

OFFICE OF THE
FIRST SELECTWOMAN

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Lynne A. Vanderslice
First Selectwoman

David K. Clune
Second Selectman

Michael P. Kaelin
Selectman

Lori A. Bufano
Selectwoman

Deborah McFadden
Selectwoman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

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TOWN OF WILTON

2018 JAN 29 P 12:12

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**BOARD OF SELECTMEN
REGULAR MEETING
MONDAY JANUARY 22, 2018
TOWN HALL – MEETING ROOM B**

PRESENT: First Selectman Lynne Vanderslice, David Clune, Lori Bufano and Deborah McFadden

ABSENT: Michael Kaelin (Excused)

GUESTS: Elaine Tai-Lauria, Kim Healy and Members of the Wilton Library Association, John Miscioscia and Ron Hitter of WVAC, Anne Kelly-Lenz

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:33PM

B. Executive Session

• Interviews

Ms. Vanderslice asked for a motion to go into Executive Session for interviews and invite Deborah List for an interview with the Board regarding her interest in serving on the Social Services Commission and also invite Christian Bilella for an interview with the Board regarding his interest in serving on the Economic Development Commission. Motion moved by Ms. McFadden, seconded by Mr. Clune and unanimously carried.

Out of Executive Session at 8:01PM.

C. Consent Agenda

Motion made by Mr. Clune, seconded by Ms. McFadden and unanimously carried to approve the consent agenda as follows:

Minutes

- Board of Selectmen Meeting – January 8, 2018

Gifts

- CT Pro FF Emergency Relief Fund Trustee for CT – CERT Gift Fund - \$500.00
- Encore Club – Wilton Senior Center - \$200.00
- Therese Goodwin – Quarry Head State Park - \$3,000

Ms. Vanderslice thanked all for their generous donations.

D. **Public Comment**

None

E. Discussion and/or Action

1. FY 2019 Budget Overview

Ms. Vanderslice provided an overview of the FY2019 Budget. She noted the Board will be receiving their budget packets next week for meetings with departments to start on February 3, 2018.

She noted the Board of Finance has provided guidance of 1.5%. She stated that because of contract negotiations and position eliminations, the budget should be in that range for salary and wages. Unfortunately the Town's actual health claims history has been running high. The first pass for the forecasted rate increase is 14%, which would consume all of the Board of Selectmen's allotted \$500,000. As a comparison, the Board of Education forecasted rate increase is 5%.

Ms. Vanderslice noted there was much work to be done.

2. Wilton Library Association-Budget Request

Kim Healy and Elaine Tai-Lauria of the Wilton Library Association gave an overview of their budget request, which represents just over a 1.8% increase, as well as an update on the WLA's 3rd Quarter (see attached). The possibility of a reduction to the request was discussed.

3. Wilton Volunteer Ambulance Corps-Budget Request

John Miscioscia, President WVAC gave an overview of their budget requests (see attached). A discussion was held about their possible plans to move to a new facility off of the Town Campus site. Ms. Vanderslice noted the Town welcomed them staying. Should they remain, their renovation could be coordinated with any Town Campus renovations to achieve cost efficiencies.

4. FY 2019 Town Counsel Budget

Ms. Vanderslice provided an overview of the FY 2019 Town Counsel Budget which will remain flat for FY 2019 for now, though there is a possibility of reduction depending on legal activity. She noted more legal costs this year are due to land use activity which is covered in the land use budgets.

5. Non Union Part-Time Employees-Medical Benefits Eligibility

Ms. Vanderslice noted as Selectman Kaelin is not present she would like to table this item. The topic is being raised in the context of a larger project and she would like the full board in attendance when discussed.

6. Board of Assessment Appeals-Possible Appointees

Ms. Vanderslice noted that the Board has the ability to appoint additional members to the Board of Assessment Appeals if it so chooses and suggested the Board do so this year to allow the appointees to become familiar in advance of next year's revaluation hearings. Members agreed. Town Committees to be informed.

