

OFFICE OF THE  
FIRST SELECTMAN

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Email to: Bill.Brennan@Wiltonct.org



William F. Brennan  
*First Selectman*

Harold E. Clark  
*Second Selectman*

Ted W. Hoffstatter

Richard J. Dubow

James A. Saxe

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN REGULAR MEETING  
MONDAY, MARCH 3, 2014  
MEETING ROOM B, WILTON TOWN HALL**

**PRESENT:** First Selectman Bill Brennan, Hal Clark, Richard Dubow, Ted Hoffstatter, James Saxe

**GUESTS:** Sandy Dennies, Bruce Hampson, Karen Birck, Ty Tregellas of Turner Construction, and members of the Miller Driscoll Building Committee, Jacqueline Rochester

**OTHERS:** 2 members of the Press

Mr. Brennan called the meeting to order at 7:35 p.m.

**A. Consent Agenda**

Mr. Brennan made a correction to the Agenda with regard to the minutes of February 24, 2014. Mr. Brennan indicated that the minutes for the Special Board of Selectmen Meeting for February 24, 2014 will be voted on at the next BOS meeting on March 17, 2014.

Upon motion by Mr. Clark, seconded by Mr. Dubow, the consent agenda was approved as follows:

Minutes

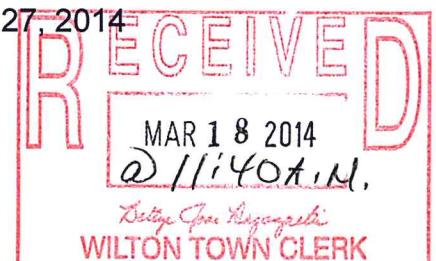
- Board of Selectmen Meeting – February 18, 2014
- Special Meeting/Budget Meeting Board of Education – February 12, 2014
- Board of Selectmen Budget Workshop – February 5, 2014

Tax Refunds

- As per Tax Collector's Memorandum of February 27, 2014

Gifts

- Patricia S. Bam for K-9 Fund - \$250.00



## B. Discussion and/or Action

### 1. Miller Driscoll School Renovation Capital Project

Mr. Brennan went over the 30 or so questions that were previously submitted to the Miller Driscoll Building Committee. Mr. Brennan indicated that getting the questions answered in public would help the board proceed with moving the recommended Option One forward to the next phase. Mr. Brennan went through the questions one by one with the responses (attached) from the Building Committee. Bruce Hampson and Ty Tregallas and members of the Committee responded to any additional questions the BOS had. Mr. Brennan made a motion to approve the Miller Driscoll Building Committee's unanimous recommendation of Option One for the development of design and construction drawings and cost estimates required for the renovation of the Miller Driscoll School. Motion seconded by Ted Hoffstatter, unanimously passed.

### 2. IRS – Post Issuance Compliance Procedures Policy

Sandy Dennies gave an overview of Bond Counsel needs to adopt formal policy by which we will continue to make certain that the bonds that are sold remain tax exempt per IRS requirements. A Memo is attached describing the Post Issuance Compliance Procedures Policy with a draft copy of the policy. Motion made by Hal Clark to approve the Town's Post Issuance Compliance Procedures Policy, as outlined in the attached draft policy. Motion seconded by Richard Dubow, unanimously passed.

### 3. Nutmeg Network Grant Application

Grant application attached. Mr. Brennan gave an overview of the Grant which was approved at the end of last year. Cost was not available at the time and we now have costs, which are outlined in the attached application. The grant we are seeking is a grant of \$26,900. The grant will provide reliable internet connection and the resolution needs to be submitted by March 31, 2014. Motion made by Richard Dubow to approve the resolution. Motion seconded by Hal Clark, unanimously passed.

