earn vacation during their first six months of employment. Over the last several years we have hired a number of new employees hires with experience for which this restriction has been waived as a term of their acceptance of the position.
2. **Employees earn vacation during the fiscal year on a prorated monthly basis.** This is the typical means of earning vacation. Under the current policy, employees earn vacation in advance beginning with the first day of the fiscal year. The unintended consequence is that during the year of termination, an employee will receive a payout for vacation days awarded without having worked the time to earn all of the days awarded.

Years ago the Town adopted the policy to award vacation in advance because of the impact on new employees of not earning vacation in the first six months. With the recommendation to eliminate that policy and the policy frequently waived, earning of vacation should return to the generally accepted basis of awarding as you work the associated time.

3. **Implement flexibility in the vacation allowance to account for the hiring of employees with many years of experience.** Under the current policy, all employees begin with two weeks of vacation. This generally has not been the case for department heads hired with many years of experience.

Below are:

- The proposed language, with new language highlighted in yellow and the current language immediately following in italics.

- The current vacation section of the handbook.

PROPOSED EMPLOYEE HANDBOOK LANGUAGE

SECTION 10 - VACATIONS

Vacation time is provided for all employees according to the procedures outlined below. The intent is to give employees a break from the routine of their work. Vacation does not serve its purpose when it is not taken, and the Town expects employees to schedule and take vacation time due them each. Every reasonable attempt will be made to honor your requested dates. If scheduling conflicts arise, these will be resolved by your supervisor based on such factors as individual requests and priorities, seniority and needs of the department.

A non-union employee may request to carry over up to five days of earned vacation from one fiscal year to the next, to the extent the accumulated carryover does not exceed the employee's annual vacation allowance^[A1]. Any carryover recommended by the department manager must be approved by the First Selectman/Selectwoman. (Old Language: *An employee may automatically carry over from one fiscal year to the next up to five (5) days of unused vacation. Any carryover in excess of five (5) days must be approved by the First Selectman/Selectwoman or his/her designee prior to June 30 of any fiscal year. Such carryover must be used by the end of the ensuing fiscal year.*)

Your vacation time is earned on the basis of the length of time you have worked for the Town and if applicable, your status as a department manager. Vacation is awarded as a lump sum on July 1. Although vacation is awarded as a lump sum, vacation is earned on a prorated monthly basis from July 1st and vacation payout at the time of separation is prorated monthly from July 1st^[MOU2]. (Old Language: *In calculating vacation time earned, July 1 of each year will be the determining date.*)

During your first of year employment, vacation is earned and accrued on a prorated basis until July 1. Thereafter, vacation is awarded in a lump sum on July 1, as above. You are eligible to take earned vacation after six months of employment^[MOU3]. (Old Language: *For newly hired employees, vacation time is not accrued during the probationary period (normally six (6) months – see Section 5). For each full month worked after the completion of probation to the immediately succeeding July 1, a new employee is entitled to one (1) day of vacation. These vacation days may be taken prior to July 1 or carried forward and added to the two (2) weeks to which you are entitled on the July 1, immediately succeeding the completion of your probation.*)

New hires with previous work experience may be awarded additional weeks of vacation at their time of hire at the discretion of the First Selectman/Selectwoman.

Newly promoted employees may be awarded additional weeks of vacation at the time of their promotion at the discretion of the First Selectman/Selectwoman[MOU4].
(Old Language: there wasn't any language about exceptions)

Regular employees who complete their first (1st) or second (2nd) service anniversary during a fiscal year (July 1-June 30) are entitled to two (2) weeks of vacation which may be taken at any time during that fiscal year (subject to your supervisor's approval). Regular employees completing service anniversaries three (3) through ten (10) during a fiscal year will receive three (3) weeks of vacation on July 1 of that fiscal year, which can be taken (with your supervisor's approval) at any time during that fiscal year. Regular employees completing service anniversaries eleven (11) or greater in a fiscal year will receive four (4) weeks of vacation on July 1 of that fiscal year

Regular Part-Time Employees are granted vacation time in the same manner as full-time employees except that for part-time employees a week of vacation is defined as the average number of hours worked per week during the previous fiscal year.

