

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 MEETING
Thursday April 9, 2020
Via Live Stream

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

GUESTS: Board of Education, Board of Finance, Dr. Kevin Smith (Superintendent of Schools), Anne Kelly-Lenz

A. Call to Order

Ms. Vanderslice called the meeting to order at 6:08pm

B. Presentation and Discussion of Executive Orders as They Pertain to the FY2020 and FY2021 Budgets

Ms. Vanderslice noted the process for adopting the budget has changed under the Governor's Executive Orders. She reviewed the attached presentation, which details the new responsibilities for the Board of Selectmen and the Board of Finance.

A discussion was held about the budget process. Ms. Vanderslice, on behalf of the BoS and Ms. Low, on behalf of the BoE, agreed to reconsider their submitted budgets prior to the May 12th BOF meeting. The BoF agreed to provide both boards with guidance by May 1st. Both Ms. Vanderslice and Ms. Low indicated they expect to have favorability in their FY2020 actual results. Those budgeted funds will return to the Town's general fund.

C. General Discussion of the Impact of Covid-19 and the Town's Current and Possible Responses

- The members of each Board discussed the response to the pandemic. Ms. Low complimented the BOE staff for their work. Ms. Vanderslice complimented the efforts of Town staff and volunteers, noting Health Director Barry Bogle, John Lynch as EMS Director, WVAC and all department heads. She also acknowledged Superintendent Smith for his response in transitioning to online education of students. Other members shared their compliments.
- Mr. Balderston (BoF) noted data points and commented that we do not know the extent of the damage (costs).
- Mr. Stroup (BoF) suggested Wilton businesses be surveyed to obtain more information regarding layoffs, etc.

D. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn at 6:59pm.
Motion moved by Mr. Tartell, seconded by Ms. McFadden and carried 5-0.

Respectfully submitted
Jacqueline Rochester

Tri-Board Meeting

April 9, 2020

Executive Orders issued by Governor Lamont have changed the way the budget and the mill rate will be set and adopted

Board of Selectmen Responsibilities

- The Board of Selectmen is required to **authorize the Board of Finance to set the budget and the mill rate**
 - Executive Order 7I (13)
 - This was **done** at the April 6th Board of Selectmen meeting
- Board of Selectmen is to set a **revised meeting schedule**
 - Executive Order 7C (5)
 - **Up to a 30-day delay** for meetings to be held

Tri-Board Meeting

April 9, 2020

Executive Orders issued by Governor Lamont have changed the way the budget and the mill rate will be set and adopted

Board of Finance Responsibilities

- **Meet to adopt a budget and set the mill rate**
 - Executive Order 7C (13)

- **Prior to the meeting to adopt a budget and set the mill rate**
 - **Board of Finance must publish the budget**
 - Executive Order 7I (13)
 - Publishing on the Town's website is sufficient

 - **Provide an email address to receive public comments**
 - Executive Order 7I (13)

Tri-Board Meeting

April 9, 2020

Executive Order 7C

(5) Extension of Municipal Budget Adoption Deadlines.

Notwithstanding any provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance, that conflicts with this order, all **municipal budget deadlines** for the preparation of the municipal budget for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are **extended by thirty (30) days**. The legislative body of the municipality, or in a municipality where the legislative body is a town meeting, **the board of selectmen**, may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or **final budget adoption**. All submission dates may be postponed until such time as the legislative body approves said modified schedule and deadline, consistent with the thirty (30) day extension.

Tri-Board Meeting

April 9, 2020

Executive Order 7I

(13) Suspension of In-Person Budget Adoption Requirements for Municipalities.

Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, the board of selectmen, shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings. In so acting, the budget-making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the proposed budget.

Tri-Board Meeting

April 9, 2020

Executive Order 7B

(1) Suspension of In-Person Open Meeting Requirements.

Sections 1-206, 1-225, and 1-226 of the Connecticut General Statutes, and any open meeting provision of any municipal charter, ordinance, or regulation that conflicts with this order, are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by the law without permitting or requiring in-person, public access to such meetings, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology, provided that: 1) the public has the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology; 2) any such meeting or proceeding is recorded or transcribed, and such recording or transcript shall be posted on the agency's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the agency's office; 3) the required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it; 4) any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and 5) all speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.

Presentation to BOS

**Actual and Potential Impact of COVID-19
on FY2020 Results and FY2021 Submitted Budget**

April 6, 2020

Board of Selectmen Meeting
April 6, 2020

Actual and Potential COVID-19 Impact on FY2020 Results versus Budget

Revenues:

- *General Fund*
 - Previously forecasted to be **\$300,000 favorable**
 - **Current forecast is \$541,000 favorable** due to:
 - Reduction in forecast for conveyance fees
 - Offset by increase in forecast for building permits, interest income and back taxes and interest and fees
- *Transfer Station*
 - **Forecasted shortfall of \$53,000** in residential tickets sales, as no ticket are required during the emergency

Board of Selectmen Meeting
April 6, 2020
Actual and Potential COVID-19 Impact on FY2020 Results versus Budget

Expenses:

- *General Fund*
 - **Pre-COVID-19** forecasted to be **\$200,000 favorable, after BOS revisions**
 - **Current forecast is \$457,000 favorable, after revisions, but before COVID-19 direct forecasted expenses:**
 - Additional favorability due to vacancies not able to be filled until after the emergency and overtime favorability in non emergency services departments and cost savings due to unoccupied or underutilized buildings
 - It is **too early to forecast COVID-19 direct expenses** because we don't know the length of the emergency and the extend of emergency facilities required, but at this point anticipate current forecast is adequate to requirements. The following are current and potential COVID-19 expenses:
 - *Housing for emergency responder isolation and quarantine-Incurred to date:* Facility charge cleaning. Potential: meals
 - *Secondary housing for emergency responder isolation and quarantine.* Possible: cleaning, nursing, meals
 - *Housing at Miller Driscoll for residents, who can not isolate or quarantine at home-Incurred or in process:* cleaning, packing and storage or room contents, bed rentals. Potential: rental of shower facilities, nursing, meals, as needed
 - *Assistance to LTC facilities:* temporary nursing
 - *BOE janitors redeployed* to perform cleaning. Corresponding savings in BOE for regular hours
 - *VNA nurses, including school nurses, redeployed* to perform nursing and assist within the health department with positive cases. No budget impact
 - *Supplies-* incurred: medical, cleaning, sanitizing
 - *Temporary personnel-incurred:* 1.5 in health department. Potential: .5 in fire department
 - *School campus supervisors redeployed* to patrol fields and recreational facilities. Corresponding savings in BOE regular hours
 - *Medical benefits:* Incurred: Waiver of employee co-pay on COVID-19 testing and doctor's visit. Contracted for tele-health during the emergency
Potential: costs for COVOD-19 hospitalization
- *Transfer Station*
 - Increased disposal fees due to doubling in volume during the emergency

Board of Selectmen Meeting
April 6, 2020

Potential COVID-19 Impact on FY2021 Budget

Potential impact on FY2021 Budget:

- Conveyance Revenue-unknown impact on the real estate market
- Building Permit Fees-unknown whether projects will move forward
- Property Tax Collections-timing due to executive order
- Interest on Back Taxes-lost interest due to executive order
- Emergency continues past June 30th-direct expenses continue
- Risk related to savings from moving to the state plan, as the process is suspended and level of state subsidy may change
- State grants-State is running a deficit, will that impact next year's grants