7. Reappointments-

- Conservation Commission (Hobson & Algon)
Motion made by Mr. Clune to reappoint Jade Hobson and Jackie Algon to the Conservation Commission for terms beginning 12/1/2017, seconded by Ms. McFadden and unanimously carried
- Retirement Investment Committee (Rutishauser-BoF Rep),
Motion made by Ms. Bufano to reappoint Jeffrey Rutishauser as the Board of Finance Rep to the Retirement Investment Committee, seconded by Ms. McFadden and unanimously carried.
- OPEB (Lori Bufano-BoS Rep)
Motion made by Ms. McFadden to reappoint Lori Bufano as the Board of Selectmen representative on OPEB, seconded by Mr. Clune and unanimously carried.
- Wilton Energy Commission (Glenn Hemmerle-BoE Rep)
Motion made by Ms. McFadden to reappoint Glenn Hemmerle as the Board of Education Representative on the Wilton Energy Commission, seconded by Ms. Bufano and unanimously carried.

8. Appointments – Economic Development Commission

Ms. Vanderslice noted that there are three candidates for positions on the Economic Development Commission - Melissa Rotini known to the board for her work on P&Z, Christian Bilella, who was interviewed this evening and Kim Purcell, who was interviewed at the last Board of Selectmen meeting. She stated that Phil Lauria has resigned from the Commission for personal reasons, so there are now openings to appoint all three. A motion was made by Ms. McFadden to appoint Melissa Rotini, Christian Bilella and Kim Purcell to the EDC to fill the vacant terms ending on 6/30/18. Motion was seconded by Ms. Bufano and unanimously carried.

F. Reports

1. First Selectman's Report

- Ms. Vanderslice noted that she was elected as the Treasurer for WestCOG and at the WestCOG meeting the 2018 priorities were set as follows:
 - Allow municipalities to cover the cost of services
 - Empower municipalities to share services
 - Support Transportation
 - Enable regions to apply for federal grants
- Ms. Vanderslice noted that the Board of Finance will be the point men for efforts to address the tax deductibility of state and property taxes. Stewart Koenisberg will be taking the lead and Ms. Vanderslice will be providing information.
- Ms. Vanderslice announced the current vacancies on the various boards:
 - Historic District & Historic Properties Commission
 - Board of Assessment Appeals – Temporary Appointees
- Ms. Vanderslice noted that the Board of Selectmen's POCD information has been sent to the Planning & Zoning Commission.

- Winter Carnival Reminder: Sunday, January 28, 2018 from noon to 4:00PM. The First Selectwoman's office is sponsoring the Scavenger Hunt which has been organized by a Middlebrook 8th grader who will be operating it on Sunday with some of his friends.

2. Selectmen's Reports

Deborah McFadden

Ms. McFadden noted she attended the WestCOG Sustainable CT Presentation that took place in Wilton and gave an overview. She also noted that she attended the Woman's March that took place in New York on Sunday and noted that quite a few people from Wilton participated.

David Clune

Mr. Clune noted that the final monies have come in for the Stadium ads and he will provide accounting at a future Board of Selectmen meeting.

Lori Bufano

Ms. Bufano provided an update on holiday tree lighting (see attached).

G. Public Comment

None

H. Adjournment

Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Ms. McFadden to adjourn meeting at 9:50 PM. Motion was seconded by Mr. Clune and unanimously carried.

Next Meeting – Feb 3, 2018 Budget Meeting

Jacqueline Rochester
Recording Secretary
(Taken from Video)

Wilton Library Association
Monthly Financial Summary
DECEMBER 2017

	2017-2018		2017-2018		Current	
	Category	YTD	FY Forecast	2017-2018	FY Forecast	Var to Budget
			Curr Month	Budget	\$	%
REVENUE						
Town Grant	Operating	1,376,227	2,752,258	2,752,258	-	0.0%
Other Revenue	Operating	113,673	263,563	277,632	(14,069)	-5.1%
TOTAL OPERATING REVS		1,489,899	3,015,821	3,029,890	(14,069)	
Fundraising	Restricted	236,100	590,000	590,000	-	0.0%
TOTAL REVENUE		1,725,999	3,605,821	3,619,890	(14,069)	-0.4%
EXPENSES						
Salaries & Benefits	Operating	1,257,285	2,530,343	2,524,390	(5,953)	0.2%
Building Utilities & Maint	Operating	100,040	219,500	219,500	-	0.0%
Technology & Supplies	Operating	87,310	168,000	174,000	6,000	-3.4%
Insurance, Audit & Other	Operating	65,457	109,000	112,000	3,000	-2.7%
TOTAL OPERATING EXP		1,510,092	3,026,843	3,029,890	3,047	-0.1%
Library Content & Programs	Restricted	143,739	392,000	392,000	-	0.0%
Development & Fundraising	Restricted	84,333	133,000	133,000	-	0.0%
Other	Restricted	-	65,000	65,000	-	0.0%
TOTAL RESTRICTED EXP		228,071	590,000	590,000	-	0.0%
TOTAL EXPENSES		1,738,164	3,616,843	3,619,890	3,047	-0.1%
Surplus (Deficit)		(12,164)	(11,022)	-	(11,022)	0.0%