### 4. Status of Capital Projects and Plans

- High School and Middlebrook School Projects – Completed. Waiting for Final closeout letters.
- Comstock– Building Committee will be back at the BOS March 17, 2014 meeting with estimated funding requirements to meet the objectives outlined in the SOR. Will detail the specifics and the costs associated with the project.
- Yankee Gas – Still on schedule. Waiting on Installation Agreement. Had to cancel a previous meeting with Yankee Gas due to utility schedule conflicts, waiting to reschedule.

5. Appointments/Reappointments

With the resignation of Timothy Meyer, Mr. Brennan moved to appoint Scott Lawrence to the Zoning Board of Appeals. Motion seconded by Hal Clark, unanimously passed.

6. Miscellaneous Other Business

- First meeting of the Space Utilization Committee Meeting was held today, which is comprised of 6 members. Committee outlined a comprehensive task of looking at Town space issues. Looking at short term and long term needs. First order of business is to do a detailed inventory of all the various facilities and get information about property across street to see if affordable option exists to meet some of the Town's critical office space needs.
- FY15 BOS budget to be submitted to BOF on Friday March 7, 2014.

C. Public Comment – None.

D. Reports

First Selectman's Report:

- Wilton has participated in regional planning through the Southwest Regional Planning Agency (SWRPA). We joined by ordinance back in 1976. In most recent legislative session, the legislature enacted a statute that provides for the formation of Regional Councils of Government (COG) and for municipalities to join these councils. SWRPA has successfully worked out an agreement to merge with HEVCO. In order to comply and complete that merger, Mr. Brennan will be bringing a motion in the near future to the BOS to change the current ordinance to enable Wilton to become a member of the Western Connecticut Council of Governments (WCCOG)..

Selectmen Reports:

Mr. Dubow – No Report.

Mr. Hoffstatter – No Report.

Mr. Clark – Security Task Force has been invited by the Board of Education to meet with them on March 13, 2014 in Executive Session to discuss reasonable costs for security improvements.

E. Adjournment – Having no further business, the meeting was adjourned at 8:55 p.m.



Jacqueline Rochester, Recording Secretary



March 2, 2014

**MILLER DRISCOLL BUILDING COMMITTEE  
BOARD OF SELECTMEN  
FOLLOW-UP QUESTIONS**

**SET # 1**

If enrollment projections turn out to be on the low side, is there reasonably sufficient flexibility to accommodate 10% more students, either within the proposed design or by way of new construction that would expand the footprint of the building beyond what is being proposed?

**The proposed design will accommodate an increase in enrollment of 11% over current projections out through the year 2021, i.e. 880 K-2 student design capacity vs. 792 K-2 student maximum projection.**

Does the proposed design provide sufficient common space --- cafeteria, gymnasium, library and assembly space --- to support enrollment projections and program requirements identified in the SOR and educational specifications? What about enrollment that turns out to be higher than expected?

**Cafeteria, gymnasium/assembly, and library are sized to accommodate the excess capacity indicated above.**

Is there sufficient flexibility in the proposed design to accommodate future changes in instructional philosophy and methodology?

**All classrooms will receive increased power and data distribution to accommodate future unknown technology requirements. This increase will include complete wireless capability. The new classroom additions, with regular shaped rooms and a contiguous room arrangement, will allow greater flexibility to accommodate grade size changes and future specialized classroom requirements that may be required.**

Are there any code issues that are not being addressed that may surface down the road?

**The new addition will meet all current codes. The existing portion of the building will meet all codes for existing occupancies. The entire facility will meet CT's High Performance Buildings Requirements.**

Have we deferred any anticipated capital projects that could or should be included in the proposed design?  
**No.**

At this stage, do we have a reliable estimate of the annual energy savings for the proposed design versus both the alternative design and the current building? If so, how much can we expect to save? If not, will we have that estimate prior to the Special Town Meeting?

**We are not able to accurately estimate energy savings at this stage. An Energy Model of the renovated building will be developed in the Design Development phase, after the project bonding request has been approved.**

**The CT High Performance Building Guidelines, which the design will meet, requires that overall energy use be better than code by 21%.**

**We will try to estimate that prior to the Town Meeting**

Have we included the necessary infrastructure to support future technology? What about infrastructure that would allow for possible expansion in the future, if necessary --- MEP systems for example?

