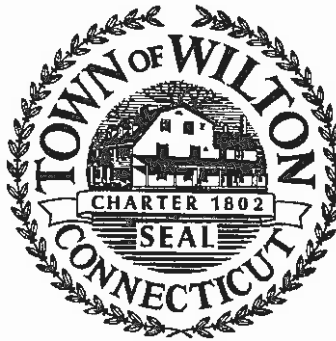


OFFICE OF THE
FIRST SELECTMAN

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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, MAY 20, 2013
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Sandy Dennies, Fire Chief Paul Milositz, Deputy Chief Mark Amatrudo, Bob Root, Steve Schole, Pat Sesto, Judy Zucker, Holt McChord, Jan Andras

OTHERS: Two members of press

Mr. Brennan called the meeting to order at 7:30 p.m.

A. Consent Agenda

Upon motion by Mr. Clark, the consent agenda was approved as follows (Mr. Hoffstatter had not yet arrived.)

Minutes

- Board of Selectmen Regular Meeting Minutes of 5/06/13

B. Discussion and/or Action

1. Capital Projects and Plans

The Middle Brook roof work will be done during the summer while school is out. The Comstock roof will be later, as they have Parks & Rec programs during the summer. The roof costs are \$163,000 higher than projected due to necessary abatement, roof drain problems and contingencies. At the next meeting, a summary of costs will be provided and possibly there are excess funds in other capital project budgets to offset this deficit.

The Middle Brook and High School Toilets Renovation bids had come in substantially over projections and was re-bid, with better results. The Steering Committee will be discussing the bids at their next meeting and the work is expected to begin when school is out.

The disturbed area of the recently installed Miller Driscoll School sewer line wraps around the rear of the school. To create a driveway for emergency access vehicles, crushed stone will be placed in the area.

Mr. Saxe will represent the Board of Selectmen on the Comstock Renovations Building Committee. There are two other possible candidates with construction backgrounds to be appointed at the next meeting.

2. Consideration of Contract to Purchase New Engine Tanker

Deputy Chief Amatrudo gave a presentation on the research and RFP process to date to purchase an Engine-Tanker (attached). They have chosen Marion Rescue and Fire Apparatus of Marion Wisconsin as vendor with a bid of \$663,016. It will still take another year for the apparatus to be built and put into service.

Mr. Saxe moved to authorize the First Selectman to sign the Emergency Vehicle Sales Contract pending finalization by legal counsel. Motion seconded and unanimously carried.

3. Proposed Fee Changes – Building Department

Mr. Bob Root, Chief Building Official, presented a proposal for changes to the fee schedule. Mr. Clark moved to approve the increase in Building Permit Fees as proposed (attached). Motion seconded and unanimously carried.

4. Proposed Fee Changes – Department of Health

Mr. Steve Schole, Health Director, presented a proposal for changes to the Health Department fee schedule, noting that it has been 14 years since any increases were made to these fees. Mr. Brennan moved to approve the changes in Health Department Fees as proposed (attached). Motion seconded and unanimously carried.

5. Appointment of Philip H. Sharlach to Area 9 Cable Council

Mr. Brennan moved to appoint Mr. Philip H. Sharlach to represent the Town of Wilton as a member of the Area 9 Cable Council, beginning 7/1/13. Motion seconded and unanimously carried.

6. Miscellaneous Other Business

Sisters of Notre Dame – Mr. Brennan gave a briefing on the private sewer project. The Board of Selectmen had submitted an 8-24 Referral to the Planning & Zoning Commission who approved the project. The route for the sewer from Wolfpit Road to the school has been revised by Mr. Holt McChord, PE to make it shorter for connection by the Sisters. The revision was approved by the WPCA and the Inland Wetlands Commission. The next step is to get temporary construction easements, which are being prepared by town counsel. These should be ready for BOS approval at the June 17 meeting. Construction is planned to begin when school is out.

