

OFFICE OF THE  
FIRST SELECTMAN

Telephone (203) 563-0100  
Fax (203) 563-0299

Email to: lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice  
*First Selectwoman*

Michael P. Kaelin  
*Second Selectman*

David K. Clune  
*Selectman*

Lori A. Bufano  
*Selectwoman*

Deborah McFadden  
*Selectwoman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY DECEMBER 4, 2017  
TOWN HALL – MEETING ROOM B**

- PRESENT:** First Selectwoman Lynne Vanderslice, Michael Kaelin, Lori Bufano, and David Clune (arrived at 7:45 PM)
- ABSENT:** Deborah McFadden (Excused)
- GUESTS:** Andy Schlessinger (Wilton Rocks for Food), Sara Reiter, Andrea Reiter, Chris Burney (Director Facilities), Chief John Lynch, Captain Tom Conlan, Captain Rob Cipolla, Don Sauvigne (Chair Police Commission), Eliot Kaiman (Wiggin & Dana), Peter Gaboriault (Land Trust), David Waters & Patti Temple (Police HQ/Town Campus Study Committee), Anne Kelly-Lenz (CFO), Sarah Taffel (Director HR)
- OTHERS:** Members of the Press and Members of the Public

**A. Call to Order**

Ms. Vanderslice called the meeting to order at 7:30 PM

**B. Interviews**

- Julianne (Julie) Higgins – Council on Ethics

Ms. Vanderslice asked for a motion to go into Executive Session and invite Julianne Higgins for an interview with the Board regarding her interest in serving on the Council on Ethics. Motion moved by Ms. Bufano, seconded by Mr. Kaelin and unanimously carried.

Out of Executive Session at 7:38 PM.

Ms. Vanderslice asked for a motion to remove Item 2 – Boardsmanship and replace it with – Recognition of Andy Schlessinger – Wilton Rocks for Food. Motion moved by Mr. Kaelin, seconded by Ms. Bufano and unanimously carried.

**C. Consent Agenda**

Motion made by Ms. Bufano, seconded by Mr. Kaelin and carried 3-0 to accept the gift from the Stroup Family Fund.

**Gifts**

- Stroup Family Fund – Wilton Food Pantry (In support of Wilton Rocks for Food) - \$500.00.

D. Public Comment  
None

E. Discussion and/or Action

1. Resident Suggestion – Sara and Andrea Reiter

Ms. Vanderslice noted that the BoS received an inquiry about displaying a Menorah on the Town Hall lawn. Ms. Vanderslice introduced Sara Reiter, a 6<sup>th</sup> grader at Middlebrook School, to review her request. A discussion ensued regarding various options and the laws surrounding the display of religious symbols on public property. Ms. Vanderslice to follow up with Town Counsel. Ms. Vanderslice thanked Sara for her interest in her Town and complimented her on her maturity.

2. Recognition of Andy Schlessinger – Wilton Rocks for Food

Ms. Vanderslice recognized Andy Schlessinger, the founder and the brains and muscle behind Wilton Rocks for Food, which raised over \$80,000 this year and over \$150,000 over the last three years for the Wilton and CT Food Pantries. Ms. Vanderslice noted that Mr. Schlessinger symbolized the generosity of Wilton. The Board of Selectmen thanked Mr. Schlessinger for his generosity.

3. Election of Second Selectman

Ms. Vanderslice read the duties of the Second Selectman as detailed in Article IV, sec C-13-A of the charter. She then distributed a ballot with the names of the Selectwoman and Selectmen interested in being considered for Second Selectman or woman. Mr. Kaelin noted historically the Selectperson with the highest vote count was chosen as Second Selectman. He suggested this approach should continue as it reflects the will of the voters, while noting he had the highest number of votes. Ms. Vanderslice shared her opinion that the position benefited from certain qualifications, which she itemized. Mr. Kaelin asked that Ms. Vanderslice suggest a nomination. Ms. Vanderslice nominated Mr. Clune for the position of Second Selectman and Ms. Bufano seconded the nomination. After discussion the motion was put forth to nominate Mr. Clune, seconded by Ms. Bufano and carried 3-1 with Mr. Kaelin opposed.