In determining the time value of taking less than a full week of vacation, the following procedure will be followed:

- For Regular Part-Time Employees who work a set number of hours per week, the time value of taking less than a full week of vacation will be the difference between the number of hours normally scheduled to be worked in a week minus the number of hours actually worked during the week in which vacation time was taken.
- For Regular Part-Time Employees who do not work a set number of hours per week, the time value of taking less than a full week of vacation will be the average number of hours worked per week during the previous fiscal year minus the number of hours actually worked during the week in which vacation time was taken.

Eligible employees on vacation during a week in which an approved Holiday occurs will not be charged a vacation day on the day of the Holiday. (see Section 12 – Holiday Schedules[MOU5])

(Old Language: *Eligible employees on vacation during a week in which an approved Holiday occurs will receive an extra day of vacation with pay (see Section 12 – Holiday Schedules).*)

CURRENT LANGUAGE

SECTION 10 - VACATIONS

Vacation time is provided for all employees according to the procedures outlined below. The intent is to give employees a break from the routine of their work. Vacation does not serve its purpose when it is not taken, and the Town expects employees to schedule and take vacation time due them each year. An employee may automatically carry over from one fiscal year to the next up to five (5) days of unused vacation. Any carryover in excess of five (5) days must be approved by the First Selectman/Selectwoman or his/her designee prior to June 30 of any fiscal year. Such carryover must be used by the end of the ensuing fiscal year.

Your vacation time is earned on the basis of length of time you have worked for the Town. In calculating vacation time earned, July 1 of each year will be the determining date.

For newly hired employees, vacation time is not accrued during the probationary period (normally six (6) months – see Section 5). For each full month worked after the completion of probation to the immediately succeeding July 1, a new employee is entitled to one (1) day of vacation. These vacation days may be taken prior to July 1 or carried forward and added to the two (2) weeks to which you are entitled on the July 1, immediately succeeding the completion of your probation.

Regular, non-probationary employees who complete their first (1st) or second (2nd) service anniversary during a fiscal year (July 1-June 30) are entitled to two (2) weeks of vacation which may be taken at any time during that fiscal year (subject to your supervisor's approval). Regular employees completing service anniversaries three (3) through ten (10) during a fiscal year will receive three (3) weeks of vacation on July 1 of that fiscal year, which can be taken (with your supervisor's approval) at any time during that fiscal year. Regular employees completing service anniversaries eleven (11) or greater in a fiscal year will receive four (4) weeks of vacation on July 1 of that fiscal year.

Regular Part-Time Employees are granted vacation time in the same manner as full-time employees except that for part-time employees a week of vacation is defined as the average number of hours worked per week during the previous fiscal year.

In determining the time value of taking less than a full week of vacation, the following procedure will be followed:

- For Regular Part-Time Employees who work a set number of hours per week, the time value of taking less than a full week of vacation will be the difference between the number of hours normally scheduled to be worked in a week minus the number of hours actually worked during the week in which vacation time was taken.
- For Regular Part-Time Employees who do not work a set number of hours per week, the time value of taking less than a full week of vacation will be the average number of hours worked per week during the previous fiscal year minus

the number of hours actually worked during the week in which vacation time was taken.

Eligible employees on vacation during a week in which an approved Holiday occurs will receive an extra day of vacation with pay (see Section 12 – Holiday Schedules).

During May of each year, you should submit your vacation request (s) to your supervisor. These requests are then submitted to the First Selectman/Selectwoman's office for approval. Every reasonable attempt will be made to honor your requested dates. If scheduling conflicts arise, these will be resolved by your supervisor based on such factors as individual requests and priorities, seniority and needs of the department.

On termination, you will receive payment for any unused vacation (excluding unapproved carryover).