**Infrastructure for future technology needs has been included. The selected MEP systems are modular in nature and can be expanded as necessary.**

With respect to the site plan, how many new parking spaces are being added?

**55 spaces.**

**SET # 2**

How much extra capacity is available in the new pre-school program area, both in terms of physical space (they identified several expansion areas) and by changes to operating practices (multiple shifts). My concern is that special education enrollment continues to climb and that we may face constraints sooner rather than later once we have built a dedicated pre-school facility.

**The new Pre-K area has 5 general classrooms. In addition there is a dedicated Pre-K OT/PT space and a multi-purpose room. Both the OT/PT space and multi-purpose room could be repurposed as general classrooms in the future providing a 40% increase in classroom capacity. In this scenario, Pre-K would have to share the K-2 OT/PT space on the main floor and use the corridor spaces in the pre-K area as multi-purpose space (the multi-purpose space is primarily used as a gross motor/activity room and currently this activity takes place in the corridor of the existing pre-K wing).**

The play areas for children will be moved to the back of the building. How many will there be? How close are they to student classrooms, the cafeteria, and other shared areas?

**The number and exact location of play areas will be determined in the next phase of the project. There is sufficient space in the back of the building to accommodate multiple play areas and locations.**

Has the desirable playground equipment been included in the prices?

**The current conceptual estimate includes some money for the sitework associated with the playscapes, however, the estimate assumed that the equipment and the installation would be part of the FF&E budget. If this is not the case, we can make this adjustment in the schematic estimate.**

With the cost of maintenance staff on an hourly basis high when benefits are included, are the materials being selected carefully picked to provide the lowest cost for long-term maintenance?

**All materials are selected for durability and performance and will be reviewed by BOE facilities staff prior to inclusion in the project.**

Have any anticipated needs for temporary classrooms during construction been factored in and are they part of the total costs being suggested.

**Yes. A preliminary analysis of temporary classroom requirements has been performed and the associated costs are included in the project.**

### SET # 3

If we proceed with option one, what will the useful life expectancy of the building be WITHOUT any major --i.e. costly--additional capital expenditures?

**25 to 30 years.**

In light of the recent questions regarding IAQ at MD, how will the IAQ differ, i.e. be improved, with option one?

**The design will include a Building Management system that will continually monitor the ventilating system and measure relative humidity, temperature and carbon dioxide.**

**The system will meet the CT High Performance Building Guidelines for ventilation.**

**Filters will be high efficiency and fans will operate continuously during occupancy for continuous filtration.**

We have all heard projects quoted with one price tag, and then come in way over that price tag... how realistic is the 38 million dollar price tag for option one? Are there any factors of concern that could change that??

**The current pricing is based on concept drawings and is only intended to provide a relative cost comparison between options 1 and 2. When the schematic drawings are completed the estimated cost of the project will be established and that cost will be brought to the Town for funding approval.**

### SET #4

Regarding the preliminary cost estimates for each option, do the numbers include estimates for soft costs, e.g. construction mgr. costs, other required consultant fees, etc. Have all contingency estimates been included? What percentage level?

**Yes, the preliminary costs include CM costs as part of the construction costs for the project. The numbers also include an estimated soft cost value of 25% of construction costs. The soft costs include a value for the consultants and a contingency, but the exact percentage for the contingency has not been identified. This will be accomplished during the schematic estimate.**

As additional temporary classrooms will be required, how many classroom trailers have been estimated and for how many months? Costs?

**The preliminary estimate assumes 8 temporary classrooms at a value of \$640,000. This value will be revisited as part of the schematic estimate.**

Potential security issues have been raised during construction. It appeared from committee member comments that normal site security measure will be put into effect and the costs are included in the estimates? If greater security measures were required, what would the approximate percentage cost estimate be and how many additional days would have to be added to the project time line.