4. Millstone Farm Conservation Restriction Agreement - Update

Ms. Vanderslice provided an update on discussion surrounding the proposed amendment to Conservation Restriction Agreement for the property at 180 Millstone Road. Ms. Vanderslice noted the Conservation Commission was meeting on December 6<sup>th</sup> and suggested the Board hold a special meeting after that meeting. The Board set Friday December 8, 2017 at 7:30 PM for the special meeting. Attorney Elliot Kaiman on behalf of the property owners asked to address the Board and reviewed events to date, and his client's perspective on the benefits of moving forward with the amended agreement and asked that the board vote on the agreement. Ms. Vanderslice noted the uniqueness of amending an agreement and suggested the Board should expend the necessary time to clarify some outstanding issues. The board will review and expects to vote at the Special Meeting.

5. Police Department Staffing – FY2019 Budget

Ms. Vanderslice noted that Chief Lynch would be providing an overview on staffing as a precursor to the FY2019 budget discussion. Chief John Lynch reviewed and spoke to the attached presentation on the Police Department Staffing – FY2019 Budget. Questions from the members were addressed.

Ms. Vanderslice asked for a motion to switch the order of item 6 and 7. Motion moved by Mr. Kaelin, seconded by Mr. Clune and unanimously carried.

6. Police Station and Town Campus Building Study Committee – Update  
Committee members Patti Temple and David Waters provided an update on the Police Station and Town Campus Building Study Committee. Mr. Waters stated that the Study Committee is developing recommendations and alternatives. He also recommended they move from a study committee to a building committee with the addition of additional members. He suggested they expect to be prepared to bring a proposal to the Town at a special Town Meeting in the fall of 2018. Ms. Temple noted a website will soon be available to the public as a source of information. Ms. Vanderslice asked the Study Committee to make suggestions on qualifications for additional members.
7. Approval of Cider Mill Solar Application  
Mr. Burney reviewed the Eversource service agreement for Cider Mill Solar panels related to ZREC credits previously awarded by Eversource. Looking for approval for the First Selectwoman to sign the agreement and authorization of an \$803.95 surety bond. After review, a motion was made by Mr. Clune to authorize such, seconded by Ms. Bufano and unanimously carried. Mr. Burney noted that the High School solar installation is scheduled to start in early spring with a 4-6 week install.
8. Wilton Youth Council State Targeted Response Grant to the Opioid Crisis  
Ms. Vanderslice reviewed the Wilton Youth Council State Targeted Response Grant to the Opioid Crisis. She noted that the grant is for \$5000 and is for a stipend to pay the professional who will deliver workplans. After review a motion was made by Mr. Kaelin to authorize the First Selectwoman to execute the application for the grant. The motion was seconded by Ms. Bufano and unanimously carried.
9. Finance Report  
Ms. Vanderslice asked that the report be tabled until the next meeting and instead suggested Ms. Kelly-Lenz speak to the Assessor's retirement and the plans to finalize the 2017 grand list. All members agreed.  
  
Ms. Kelly-Lenz provided a review of how the Assessor's Department will function until the position of Assessor is filled.
10. BoS Calendar 2018 Meeting Schedule  
Item tabled until the full Board can be convened.
11. Appointments – Town Officials (See Attached)  
Ms. Vanderslice moved the appointments for Town officials (as attached) for a period of 12/1/2017 to 11/30/2019. Ms. Vanderslice also indicated an appointment of Medical Advisor for Dr. Joseph Hufnagel for a one-year period of 12/1/2017 to 11/30/2018. Motion made by Ms. Bufano to move the appointments for Town officials, seconded by Mr. Clune and unanimously carried.
12. Reappointments – See Attached Scheduled  
Ms. Vanderslice reviewed reappointments to several boards and commissions. Motion made by Mr. Kaelin to move the reappointments (as attached). Motion seconded by Ms. Bufano and unanimously carried.