Draft 11.07.17 PROFIT AND LOSS BUDGET FOR FISCAL YEAR 2018-2019										
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2018-19 BUDGET	% Tot Revs	\$ CHANGE FY'18 vs '19	% CHANGE FY'18 vs '19	
OPERATING REVENUE										
Outside Income										
1. State Grant	16,897	17,282	14,962	14,277	15,000	10,000	0.27%	-5,000	-33.33%	
2. Copier & Printing	6,106	5,841	5,323	5,467	6,000	6,000	0.16%	0	0.00%	
3. Facility/Video Rentals	41,032	35,281	33,184	33,873	38,000	40,000	1.09%	2,000	5.26%	
4. Programs	35,728	29,573	17,542	6,754	30,000	20,000	0.55%	-10,000	-33.33%	
5. Book Sales	87,822	96,237	90,821	94,002	95,000	99,000	2.71%	4,000	4.21%	
6. Late Fees (Book and Video)	52,769	49,583	44,099	40,159	48,000	40,000	1.09%	-8,000	-16.67%	
7. Investment Sources	7,770	10,686	10,830	11,504	11,000	12,000	0.33%	1,000	9.09%	
8. Miscellaneous	13,513	16,829	17,512	16,268	21,000	20,000	0.55%	-1,000	-4.76%	
9. Goslee Rent	12,600	12,600	12,600	13,235	13,632	13,866	0.38%	234	1.72%	
Total Outside REVENUE	274,237	273,912	246,873	235,539	277,632	260,866	7.13%	-16,766	-6.04%	
Town Income										
10. Town Operating Grant	2,545,201	2,597,856	2,692,972	2,738,453	2,752,258	2,803,004	76.65%	50,745	1.84%	
TOTAL OPERATING REVENUE	2,819,438	2,871,768	2,939,845	2,973,992	3,029,890	3,063,870	83.78%	33,979	1.12%	
OPERATING EXPENSES										
Salaries, Etc.										
11. Salaries	1,682,865	1,728,526	1,802,196	1,777,608	1,797,710	1,832,435	50.11%	34,724	1.93%	
12. Medical Benefits	335,212	377,397	388,635	394,337	428,980	447,433	12.24%	18,453	4.30%	
13. Pension Benefits	167,799	135,951	151,028	104,543	134,000	126,000	3.45%	-8,000	-5.97%	
14. FICA, CT Unemploy., ADP	147,111	148,893	153,140	155,054	163,700	161,282	4.41%	-2,418	-1.48%	
Total	2,332,987	2,390,767	2,494,999	2,431,542	2,524,390	2,567,150	70.20%	42,759	1.69%	
Administration										
15. Insurance	27,243	33,993	35,386	35,515	38,000	36,000	0.98%	-2,000	-5.26%	
16. Audit	17,000	17,500	17,800	18,250	18,500	19,250	0.53%	750	4.05%	
17. Office Supplies	22,670	26,245	21,508	22,924	23,000	21,000	0.57%	-2,000	-8.70%	
18. Postage	4,876	5,731	6,896	6,642	7,000	6,500	0.18%	-500	-7.14%	
19. Professional Development	12,611	7,250	8,070	8,633	7,000	6,500	0.18%	-500	-7.14%	
20. Association Memberships	3,683	4,031	4,415	4,238	4,500	4,500	0.12%	0	0.00%	
21. Miscellaneous	12,220	11,134	11,122	10,437	12,000	11,000	0.30%	-1,000	-8.33%	
Total	100,303	105,884	105,197	106,639	110,000	104,750	2.86%	-5,250	-4.77%	
Building										
22. Utilities	182,254	145,177	154,128	176,998	158,500	170,000	4.65%	11,500	7.26%	
23. PPE Maintenance/Repair	68,640	50,196	34,724	55,456	45,000	40,000	1.09%	-5,000	-11.11%	
24. Maintenance Supplies	18,566	16,058	14,160	19,307	16,000	16,000	0.44%	0	0.00%	
25. Goslee Interest	455	0	0	0	0	0	0.00%	0	0.00%	
26. Goslee Capital	18,038	0	0	0	0	0	0.00%	0	0.00%	
Total	288,853	211,431	203,012	251,761	219,500	226,000	6.18%	6,500	2.96%	
Public Service										
27. Technology	49,150	50,000	49,946	50,514	45,000	40,000	1.09%	-5,000	-11.11%	
28. Systems Maintenance	52,013	54,614	50,063	48,347	46,000	50,770	1.39%	4,770	10.37%	
29. Telecommunications Maint.	7,965	6,736	7,407	5,327	5,500	7,700	0.21%	2,200	40.00%	
30. Collection Processing Supplies	16,737	16,770	18,689	16,226	19,000	17,000	0.46%	-2,000	-10.53%	
31. Copiers	22,687	23,353	24,936	25,323	25,000	25,000	0.68%	0	0.00%	
32. Programs	38,018	32,209	23,006	9,744	30,000	20,000	0.55%	-10,000	-33.33%	
33. Newspaper Subscriptions	3,117	3,735	3,435	2,970	3,500	3,500	0.10%	0	0.00%	
Total	189,697	187,417	177,482	158,451	174,000	163,970	4.48%	-10,030	-5.76%	
Library Development										
34. Book Sale	2,546	2,934	1,962	2,289	2,000	2,000	0.05%	0	0.00%	
Total	2,546	2,934	1,962	2,289	2,000	2,000	0.05%	0	0.00%	
TOTAL OPERATING EXPENSES	2,914,386	2,898,433	2,982,652	2,950,682	3,029,890	3,063,870	83.78%	33,979	1.12%	
Surplus (Deficit)	-94,948	-26,665	-42,807	23,310	0	0				

