OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectman

Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN
REGULAR MEETING
MONDAY JULY 10, 2017
TOWN HALL – MEETING ROOM B

PRESENT: First Selectman Lynne Vanderslice, Lori Bufano, Richard Dubow and David Clune

ABSENT: Michael Kaelin (Excused)

GUESTS: Sarah Heath, Steve Pierce, Anne Kelly-Lenz, Sarah Taffel

OTHERS: Members of the Press and Members of the Public

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

Ms. Vanderslice called for a motion to amend the agenda and add an item 11 under Discussion and/or Action for Discussion of Non-Union Wage Increase. Motion moved by Ms. Bufano seconded by Mr. Dubow and unanimously carried.

B. Interviews
Ms. Vanderslice asked for a motion to go into Executive Session to interview John Macken for the Parks & Recreation Commission followed by Mr. Kevin Gardiner for the Energy Commission. Motion moved by Mr. Dubow, seconded by Ms. Bufano and unanimously carried.

Out of Executive Session at 8:12PM.

C. Consent Agenda
Motion made by Ms. Bufano, seconded by Mr. Clune and unanimously carried to approve the consent agenda as follows, subject to revision in the June 19, 2017 BoS meeting minutes in item 6 under Discussion and/or Action to reflect vote as 4-1-0:

Minutes
- Board of Selectmen Meeting – June 19, 2017

Gifts
- Rob Lucia – Police Dept - Petsmart card for Police Dogs $55
- Rob Lucia – Police Dept - South Wilton Dunkin Donuts $200 credit

- The Lewis Family (Scott & Ellen) – Police Dept Purchase of Bullet-Proof Vest - $1000

Ms. Vanderslice thanked all for their generous gift.

D. Public Comment
None

E. Discussion and/or Action

1. Social Services Department Update – Sarah Heath
Sarah Heath provided an update on her first three months in her role as Director of Social Services.

2. Contract Authorization for SeeClickFix (CRM Software)
Ms. Vanderslice reviewed the Contract for SeeClickFix. After review, a motion was made by Ms. Bufano to authorize the First Selectman to sign the contract with SeeClickFix. Motion seconded by Mr. Clune and unanimously carried.

3. Contract Authorization for P&R Program Management Replacement Software
Ms. Vanderslice and Mr. Pierce reviewed the contract with eTrak-plus for P&R Department new computer software for registration and facility scheduling (memo attached). The contract has been reviewed by Town Counsel. After review, a motion was made by Mr. Clune to authorize the First Selectman to sign the contract with eTrac-plus. Motion seconded by Ms. Bufano and unanimously carried.

4. Authorization for Renewal of Old Town Hall Lease
Ms. Vanderslice reviewed the Old Town Hall Lease renewal. After review, a motion was made by Mr. Dubow to approve the authorization for renewal of the Old Town Hall Lease. Motion seconded by Mr. Clune and unanimously carried.

5. Consideration of License Agreement for Wilton Deli for Placement of Picnic Tables on Town Land Adjacent to 379 Danbury Road
Ms. Vanderslice reviewed the request for Consideration of License Agreement for Wilton Deli for Placement of Picnic Tables on Town land Adjacent to 379 Danbury Road. The contract was reviewed by Town Counsel. After review and discussion a motion was made by Mr. Clune to approve the First Selectman to sign the License Agreement. Motion seconded by Ms. Bufano and carried unanimously.

6. Purchase Contract Authorization – Fold Insert & Stuff Machine
Ms. Kelly-Lenz reviewed the Purchase contract for a Fold Insert& Stuff Machine for the Tax Department. After review, a motion was made by Mr. Clune to approve the Purchase Contract. Motion seconded by Mr. Dubow and unanimously carried.

7. Contract Authorization – Tyler Technologies (New World) Annual Maintenance Renewal
   Ms. Kelly-Lenz reviewed the contract renewal with Tyler Technologies for New World Annual Maintenance. After review, a motion was made by Mr. Dubow to approve the First Selectman to sign the contract renewal. Motion seconded by Mr. Clune and unanimously carried.

8. Finance – Year End Status Report
   Ms. Kelly Lenz gave a year end status report on the Town's finances. She noted that it is still estimated to be at least $100,000 in BoS budget favorability.