### 13. Board Vacancies

Ms. Vanderslice noted the following current board vacancies: Zoning Board of Appeals – Alternate, Commission on Social Services, Economic Development Commission, Retirement Trust Investment Committee, Council on Ethics, Water Pollution Control Authority and the Energy Commission. Interested residents with a party affiliation can contact the DTC or RTC. Unaffiliated voters can contact the Town committees or petition directly to the BoS. Information is available on the website.

Ms. Vanderslice indicated the candidates for reappointment to Inland Wetlands and Conservation Commission will meet with the BoS to discuss recent matters before their boards to help better inform the BoS members before reappointment.

## F. Reports

### 1. First Selectman's Report

Last Friday Ms. Vanderslice attended 8th grade Middlebrook School Social Studies classes. The Classes are studying the federal, state and local government. She noted the students were very engaged with questions. The students had done research and were current on Town issues. She also complimented the teachers and noted the students were very fortunate to have such teachers.

### 2. Selectmen's Reports

Mr. Kaelin

Mr. Kaelin had additional comments on his support for a menorah and a Christmas tree on the front lawn of Town Hall to show diversity and uniformity.

Mr. Clune

Mr. Clune agreed Town Counsel should weigh in on the subject of the decorations at Town Hall for next year.

Ms. Bufano

Ms. Bufano thanked the EDC and the Chamber for organizing the Winter and Holiday Stroll and the marshmallow roast on Friday December 1. It was a great time.

## G. Public Comment

Don Sauvigne echoed support for the Chief of Police with regard to staffing.

Mr. Sauvigne cautioned having religious decorations at Town Hall due to the laws separating government and religion.

## H. Executive Session

Motion made by Ms. Vanderslice to enter into Executive Session at 10:15 PM for a discussion of the Police Negotiations and the Tentative Agreement and to invite Sarah Taffel and Don Sauvigne (Police Commission Chair and participant in the negotiations). The motion was seconded by Mr. Clune and unanimously carried.

Out of Executive Session at 10:29 PM

## I. Consideration of and Vote on TA

After a discussion, motion made by Mr. Kaelin to approve the Tentative Agreement, seconded by Ms. Bufano and unanimously carried.

J. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Kaelin to adjourn meeting at 10:30 PM. Motion was seconded by Mr. Clune and unanimously carried.

Next Meeting – Special Meeting December 8, 2017



Jacqueline Rochester  
Recording Secretary  
(Taken from Video)

Wilton Police Department



240 Danbury Road  
Wilton, Connecticut 06897  
Tel: (203) 834-6260  
Fax: (203) 834 6258

### **Why 45 Officers Are Needed in the Wilton Police Department - Overview:**

**Patrol:** 25 Patrol Officers and 5 Sergeants dedicated to patrol functions-minimum staffing of 3 patrol officers per shift (four patrols are optimal for day and evening shifts)

- Minimum staffing of three officers and one Sergeant per shift (24/7)
- Minimum of one officer per shift in dispatch/ public access window on each shift (24/7)
- Two officers required on Saturday evenings and when (M-F day/eve dispatchers are on leave
- Minimum three sector coverage by patrol officers
- 5 Patrol Sergeants-shift supervisor (mid, day, eve, mid/day and eve/day)
- 25 patrolmen assigned to shift duty-supplemented by other staff (below)

(Refer to "patrol staffing" attachment)

#### **Other Staff:**

- 2 SRO Officers
- 1 Records Management Officer
- 1 Training Officer
- 2 Special Services Officers (supplement patrol needs)
- 1 Administrative Sergeant
- 4 Detectives-Investigative services
- 1 Investigative Services Lieutenant (DB)
- 2 Patrol Lieutenants
- 2 Captains-Patrol & Administrative
- 1 Chief – Department Head

#### **Patrol Assignments- Response 2016:**

- Routine patrolling
- Monitoring commercial and residential areas
- Vacant house checks (39)
- Traffic enforcement-stops (6,099)