Charter Authority – There is a \$126,645 shortage in the current year budget for the annual paramedic costs. In the past, the Volunteer Ambulance Corps shared half of the expenses but they can no longer do so and it is the responsibility of the Town to provide paramedic services. For the next fiscal year, the budget includes the entire amount to be paid by the Town, but we need to cover the current year cost. Mr. Clark moved to authorize the funds to cover the current fiscal year paramedic cost in the amount of \$126,645 from the Board of Selectmen Charter Authority account. Motion seconded and unanimously carried. This will now be forwarded to the Board of Finance for action tomorrow evening. Mr. Saxe and Mr. Dubow feel that the Volunteer Ambulance Corps should be asked again to provide the funds, possibly raising their fund-raising activities. Mr. Brennan stressed that he has met with Mr. Hitter several times and there is no way they can afford to contribute to the costs.

Bald Hill Bridge – The total cost for this project is \$817,700 with 80% being funded by federal grants and 20% funded by the Town. The Town's share was appropriated three years ago when the process began. Phase 1 has been completed and Phase II is ready to begin, including development of construction plans, specs and estimates. Mr. Dubow moved the following: "RESOLVED, that William F. Brennan, First Selectman, be and hereby is, authorized to sign the agreement entitled "First Supplemental Agreement between the State of Connecticut and the Town of Wilton for the Development of contract Plans, Specifications and Estimates in Conjunction with the Rehabilitation of the Bald Hill road Bridge (Bridge No. 04983) over the East Branch of the Silvermine River, utilizing Federal Funds from the Highway Bridge Program." Motion seconded and unanimously carried.

C. Public Comment – None noted

D. Reports

1. First Selectman's Report – The schedule for meeting with the Library Trustees for quarterly reports is being prepared. It was suggested that in the future, there be only three meetings – one for the budget presentation, one at a Board of Selectmen meeting, and one at a Library Trustees meeting.

2. Selectmen Reports:

Mr. Dubow – The Miller Driscoll Building Committee held their second meeting where they discussed the SOR and the Objectives. The building will have to be in use during some of the renovations which would increase costs. Turner construction has drafted the RFP for architectural and engineering which will be reviewed by the committee at their next meeting.

Mr. Clark – The Security Task Force has appointed Ms. Terri Schwartz as liaison with the Miller Driscoll Building Committee.

Mr. Hoffstatter – Trackside will be holding their annual golf outing on 6/17/13.

Mr. Saxe – No report

- E. Executive Session – Mr. Brennan moved to enter executive session to discuss a property purchase issue with Pat Sesto and then to discuss labor negotiations with Sarah Taffel. Meeting entered executive session at 9:34 and returned to open session at 10:16 pm. No action was taken. Motion was adjourned at that time.

Jan Andras, Recording Secretary

Attachment A: Fire Engine/Tanker

Attachment B: Building Permit Fees

Attachment C: Health Department Permit Fees

Wilton Fire Department



Contract Approval For The Replacement of Engine-Tanker 4

*Board of Selectmen Meeting
May 20, 2013*

Initial Research & RFP

1. Process started and committee formed in 2011
2. Reviewed the shortcomings of the existing apparatus
3. Researched engine-tanker designs and innovations
4. Developed and sent out a general RFP
5. Reviewed the RFP responses and met with vendors



Specifications & Bid Package

1. Developed and sent vendors detailed list of >250 specifications items
2. Sent to Pierce, E-One, KME, Marion & Smeal
3. Extensive bid analysis of the 3 bid responses and their proposed designs
4. Developed matrix of concerns & exceptions
5. Follow-up questions and clarifications were addressed
6. Developed a comparative pricing analysis
 - 1 See next slide
 - 2 Marion comparable cost was ~\$10,000 more than that of KME
 - 3 Marion bid offered sufficient value to more than offset the additional \$10,000 of cost