**We would need to know specifically what additional measures are being considered and then we can price and determine the schedule impact of those requirements.**

Has Turner prepared a project time line for each option? Estimated completion dates for each option?

**Option 1 completion is August 2018, and Option 2 December 2017.**

Will there be any additional maintenance staff required after the renovations have been completed for either option? If so, what are the incremental annual costs for this additional manpower?

**No additional maintenance staff will be required for either option.**

What are the biggest cost escalation fears associated with this project?

**If the project is not approved at the first referendum, this will probably add additional design fees and certainly escalate the cost of construction simply due to inflationary adjustments to construction pricing.**

How realistic are estimates for state rebates? It is an area of frequent optimism that generally is a disappointment after state reviews. Are the B.C. estimates considered to be conservative?

**Currently we are assuming a 38% discount of Wilton's published state reimbursement rate. This number is based on historical averages of similar projects. A more accurate assessment will be prepared in the next phase.**

As air quality at MD has been a recent issue, will air quality in any way be compromised during the construction process? What measures will be taken to provide assurances to parents and school employees? What will be the IAQ monitoring/testing/ documentation procedures?

**Hard barriers will be installed between the construction zones and the rest of the school. The construction zones will also be kept at a lower air pressure relative to the occupied spaces so that construction dust does not migrate into the school.**

If we go forward on Option 1 and it is rejected by the Town at the STM in September as too costly, what will be the recommended Plan B? Will it be Option 2 or a trimmed down Option 1?

**The Committee believes that Option #1 is the very best Option for the town to do now and will be approved for that reason. Any delay will result in a greater cost to do what must be accomplished to insure that Miller Driscoll continues as an outstanding learning facility.**

SET # 5

What is the A&D budget and how much has been spent on the project YTD? Will more funds be required for to complete the design?

**The budget for the Schematic Design is \$287,790. Tai Soo Kim's fee to complete the Schematic Design is \$279,000. Additional funds will be required to complete the design and construction drawings. These will be included in a Bonding request at a Town Meeting in September.**

The Miller Driscoll Steering Committee in collaboration with SLAM and Turner developed a conceptual design for the project 2 years ago including initial design and budget estimates at a cost of approximately \$100k. Did the town receive value from this investment as another A&D firm was chosen to produce similar designs?

**This Miller Driscoll Building Committee was separately appointed and not an extension of that Steering Committee. We are not able to answer that question.**

Value for money, please provide the ROI on the benefits and return to the town on renovation vs. new building?

**The Board of Selectman's Statement of Requirements (SOR ) mandated a Renovation of Miller Driscoll. The Committee did not evaluate, beyond a cursory look, a new building. We believe that this renovation , although a compromise vs a new building , provides the best value to the town for the cost.**

The initial design by SLAM and budget created by Turner indicated that there is less than 10% delta between the cost of a new building and renovation. See attached PowerPoint. Please comment on the current analysis.

**The Building Committee is not able to comment on the work of that Steering Committee. The cursory analysis of the cost of a new Miller Driscoll building by Turner Construction is based on actual costs of recent Fairfield and Darien schools that Turner has managed. It includes a "back of the envelop " estimate of site work. It was determined that a new building could not be constructed on the existing site with the current school.**

In light of the potential current environmental issues and the potential risk of rising interest rates, would the Miller Driscoll Building Committee consider suggesting that the vote be moved forward to the annual town meeting in May?