- Motor vehicle accident investigations (686)
- Domestic disputes (99)
- Critical Response Team (CIT) – mental health incidents
- EMS assists (1,168)
- Larceny investigations (104)
- Identity theft investigations
- Burglary investigations (36)
- Breach of peace & assaults (30)
- Criminal mischief investigations (47)
- Narcotic investigations (109)
- Civil Investigations (22)
- DUI investigations (61)
- Assist Fire Department calls (583)
- Alarms (1,227)
- Road closures-tree down (286)
- Designated location checks-problem areas (924)
- Assist resident calls (236)
- 16,000 CAD (dispatch) entries per year

#### **Community Policing, Special Services & Proactive Services:**

- Public and private school emergency planning
- Financial institution training – response planning
- Religious institution safety training
- Organizational & business institution safety training
- Traffic surveys-complaints
- Targeted traffic enforcement
- Records Management (full time officer)
- Line painting
- Road Sign Management
- Citizen Police Academy
- Senior Citizen Education and Programs
- Crime Prevention
- Prisoner Transfer
- Speed trailer/sign
- Radar and Laser Equipment maintenance
- Car seat installation & public education
- Fleet Management (day to day)

#### **Schools:**

- SRO –two fulltime officers committed to the school system
- Officer Friendly interaction



- Health classes & law related curriculum
- School safety task force-work hand in hand with school administration to facilitate emergency response and preventative planning
- Fingerprinting school employees
- Explorer Program
- Investigating juvenile crimes
- JV sex assault investigations
- Domestic Violence classes
- Bullying
- Hate crime incidents

#### **Investigative Services:**

- Serious and significant investigations
- Burglary Investigations
- Larceny investigations
- Pistol permits
- Employee background investigations
- Investigating juvenile crimes
- Internet crimes
- Computer crime investigations (local & regional)
- Investigate crimes of significance
- Identity theft
- Assist with juvenile matters
- Miscellaneous background checks

#### **Training Officer:**

- POSTC Officer mandated certification and record keeping
- Mandated training for officers
- Training record keeping
- New recruit testing & hiring process
- Legal updates and training
- Accident investigation
- DUI compliance & systems
- Accreditation
- Firearms & Taser training and record keeping
- Training auditor
- Emergency medical training & certification

#### **Specialized Teams & Regional Services:**

- Joint dive team (with WFD)
- SWRERT regionalized SWAT team and emergency services response
- Regional DEA Opioid Task Force



- Regional computer crimes task force & laboratory (child pornography, social media, internet crimes)
- CTIC – FBI (criminal intelligence task force liaison)
- DMV, NCIC computer liaison
- Local & regional criminal and MVA investigative team

**Administration:**

(Refer to “administrative assignments” attachment)