9. DPW Director Job Description
   Ms. Vanderslice asked Sarah Taffel, HR Director to review the Job Description for the DPW Director open position. Ms. Taffel reviewed the process to update the description including documentation of actual activities and review of job description from 10 other towns. The board will continue discussions at their next meeting.

10. Appointments – Status on Open Positions
    Ms. Vanderslice reviewed the status for open positions on Town boards and commissions.

11. Non-Union Wage Increase
    Before taking any action, agreed to discuss with Sarah Taffel in executive session.

F. Reports

1. First Selectman's Report
   Ms. Vanderslice thanked Steve Pierce, Doug Katz, the P&R staff, Police Department, Fire Department, CERT and WVAC for an outstanding Fourth of July.

2. Selectman's Reports

   Ms. Bufano
   Ms. Bufano noted the upcoming sidewalk sale this coming weekend in Wilton Center and encouraged all to attend.

   Mr. Clune
   None

   Mr. Dubow
   None

G. Public Comment
   None

H. Executive Session

Motion made by Mr. Clune to enter into Executive Session at 10:12PM for discussion of P&R Commission candidates and Non-Union Wage Increase and to include Sarah Taffel on the latter. The motion was seconded by Mr. Dubow and unanimously carried.

Out of Executive Session at 10:50PM

Following executive session, discussed a possible 2% wage increase for Non-Union employees. Motion made by Mr. Dubow, seconded by Mr. Clune to approve an increase of 2% for Non-Union employees. Agreement to have Ms. Vanderslice work with the Police Commission and Fire Commission and Department Heads to develop a "Plan B" budget for FY2018 in advance of any possible costs pushed down by the state.

I. Appointments

- Parks & Recreation Commissioner
  Motion made by Mr. Clune to appoint John Macken to the Parks and Recreation Commission, 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. Dubow to adjourn meeting at 10:52AM Motion was seconded by Ms. Bufano and unanimously carried.

Next Meeting – July 24, 2017

Jacqueline Rochester
Recording Secretary
Taken from Video

WILTON RECREATION

Steve Pierce
Director

Scott Kieras
Assistant Director

Jim Lewicki
Program Coordinator

Bev Hodge
Admin Secretary

July 10, 2017

Lynne Vanderslice
First Selectman
Town of Wilton
238 Danbury Rd
Wilton, Ct. 06897

Lynne,

It is my pleasure to recommend the Town of Wilton enter into a contract with eTrak-plus for the Parks & Recreation Department's new computer software for registration and facility scheduling.

The department researched over 8 separate vendors, had presentations by multiple vendors to; the Parks & Recreation Commission and staff, the Town Finance Department, and the Town IT Department. Further discussions were had with IT to insure the town has adequate infrastructure to accommodate this system.

eTrak-plus has grown to a Recreation Software package from its development right here in Wilton. The program was originally designed as a registration package by a Wilton resident for the Wilton Soccer Association. Since then it has grown in to a manageable company that provides recreation software across the country. Of their 60 municipal clients the Connecticut Towns of Brookfield and Bethel have been using them for over a year. .

When reviewing programs from several different companies we were looking for a software package that was easy to use by the public, one the public could manage their own account, and one that the public could see what facilities were in use and by whom and one that is cost effective for the department. The initial purchase and annual licensing fees will be paid out of the department's self sustaining fund.

Based on development of the system we should be online by December 1st of this year. Our current system will be supported until December 31st of this year. In the office we will except checks, credit cards or cash. Online enrollment will depend on what is set up with the HPS

for credit card servicing, but the system will take credit cards on online checks. There will be no service fees for registering on line.

The Parks & Recreation Department will still develop two brochures per year, Spring/Summer and Fall/Winter. The brochure is designed in house, put up on our website and printed as need in our office. We do not do a mass mailing of the brochure. Through our new system we will be better able to notify residents on the system that the brochure is ready for review or of any new program offerings. Residents will be able to "opt in" for notifications and how they would like to receive their receipt.

We believe the system's ease of use will encourage online registration and better serve the community from a convenience perspective.

The Parks & Recreation Department looks forward to a long relationship with eTrak-plus to better serve residents.

Please feel free to contact me with any questions.

Sincerely,

Steve Pierce
Parks & Recreation Director
Town of Wilton