**A very significant amount of design work is required to complete the Schematic Design , after the Board of Selectmen approves a Design Option, to develop an accurate cost estimate. This cannot be accomplished in time for a May Town Meeting vote.**




FINANCE DEPARTMENT  
Tel (203) 563-0114  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

February 19, 2014

To: William F. Brennan, First Selectman

From: Sandra L. Dennies, CFO 

Re: Post Issuance Compliance Procedures Policy

The IRS has determined that Tax Exempt Issuers of Bonds need to formally adopt procedures to follow with regard to treatment of the tax exempt bond proceeds including their appropriate expenditure and accurate accounting as well as use in compliance with the Tax Regulatory Agreement that the First Selectman and I sign off after the sale. Although not required by law, the IRS wants issuers to adopt post-issuance procedures since the tax-exempt interest is paid to the Bondholders over the life of the Bonds. The IRS believes that best way to ensure compliance over time is for issuers to adopt procedures to follow annually or more frequent basis, to protect the tax exemption of those Bonds. In fact, there are boxes to check off on the IRS Form 8038-G that I sign which ask if post-issuance procedures have been adopted. The IRS has indicated that they are prone to treated more favorable entities with adopted policies upon audit.

Robinson and Cole (Bond Counsel) has provided a draft from which Rich McArdle and I have drafted a policy that we can live with. The policy is attached. It needs to be approved by the Board of Selectmen. Please put these policies on your agenda for the next Board Meeting.

[EXHIBIT D]

Town of Wilton, Connecticut

**Tax-Exempt Obligations  
Post-Issuance Compliance Procedures Policy**

[To be completed and attached to TRA as Exhibit D if not adopted as global policy]

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**I. Purpose**

Pursuant to the Tax Regulatory Agreement[s] executed in connection with the issuance of the Town's bonds, bond anticipation notes and other tax-exempt obligations [above referenced Issue] (the "Tax-Exempt Obligations"), the Issuer has covenanted that it shall at all times perform all acts and things necessary or appropriate under any valid provision of law in order to ensure that the interest paid on the Tax-Exempt Obligations shall be excluded from gross income for federal income tax purposes under the Internal Revenue Code. The purpose of this Tax-Exempt Obligations Post-Issuance Compliance Procedures Policy (the "Policy") is to set forth post-issuance compliance procedures to monitor the federal income tax requirements necessary to maintain the exclusion from gross income of interest on the Town's Tax-Exempt Obligations (the "Procedures") for the life of the Tax-Exempt Obligations.

**II. General**

A. Responsible Officials.

The following officials/employees shall be responsible for performing the Procedures. The persons named below shall also have responsibility for the following:

Chief Financial Officer:	Officer in charge of the Town's finances and Record Retention
Controller:	Official in charge of monitoring spending of Bond Proceeds
Facilities Director:	Official in charge of monitoring the use of facilities

B. Training.

The Chief Financial Officer shall read and become familiar with the requirements and procedures set forth in the Tax Regulatory Agreement for the Tax-Exempt Obligations.

The Chief Financial Officer and the Controller shall, on an annual basis, attend at least one (1) appropriate Government Finance Officers' Association (National, New England and Connecticut), bond counsel or other seminar or program regarding federal income tax requirements applicable to the Tax-Exempt Obligations.

C. Record Retention.

The Chief Financial Officer shall maintain the following information with respect to the Tax-Exempt Obligations and the projects financed thereby, as applicable ("Bond Documents"), for a period of the life of the Tax-Exempt Obligations (including refundings thereof), plus three (3) years:

Bond transcript	Investment contracts and bid documents
Debt service schedules	Rebate reports, forms, payments
Construction/Purchase Contracts	Arbitrage rebate calculations
Trustee/Bank statements	Yield reduction payments
Invoices, cancelled checks	Forms 8038T and payment documentation
Swap documents	Forms 8038-CP (for credit payment bonds)
Authorizing minutes/resolution	Correspondence with IRS
Service or management contracts	Amendments to bond documents
Sale or lease agreements	Audited financial statements

The Bond Documents shall be maintained in paper files and electronic media and shall be reduced to electronic media as soon as practicable in accordance with Issuer policy.

The Bond Documents shall be maintained on-site [off-site].