Draft 11.07.17	WILTON LIBRARY ASSOCIATION	RESTRICTED AND DESIGNATED FUNDS BUDGET FOR FISCAL YEAR 2018-2019															
		2013-14 ACTUAL	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2018-19 BUDGET	\$ CHANGE FY'18 vs 19	% CHANGE FY'18 vs 19								
RESTRICTED AND DESIGNATED FUNDS REVENUE																	
1. Annual Appeal		210,234	223,725	205,584	224,555	230,000	233,000	3,000	1.30%								
2. Other Donations		209,673	120,483	111,364	99,644	180,000	170,000	-10,000	-5.56%								
3. Fund Raising Events		139,520	132,421	180,462	167,270	180,000	190,000	10,000	5.56%								
TOTAL RESTRICTED AND DESIGNATED FUNDS REVENUE		559,427	476,629	497,410	491,469	590,000	593,000	3,000	0.51%								
RESTRICTED AND DESIGNATED FUNDS EXPENDITURES																	
4. Collection Materials (from line 1)		194,159	274,395	205,929	189,514	210,000	210,000	0	0.00%								
5. Collection Materials from funds (from line 2)		44,907	35,658	35,692	43,069	35,000	45,000	10,000	28.57%								
6. Programs/Technology/Art, etc. from funds (from line 2)		132,551	166,349	129,792	86,924	147,000	137,000	-10,000	-6.80%								
7. Fund Raising Events (from line 3)		41,650	48,773	48,815	41,012	49,000	49,000	0	0.00%								
8. Annual Appeal Expense		13,433	18,091	20,196	17,762	22,000	22,000	0	0.00%								
9. Development Expense		0	0	0	59,000	62,000	65,000	3,000	4.84%								
10. Technology-special projects		0	48,572	101,128	41,864	50,000	50,000	0	0.00%								
11. Maintenance Reserve		0	0	0	0	15,000	15,000	0	0.00%								
TOTAL RESTRICTED AND DESIGNATED FUNDS EXPENDITURES		426,700	591,838	541,552	479,145	590,000	593,000	3,000	0.51%								
Surplus (Deficit)		132,727	-115,209	-44,142	12,324	0	0	0									
Long Term Restricted Funds Received		32,560	5,000	15,000	20,000												

DRAFT



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

WVAC is a volunteer-based organization whose purpose is to provide emergency medical services in the Town of Wilton. We are also committed to active participation within our community, which includes training and education.

