

FINANCE DEPARTMENT

Telephone (203) 563-0114  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

RECEIVED

APR - 7 2020

BY SW

April 7, 2025

To: Toni Boucher, First Selectman  
From: Dawn Norton

Re: Work Outside of the Town of Wilton

As stated in my hiring contract with the Town of Wilton, I am informing you that I may take on additional employment outside of the Town of Wilton.

Thank you,

Dawn Norton

Cc: Sarah Taffel, HR  
Matt Knickerbocker, Town Administrator

Office of the First Selectwoman  
Telephone (203) 563-0100  
E-Mail: [Sarah.Gioffre@Wiltonct.org](mailto:Sarah.Gioffre@Wiltonct.org)



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

January 26, 2022

Dawn Norton  
130 Perry Drive  
New Milford, CT 06776

Dear Ms. Norton:

On behalf of the Town of Wilton, I am pleased to offer you the position of Chief Financial Officer – Town of Wilton and Wilton Public Schools reporting to the First Selectwoman and the Superintendent of Schools, on matters related to the Wilton Public School. The Board of Selectmen authorized the offer at their January 25<sup>th</sup> meeting. The offer is subject to a public vote to appoint by the Board of Selectmen and contingent upon your successful completion of a pre-employment physical examination, drug testing, a credit check and a background investigation.

The terms of your employment are as follows:

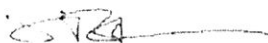
- It is anticipated that you will commence work no later than March 14, 2022.
- Your annual starting salary will be \$200,000 paid on biweekly basis with an annual review in March of 2023 and the possibility of a salary increase at that time.
- Your work hours will be 35 hours per week from 8:30 a.m. to 4:30 p.m. with an unpaid hour for lunch. However, you may be required to work more than 35 hours in one week, particularly to attend early morning or evening board or committee meetings.
- Benefits include
  - Medical benefits provided through the CT Partnership Plan 2.0, with a 4% employee premium cost share. Details of the Plan are available online at <https://www.osc.ct.gov/ctpartner//index.html>. Wilton's premium rates are those for Fairfield County, July 1-September 31, 2021.
  - Dental and vision insurance.
  - Life insurance, long-term disability insurance and AD&D insurance.
  - Participation in a defined contribution retirement plan, with a 5% employee and town contribution. Vesting is five years.
  - Voluntary Sec 457 Defined Contribution Plan.

- Twenty vacation days per full fiscal year upon date of hire. In FY '22, you will earn 5.67 vacation days, which may be carried over to the next fiscal year.
  - Twelve paid holidays.
  - One day of sick leave for each full month of completed employment, which may be accumulated if not used. Upon retirement or death, up to 60 days of unused accumulated sick leave will be paid.
  - Three personal days per full fiscal year, with the possibility of two additional personal days, subject to approval.
- Your employment is at-will and not subject to a probationary period.
  - You may have employment outside of the Town of Wilton, but you must notify the First Selectwoman of such employment.

Our employee handbook is currently undergoing revisions. As you may be interested, I have enclosed a draft handbook. Our Code of Ethics can be viewed online at <https://ecode360.com/8024748>

If you accept these terms of employment, please respond accordingly.

Sincerely,



Sarah Gioffre  
Office of the First Selectwoman

Enclosures

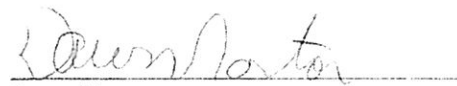
cc: Lynne A. Vanderslice



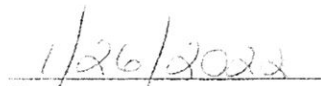
I accept your offer of the position of Chief Financial Officer- Town of Wilton and Wilton Public Schools



I decline your offer of the position of Chief Financial Officer-Town of Wilton and Wilton Public Schools



Dawn Norton



Date