**III. Arbitrage Monitoring**

A. The Controller shall monitor and document the **expenditure** of Bond Proceeds on a [monthly] basis.

1. Bond Proceeds used for reimbursement of expenses incurred prior to the Bond issue date (date of expenditure, check number, payee, amount, purpose, copy of contract, invoice, cancelled check).
2. Bond Proceeds used for construction and costs of issuance (date of expenditure, check number, payee, amount, purpose, copy of contract, invoice, cancelled check).
3. Bond Proceeds used for interest on the Tax-Exempt Obligations.
4. Bond Proceeds deposited into reserves (capitalized interest, debt service, debt service reserve).
5. Bond Proceeds in refunding escrows.
6. Bond Proceeds used for bond insurance, letters of credit, other credit enhancement.
7. Use of grants, Issuer equity and other non-Bond Proceeds for the project.
8. Interest rate swap agreement payments.
9. Date of completion of project(s).

B. The Controller shall report any **unspent Bond proceeds** to the Chief Financial Officer on a [semiannual] basis.

1. The Chief Financial Officer shall consult with Bond Counsel as to the use of unspent Bond proceeds.

- C. The Chief Financial Officer shall monitor and document the **investment** of Bond Proceeds.
  - 1. Investment of Bond proceeds and sale of investments.
  - 2. Receipt of investment income and transfer to General Fund.
- D. The Chief Financial Officer shall determine whether the Bond Proceeds have been spent in compliance with a **rebate spending exception** described in the Tax Regulatory Agreement (“TRA”).
  - 1. If no rebate spending exception is met, the Chief Financial Officer shall consult with Bond Counsel to determine whether an arbitrage rebate calculation is necessary.
- E. The Chief Financial Officer shall determine whether any Bond proceeds are subject to **yield restriction** after expiration of a “temporary period” as described in the TRA.
  - 1. If any Bond proceeds are subject to yield restriction, the Chief Financial Officer shall consult with Bond Counsel to determine whether a yield reduction payment calculation is necessary.
- F. The Chief Financial Officer shall monitor and document **debt service payments**.
- G. The Controller shall monitor and document the receipt and expenditure of any **Federal or State grants, donations, capital campaign contributions or gifts** for the Project.

#### IV. Private Activity Monitoring

- A. The Controller shall monitor and document the **property financed by Bond Proceeds**.
  - 1. Bond financed property shall be separately identified in asset listings.
  - 2. The Controller shall document the extent to which other sources of financing (e.g., State or Federal grants or General Fund moneys) are used to finance projects funded by Bond Proceeds.
- B. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any Bond-financed property has been **sold or otherwise disposed of**, or if there are any plans to sell or otherwise dispose of Bond-financed property.
  - 1. The Chief Financial Officer shall consult with Bond Counsel prior to the sale or disposition of Bond-financed property whenever possible.
- C. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any Bond-financed property has been **rented or leased**, or if there are any plans to rent or lease Bond-financed property.
  - 1. The Chief Financial Officer shall consult with Bond Counsel prior to the rental or lease of Bond-financed property whenever possible.
- D. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any Bond-financed property is subject to a **service or management contract**.

1. The Chief Financial Officer shall consult with Bond Counsel prior to entering into a service or management contract involving Bond-financed property whenever possible.
- E. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any Bond-financed property which is intended to be used for **general public use** is not being used for general public use.
- F. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any person or trade or business has any **special legal entitlements** in Bond-financed property.
- G. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any Issuer operations have been **privatized**, or if there are any plans to privatize any Issuer operation.
- H. The Controller shall contact the Facilities Director on an [annual] basis to determine whether any person or legal entity is using any Bond-financed property in a **trade or business activity**.