- Our volunteers donated 15,800 hours to staff our duty rigs in 2017.
- Responded to 1,367 emergency medical calls in 2017.
- Volunteered an additional 440 hours on 25 community related events.
- Our members attend monthly training meetings required for certification purposes and to learn new State issued EMS protocols.
- Sponsor EMT classes to attract new members.
- Provide scholarships to our student members assisting them to further their education in the medical profession.
- We provide, at no cost to the Town, administrative services for billing and maintenance services for the paramedics.



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

Challenges WVAC is faced with every year

- **Unpredictable revenue stream**

When preparing our budget, it is difficult to project our call volume or the paying agency. Our percentage of Medicare/Medicaid patients continues to increase each year.

- **Ever changing membership resources**

In 2017 we welcomed in 8 new members, 4 are high school or students away at college. 4 of the new members are from Wilton.

We lost 6 experienced members during the year (5 were crew chiefs).

We currently have a total of 48 members, 15 that are college or high school students. College and high school students contribute limited shift hours and other duties.

- **Uncertainty of major expense items**

Our operating budget does not reflect any major equipment repair or equipment replacement, with the exception of funds set aside for a new ambulance every 4 years (\$240,000).

- **Significant portion of our expenses are non-discretionary**



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

What WVAC is doing to face those challenges

- Creates a conservative revenue budget so we don't spend money we may not get.
- Closely monitors spending throughout our fiscal year.
- Created a new position to perform weekly maintenance inspections of our ambulances, Town's fly cars, and selected equipment to hopefully minimize repair expenses.
- WVAC sponsors EMT classes in Wilton in an effort to attract new volunteers.
- Created a membership rewards program to help members with their out-of-pocket expenses for equipment related to their on duty service, not supplied by WVAC.
- WVAC is expanding its annual appeal mailings to include small and large businesses in Wilton.
- Sets aside sufficient funds each year for future capital expenditures.

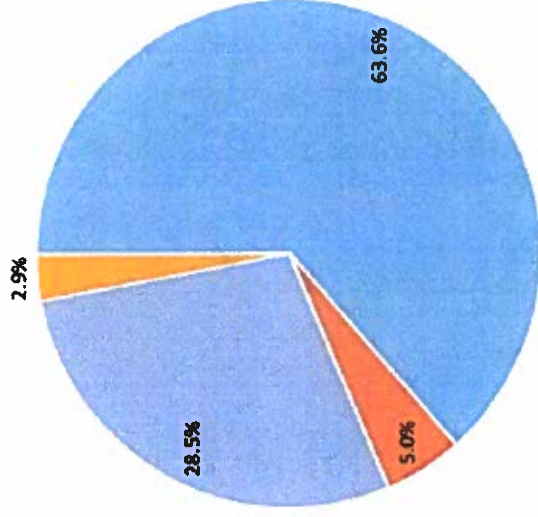


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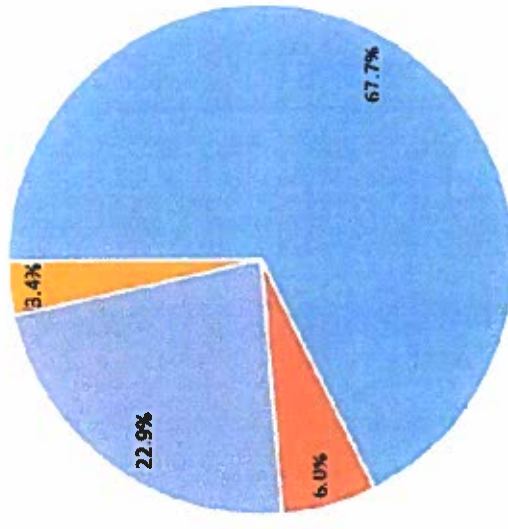
WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

Our Medicare and Medicaid payor mix has increased 5.1 percent, while the commercial pay has decreased 5.6 percent since 2015, lowering our overall average collection per call amount. In 2018, a commercial or self payer reimbursement would be \$850, while a Medicare plus supplemental payment would be \$450 and Medicaid would be \$290.