▶ 2

Comparative Pricing Analysis

	<u>Marion</u>	<u>KME</u>	<u>E-One</u>
Base Price (Includes 3 year warranty)	\$654,473	\$604,169	\$689,600
Remove independent front suspension	(\$14,000)	Only bid straight axle	(\$26,000)
Five year bumper to bumper warranty	\$5,800	\$10,215	\$12,000
Exclude Factory Trips Cost From Analysis	<u>(\$12,000)</u>	<u>(\$3,318)</u>	<u>(\$13,000)</u>
Base Price Excluding Independent Suspension and Factory Trips Cost	\$634,273	\$611,066	\$662,600
Sub-Total of Options, Adjustments and Corrections to Bid Prices	\$16,743	\$29,990	\$30,600
Comparable Pricing	<u>\$651,016</u>	<u>\$641,056</u>	<u>\$693,200</u>
Add Factory Trips Cost Back In	<u>\$12,000</u>	<u>\$3,318</u>	<u>\$13,000</u>
Expected Contract Amount	<u>\$663,016</u>	<u>\$644,374</u>	<u>\$706,200</u>

▶ 3

Analyses & Service Operations

1. **Based on our analyses, E-One was removed from final consideration**
 - Their price was significantly higher than the other two (2) bidders and we could find no additional value from the higher cost
 - Inability to meet a few of the more significant requirements of the specifications
2. **Visited the service facilities and a few recent deliveries – Norwalk, Westport, etc.**
3. **The KME service facility and fleet:**
 - Is subcontracted and not owned by KME or local sales rep
 - Concern - 5 year bumper-to-bumper warranty
4. **The Marion rep owns their service facility and should reduce down time by performing more repairs at our location**

Purchase Decision

1. **Marion engineering did better job of designing and calculating the cost of the proposed apparatus**
2. **KME left a number of issues unanswered - Would have resulted in project cost increases**
3. **Committee evaluated and discussed all of the preceding**
4. **Evaluation form**
 - a. **Committee members scored each bidder in each of the evaluation areas**
 - b. **Marion Body Works scored highest overall (see next slide)**

Evaluation Form Summary

	Max Points Available	Marion	KME
Understanding of work to be performed and Proximity of Original Bid to the Specifications	10	8.00	5.25
Bid (After Follow-Up Questions) Technical Merit vs. Specifications	10	8.00	6.75
Past performance (experience) and/or references	10	8.25	6.67
Key personnel relationships & ability/willingness to serve as our advocate during the design finalization and manufacturing process	10	8.25	5.75
Service Center - People, Equipment, Capabilities, Distance	10	7.00	8.75
Vendor Discussions and Final Meeting	20	19.00	14.25
Willingness to work with the Safe Buy pump program	10	10.00	4.50
Cost of the Vehicle	20	16.25	16.25
Total Points	100	84.75	68.17

Purchase Authorization

1. Unanimous committee decision to award Marion the contract
2. Chiefs were involved throughout the entire process and agree with the committee's recommendation
3. Fire Commission has approved the purchase
4. The contract price will be \$663,016
 - a. Leaves just over \$30,000 of the \$695,000 Budget amount for equipment purchases that still have to be made
5. Contract reviewed and edited by Ken Bernhard
6. Requesting purchase/contract approval
7. Questions or Comments?

MEMORANDUM

B

Date: May 3, 2013

To: William Brennan, First Selectman

Cc: Robert Nemey, Town Planner

From: Robert Root, Chief Building Official *M*

Re: Proposal for changes to the fee schedule.

We are requesting the Board of Selectman consider the proposed changes below to the Building Department's Fee Schedule effective July 1, 2013.

Request to increase in the following Building Permit Fees:

Plan Review Fee

To increase the Plan Review fee for the larger residential projects (over 4,000 sq.ft.) as they require much more time and a more comprehensive review. The current fee is \$75.00 for all additions and we are requesting it be increased to \$100.00.

Change the language on Zoning Review (Mechanical Site Approvals) to Zoning Permit (Mechanical Site Approvals) and the fee for commercial projects from \$25.00 which is currently the same as residential to \$50.00 as commercial projects are much more complex than residential.