#### **V. Reporting and Remedies for Noncompliance**

Noncompliance with the Procedures set forth in this Policy can generally be remedied without the interest on the Tax-Exempt Obligations being declared taxable. As such, the following procedures should be followed upon discovery of any potential noncompliance with tax requirements:

- A. The Controller shall report any potential noncompliance with tax requirements to the Chief Financial Officer and the Chief Financial Officer shall consult with Bond Counsel.
- B. If necessary, and upon the recommendation and advice of Bond Counsel, the Chief Financial Officer shall utilize the remedial action procedures set forth in Treasury Regulation Section 1.141-12 to maintain the exclusion from gross income of interest on the Tax-Exempt Obligations for federal income tax purposes.
- C. If necessary, and upon the recommendation and advice of Bond Counsel, the Chief Financial Officer shall utilize the Voluntary Closing Agreement Program set forth in Treasury Regulation Section 1.141-12.



## Rochester, Jacqueline

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**From:** Savarese, John  
**Sent:** Tuesday, February 11, 2014 10:44 AM  
**To:** Brennan, Bill; Dennies, Sandy; Rochester, Jacqueline; Corrado, Mariana; Ragognetti, Bettye  
**Subject:** Resolution for Nutmeg Network Grant Proposal  
**Attachments:** rpi\_resolution\_2013.doc; 20131216 Wilton BTOP Notice of Intent - signed.pdf; Wilton Operational Quote 50MB.doc; Wilton Town Hall to Wilton High School 11-30-13.xls

Bill and Sandy,

I would like to get the attached resolution on the agenda of the Board of Selectmen and the Board of Finance in time to submit the resolution by March 31, 2014.

As you know, the Town is applying for a Nutmeg Network grant from the State. Details are contained in the attached documents. The Board of Selectmen has already signed a Notice of Intent to apply for this grant, which is also attached.

The grant would heavily subsidize the connection of the Town to the Nutmeg Network (also called BTOP). This would provide a low-cost, high-bandwidth connection to the Internet. If our request is fully granted, the grant would also provide a fiber connection between the Town Hall and the Board of Education District Office, which we could use for intra-Town networking.

The grant funds and Town costs are as follows:

	<b>Grant Funds</b>	<b>Town Expense</b>	<b>Duration of Expense</b>
<b>Build-out expense, Town Hall to BOE</b>	\$26,900	0	One-time
<b>Fiber maintenance</b>	0	\$600	Per year, 20 years
<b>Network bandwidth charge</b>	0	\$6,034	per year, on-going

The network bandwidth charge is a subsidized rate, much lower than we would pay to a commercial Internet Service Provider.

I recommend that the Board of Selectmen approve a resolution to endorse this grant request.

The sample form of the resolution from OPM is attached.

Thank you,

-- John

John Savarese  
Information Systems Director  
Town of Wilton  
238 Danbury Rd.  
Wilton, CT 06897  
Tel. 203-563-0144  
[john.savarese@wiltonct.org](mailto:john.savarese@wiltonct.org)



## Notice of Intent - Nutmeg Network Grant Application

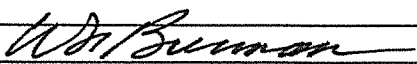
Pursuant to CGS Section 4-124s, as amended by  
Section 253 of Public Act 13-247, and pursuant to  
Sections 87 and 328 of Public Act 13-247

Form RPI-2NN

Rev. 11/2013

Submit to: Office of Policy and Management,  
450 Capitol Ave. MS #54 SLP  
Hartford, CT 06106-1379,  
Attn: RPI Program/NUTMEG NETWORK  
**MUST BE SUBMITTED NO LATER THAN 12/31/2013**

NOTE: This form is to be completed by any municipality or regional council of governments that is interested in applying for a grant to fund the capital cost of connecting its central administrative facility to the Nutmeg Network.