Wilton Volunteer Ambulance Corps
2015 Payor Mix



Wilton Volunteer Ambulance Corps
2017 Payor Mix



■ Medicare ■ Medicaid ■ Commercial ■ Self Pay



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

WVAC's Financial Condition

The WVAC Organization relies on Town of Wilton funding to remain a vital service for the residents of the community. No predictability of demand for service and contributions levels are always a concern about our financial condition.

Wilton Volunteer Ambulance Corps	<u>Audited Results</u>		<u>Town Budget format</u>	
	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Net Income Analysis				
Net Income (loss)	\$65,200	\$113,500	\$51,300	\$54,500
Less: Town Payments	\$67,510	\$119,076	\$97,000	\$97,500
Adjusted Income(Loss)	(\$2,310)	(\$5,576)	(\$45,700)	(\$43,000)
Less: Equipment Reserve	\$60,000	\$60,000	\$60,000	\$72,000
Adjusted Income(Loss)	(\$62,310)	(\$65,576)	(\$105,700)	(\$115,000)



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

WVAC's Financial Condition (continued)

Again, without the Town's funding, WVAC's financial condition would be strained with no flexibility for growth. WVAC's objective is to show income and cash flow growth to allow the organization to look into a facility for our headquarters and other spending.

Cash Flow Analysis

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>6 months</u> <u>12/31/2017</u>
Net change in Cash	\$53,000	(\$123,000)	\$110,000	(\$113,383)
Investment change	\$72,000	\$280,000	\$75,000	\$40,809
Less Equip. Reserve	<u>(\$60,000)</u>	<u>(\$60,000)</u>	<u>(\$60,000)</u>	<u>(\$30,000)</u>
Adjusted Cash Flow	\$65,000	\$97,000	\$125,000	(\$102,574)
Less: Town Payments	<u>\$83,847</u>	<u>\$67,510</u>	<u>\$119,076</u>	<u>\$48,701</u>
Net change	<u>(\$18,847)</u>	<u>\$29,490</u>	<u>\$5,924</u>	<u>(\$151,275)</u>



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WILTON VOLUNTEER AMBULANCE CORPS FY 2019 BUDGET PRESENTATION

WVAC is requesting funding of \$97,500 from the Town to help offset some of our expenses. This reflects a \$500 or a 0.5% increase over last year. The request includes \$20,000 for Workers compensation insurance, which the Town is mandated to fund.

Total request for FY 2019 funding is basically flat vs. the prior year and has decreased 4.4 % since 2016 funding.

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY2019</u>
Adopted	\$102,023	\$96,500	\$97,000	\$97,500
% chg. vs. YAG	NA	-5.4%	+0.5%	+0.5%

Details are outlined in the Analysis of Major Variances

Rochester, Jacqueline

From: Vanderslice, Lynne
Sent: Thursday, January 25, 2018 9:25 PM
To: Rochester, Jacqueline
Subject: Lori's comments

Regarding holiday tree lighting in Wilton Center: Environmental Affairs Director Mike Conklin informed me that almost all the trees in the center are on private property. I walked the center and noted generally there isn't a power source near the trees. The lampposts have a plug at the top which is used for the string lights. Unfortunately the trees are generally not next to a lamppost. This all means the owners of the property will need to agree to the lighting and a power source will need to be identified.

EDC Commissioner John Kelly and interested residents had a conversation with representatives of the Chamber to discuss whether businesses would be willing to put lights on the trees within their property. The representatives expressed concerns about the costs, indicating many of the businesses already contributed to the purchase of the existing lights, lampposts, banners and the big red chair.

Realistically this means any interested residents will need to develop a plan of what trees should be lit, obtain permission from the property owner, work with the owner to determine a power source and fundraise to cover the related the costs. I will follow up with the interested residents to provide this information. It is my recommendation that they keep the Economic Development Commission updated as to their progress.