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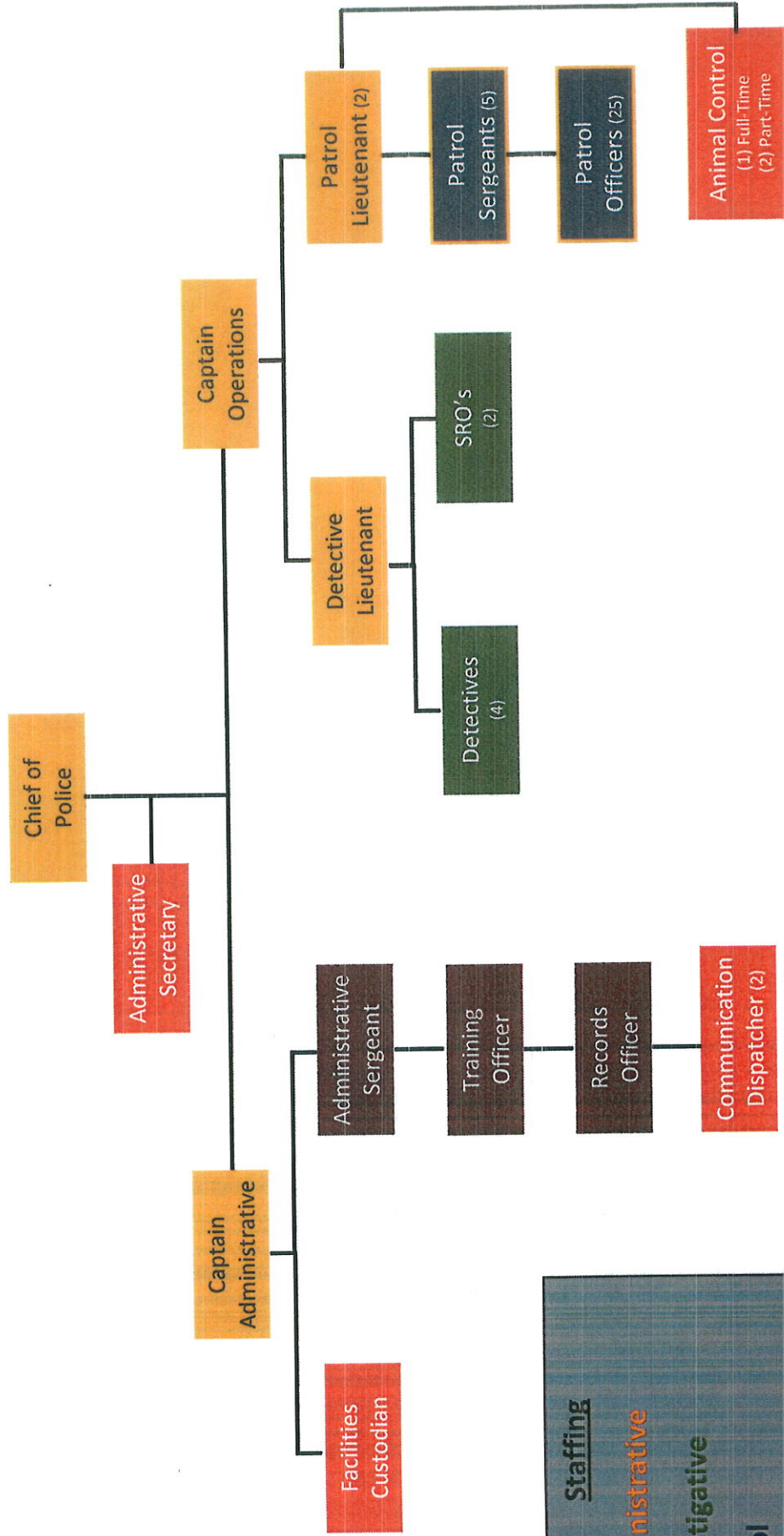
## Wilton Police Manpower/ Population/ Traffic Counts 1970-Present

Year	#of Officers	Town Population	Average Daily Traffic Count Rt7 Wilton/ Norwalk Line	ADT% Increase Over Time	Average Daily Traffic Count Rt7 Wilton/ Ridgefield Line	ADT% Increase Over Time
1972	29	13,572	18,500 (1970)	-	9,000 (1970)	-
1982	32	15,351	18,500 (1980)	0	15,300 (1980)	70%
1991	39	15,989	26,300 (1990)	42%	22,400 (1990)	149%
1997	40	17,617	29,800 (1997)	61%	20,900 (1997)	132%
2002	45	17,633	32,300 (2002)	74%	19,600 (2002)	117%
2011	44	18,062	32,300 (2011)	74%	19,800 (2011)	120%
2017	45	18,700	29,500 (2015)	60%	20,400 (2015)	126%

- Officer increase 1972 - 2017 is 55%
- Population Increase 1972 - 2017 is 38%

# Wilton Police Department

## Table of Organization 2017



<b>Staffing</b>
<b>Administrative</b>
<b>Investigative</b>
<b>Patrol</b>
<b>Support</b>
<b>Civilian</b>