<b>Applicant:</b> (Municipality or Regional Council of Governments)	
Name	Town of Wilton
Address	238 Danbury Rd
City/State/Zip	Wilton, CT 06897
<b>Contact Person(s):</b>	
Name	John Savarese
Title	Information Systems Director
Telephone	203-563-0144
Fax	203-563-0299
E-mail	john.savarese@wiltonct.org
1. Name of Facility to be Connected: Town Hall Complex	
2. Address of Facility to be Connected: 238 Danbury Rd, Wilton, CT 06897	
3. Zip Code of Facility to be Connected: 06897	
4. Complete the "Nutmeg Network Use Request Form" <a href="http://nutmegnetwork.uconn.edu/request/">http://nutmegnetwork.uconn.edu/request/</a> : This will initiate the process to obtain a "desktop estimate" of costs associated with this request. You may either attach a copy of the estimate to this application, if available before 12/31/2013, or submit the estimate separately by no later than 2/15/2014.	
5. Amount of Funding Requested for Nutmeg Network Connection (if available by 12/31/2013, otherwise enter "TBD"): \$ <u>TBD</u>	
6. Submit a resolution by the legislative body of the municipality endorsing the Nutmeg Network connection application be no later than 3/31/2014, in order to complete the application requirements. (OPM sample resolution to be provided)	
7. Certification by the CEO of the Applicant Organization(s): <i>I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.</i>	
Signature: 	
Name: William F. Brennan	
Title: First Selectman	
Date: December 16, 2013	



Wilton Operational Costs		
Annual Committed Internet Bandwidth Amount in Mbps	50	Mbps
Price per Mbps per Month	\$7.79	/Mbps
<b>Total Bandwidth Cost per Month:</b>	<b>\$389.50</b>	
Number of Active Ports	1	Port
Price per Active Port per Month	\$113.35	/Month
<b>Total Port Fee Cost per Month:</b>	<b>\$113.35</b>	
<b>Total Bandwidth &amp; Port Fee per Month:</b>	<b>\$502.85</b>	
<b>Quarterly Billing Amount:</b>	<b>\$1,508.55</b>	
<b>Annual Billing Amount:</b>	<b>\$6,034.20</b>	



Town of Wilton  
Date of Quote:

11/10/2013

COMPARISON OF FIBER  
NETWORK 5 Year Lease

Connection To:	B. Entrance / Service Act. Fee (assumes no external construction)	Splicing Fees	Annual Maintenance 20 Year IRU Contact Only	20 Year Upfront Payment on Route State Contract Pricing	Total Cost of Upfront with State Grant Building Entrance + 20 Yr Includes Building Entrance and Maintenance	5 Year Lease Contract Monthly Pricing 2 strands	Off Net Miles	On Net Miles
Hub Location : Wilton High School - 395 Danbury Rd			already in					
to: Wilton Town Hall	\$8,100.00	\$4,800.00	\$600.00	\$14,000.00	\$26,900.00	\$500.00	2	2
238 Danbury Rd			\$0.00	\$0.00	\$0.00		2	0
			\$0.00	\$0.00	\$0.00		2	0
			\$0.00	\$0.00	\$0.00		0	0

Upfront Expenditures  
Total Monthly Expenditures

\$8,100.00      \$4,800.00      \$600.00

\$14,000.00      \$26,900.00

\$500.00

0

Note: Building Entries (can be rolled into Monthly)

Total Ann Mtn - 20 Yr

\$12,000.00

Pre Paid Maintenance

\$9,000.00

Please Note that pricing for 20 Year assumes no additional digs (grass, asphalt)  
There would be additional charges for such digs.

CEN Desktop Estimate of Fibertech costs based on State Contract #021TZ0021MA (B-00-021).

A site survey from Fibertech needs to be performed for final costs.

**Resolution of Endorsement**

(To be completed by the City or Town Clerk)

The Legislative Body\* of the Town/City of \_\_\_\_\_

met on \_\_\_\_\_ and adopted a resolution by the vote of

\_\_\_\_\_ to \_\_\_\_\_ which endorsed the **Regional Performance Incentive Program** proposal referenced in Connecticut General Statutes Section 4-124s as amended by Section 251 and 253 of Public Act 13-247. Such proposal is attached to and made a part of this record.

Attested to by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(City/Town Clerk)

Date: \_\_\_\_\_

\*NOTE: For the purposes of the **Regional Performance Incentive Program**, “legislative body” means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.