## Wilton Police Department Patrol Manpower (30)

<b>Work Days</b>		
Hours worked per year (per contract)	1992	
/ 8 (convert to days)	249	
X 30 (25 patrol officers & 5 sergeants)	7470	
Min Patrol Coverage (15 off. per day x 365)	5475	
<b>Remaining Manpower</b>		<b>1995</b>
<b>Misc Time Leave</b>		
Vacation ( average 18 days per year x 30)	540	
Holidays (average 3 days per year x 30)	90	
Military Leave (34 days per year x 1)	34	
Other Leave (20 days per year)	20	
Sick (average 13 days x 30)	390	
Dispatch Coverage (128 shifts per year-see note below)	128	
PL (3 days x 30)	90	
<b>Misc Training</b>		
Training (mandated - 2.5 days per year x 30)	75	
Training (additional - average 5 days year x 30)	150	
ERT Training (2 days per month x 6)	144	
SCUBA Training (1 days per month x 6)	72	
K-9 Training (2 days per month x 1)	24	
Firearms Training (3 days per year x 30)	90	
2 Special Services Officers ( days per year)	498	
<b>Total</b>		<b>2345</b>
<b>Spare Patrols per Year</b>		<b>-350</b>

Patrol Officers cover 52 dispatch shifts per year (Sat Eve)

Patrol Officers cover 76 dispatch shifts per year (Vac, Hol, Sick, PL)

**Officers cover a minimum of 128 dispatch shifts per year**

# Town Demographics 2016

Statistics	Wilton	Ridgefield	New Canaan
Total Sworn Officers	45	44	47
Chief	1	1	1
Deputy Chief	0	0	0
Major	0	1	0
Captain	2	3	2
Lieutenant	3	5	5
Sergeant	6	5	8
Detective	4	4	(4 Sgt. & 1 Off) 1
SRO	2	2	2
Patrol Officer	24	23	28
Support Staff	3	0	0
Supervision Ratio	36.36%	51.72%	51.61%
Town Size (square miles)	27.4	35	22.5
Town Population	18,062	24,648	19,794
Town Road Miles	165	158	121



# ADMINISTRATIVE / SERGEANT ASSIGNMENTS

Effective – October 17, 2017

<b><u>CAPTAIN – CONLAN</u></b> Records Communications Technology / MDT's / RMS / Phone System/ BWC/ ICV EOC Asset Forfeiture Statistics / Budget College Reimbursement Promotional / Recruitment Testing Awards Committee Chairman Training Civilian Employees 911 / PSAP Workman's Compensation EMS / FD Liaison Facilities / Maintenance Grants Accreditation LMM Committee Car Bids / Specification / Purchase	<b><u>CAPTAIN – CIPOLLA</u></b> Patrol Division Detective Division ERT Internal Affairs Scheduling Daily / Long Term Vacation / Holiday Scheduling Payroll Bid Shift / Posting Extra Duty / Permits Fatal Accident / Accident Reconstruction Departmental Accident Evaluation SCUBA Animal Control Department K-9 DEA Taskforce Liaison CIT Coordinator Domestic Violence Coordinator	
<b><u>DETECTIVE LIEUTENANT – KLUK</u></b> Detective Division Commander Internal Affairs Lead Investigator Public Information Officer / Media SRO Supervisor Major Crime Supervisor Bias Crimes COLLECT / NCIC Liaison Evidence and Property Officers Victim Services Drug Take Back Program Human Trafficking Report Dispatch FD Liaison Armory Firearms Training Coordinator SCUBA Team Leader CEW Control Manager	<b><u>PATROL LIEUTENANT – PHILLIPSON</u></b> Patrol Division Commander – Days and Midnights Case File Management Daily Scheduling Changes Field Training Supervisor Fleet Maintenance Vehicle & Associated Equipment Radar/LPR Emergency Preparedness/EOC NexGen In Car Video/ BWC SEU / DUI Grants ERT DUI	<b><u>PATROL LIEUTENANT – HARTMAN</u></b> Patrol Division Commander – Evenings Case File Management Daily Scheduling Changes Animal Control- Liaison Selective Enforcement / (MAC) Road Signs – Surveys / Markings Bike Patrol Emergency Op. Planning (Businesses) Use of Force (Annual Report) Child Seat Install Coordinator AAA Elderly Driving Instructor Safety Committee- Liaison
<b><u>ADMINISTRATIVE SERGEANT – RANGEL</u></b> Assistant to Administrative Captain Accreditation Manager Records Dispatch Uniforms Department Forms Municipal Registration Coordinator Vest Grant FAPERN Alarms/Video at Town Hall EOC Department Radios	<b><u>TRAINING OFFICER – TYLER</u></b> Training Recruitment Promotional Exams Dive Physicals Respiratory Exams Accreditation Assistant Field Training Coordinator	<b><u>Sergeant Tornello</u></b> 16 -17 DMV Transmittals <b><u>Sergeant Cocco</u></b> Domestic Violence Assistant <b><u>Sergeant Baker</u></b> EMR Instructor First Aid Equipment <b><u>Sergeant Fridinger</u></b> Police Information Network (PIN) Firearms Instructor Honor Guard <b><u>Sergeant Sisenstein</u></b> Prisoner Property Dispatch Property File



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TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING  
MONDAY, December 4, 2017**

Move to appoint the following Town officials for a period of 12/1/2017 to 11/30/2019.

Town Clerk: Lori Kaback

Registrar of Vital Statistics: Lori Kaback

Assistant Town Clerk: Kathy Cooper

Assistant Registrar of Vital Statistics: Kathy Cooper

Assistant Town Clerk: Ann Fiteni

Assistant Registrar of Vital Statistics: Ann Fiteni

Emergency Management Director: Mark Amatrudo

Tax Collector: Philip Damato

Tree Warden: Lars Cherichitti

Hearing Officer: Christopher Gardner

Treasurer: Anne Kelly-Lenz

Medical Advisor: Dr. Joseph Hufnagel for a one year period of 12/1/2017 to 11/30/2018

**Approved – BoS Meeting 12/4/2017**

## **REVISED**

<b>c_REPORT_Body_Name</b>	<b>c_REPORT_Person</b>	<b>Party</b>	<b>c_Term_StartDate</b>	<b>_Term_EndDate</b>	<b>c_Joined_Board</b>
<b>Reappointments</b>					
Conservation Commission Tree Committee	Algon, Jackie	D	10/31/2017	10/30/2020	07/18/2016
Conservation Commission Deer Committee	Foley, Loretta	R	12/01/2017	11/30/2020	11/21/2011
Conservation Commission Deer Committee	Russnok, Mike	R	12/01/2017	11/30/2020	06/06/2011
Energy Commission	Gardiner, Kevin	U	12/01/2017	11/30/2019	09/25/2017
Fire Commission	Weldon, Christopher	R	12/01/2017	11/30/2019	12/22/2015
Parks & Recreation Commission	Brown, Pamela	D	12/01/2017	11/30/2021	09/06/2016
Parks & Recreation Commission	Connolly, Peter	U	12/01/2017	11/30/2021	09/06/2016
Parks & Recreation Commission	Macken, John	R	12/01/2017	11/30/2021	07/10/2017
Police Commission	Mason, Matthew	R	12/01/2017	11/30/2019	12/22/2015
Police Commission	Sauvigne, Donald	R	12/01/2017	11/30/2019	12/06/2011
Wilton Investment Committee	VonSteenberg, Paul	U	12/01/2017	11/30/2019	01/09/2017
Historic District and HP Commission Alternate	Gaboriault, Peter	R	12/01/2017	11/30/2020	10/21/2013
Historic District and HP Commission	Kehoe, M	R	12/01/2017	11/30/2020	12/06/2011
<b>Corrections</b>					
Historic District and Historic Property Commis	Whitten, Helen	D	12/01/2016	11/30/2021	01/18/2012
Conservation Commission Tree Committee	Cherichetti, Lars	D	10/31/2015	10/30/2018	02/04/2013