Change Language to the following sections:

3. Other permit fees:

Currently C/O Inspection: (permits older than 2 yrs)

New proposed language to read: C/O Inspection: (~~Older~~ Permits- microfiche)

6. Work done without permit fee

Add (**Commercial**) to the description

Thank you for your time and consideration.

*up to 10-12
new house/gen.*

TOWN OF WILTON
BUILDING DEPARTMENT
PROPOSED
SCHEDULE OF PERMIT FEES
EFFECTIVE JULY 1, 2013

1. Building Permit fees (including associated building, plumbing, electrical and heating). This applies to both residential and commercial construction.

Residential additions/alterations fees will be based on the estimated costs furnished by the applicant, which will typically include mechanical and electrical work. However, if the costs furnished to the Building Department appear to not represent an accurate fair market cost, the Building Official, based upon his judgment, can alter the fee to more closely reflect current market costs. Costs are based on "average" market pricing in our town and comparable areas. If the applicant disagrees with the Building Official's decision, they must then submit signed contracts with all cost estimates to the Building Official for verification and comparison.

Based on estimated cost of the project - \$10.00 for each \$1,000 or part thereof with a \$40.00 minimum plus .26 per 1,000 for the State of CT Education Fund.

	<u>Commercial</u>	<u>Residential</u>
Plan Review Fees:		
Under 4,000 sq ft.	\$100.00	\$ 75.00
4,001-10,000 sq ft.	\$200.00	75 - \$100.00 ✓
over 10,000 sq ft.	\$300.00	
New Homes		\$125.00
Certificate of Occupancy:		
Under 4,000 sq.ft	\$75.00	\$ 25.00
4,001-10,000 sq.ft.	\$100.00	
Over 10,000 sq.ft.	\$125.00	
State Zoning:	\$60.00	\$ 60.00
Local Zoning:		
Under 4,000 sq ft.	\$ 75.00	\$ 50.00
4,001-10,000 sq ft.	\$150.00	
over 10,000 sq ft.	\$300.00	
Zoning Permit (Mechanical Site Approvals)	\$ 50.00 ✓	\$ 25.00
Re-inspection:	\$ 25.00	\$ 25.00

2. Mechanical/Electrical/Minor Permits - \$10.00 for each \$1,000 or part thereof with a \$40.00 minimum *plus* .26 per 1,000 for the State of CT Education Fund.
3. Other permit fees:

C/O Inspection: (Older Permits- microfiche)	\$25.00	\$25.00
C/O letters (for dwellings constructed prior to the Building Code which at the time did not require a C/O)		\$25.00
Weekend/after hours inspections:	\$150.00	\$150.00

4. Demolition Permit Fees:

Commercial Buildings	\$400.00
Single Family Dwellings	\$300.00
Garages/sheds/accessory structures	\$200.00
Pools	\$75.00
Interior Only	\$75.00
Legal Notice Fee (if required)	\$15.00

5. Refunds or canceled permits - only upon written request – 15% of the total permit fee minus administrative and state mandated fees within 1 year of the issuance of the permits. No refunds issued after 1 year and no partial refunds for decreases in the scope of projects.

6. Work done without permit Fee (Commercial): 2 times the Building Permit Fee. ✓ \$1,000

7. New dwellings: - including condominiums: the living area will be figured at \$140.00 per sq. ft. (includes, hvac**, electrical, plumbing, alarms) plus extras as listed below:

Attic: \$110.00 per sq. ft.*

Basements: \$110.00 per sq. ft. *

Garages: - Basement – one (1) car - \$5,000.00
 Basement – two (2) car - \$7,000.00
 Attached or detached – one (1) car - \$10,000.00
 Attached or detached – two (2) car - \$13,000.00
 Attached or detached – Three (3) car - \$17,000.00

Porches and decks with roofs: \$60 per sq ft.
 Open decks : \$45 per sq. ft.

8. New Commercial Buildings: \$70.00 per sq. ft. or estimated cost whichever is greater.

9. Records maintenance fee - \$40.00 per building permits with estimated costs over \$20,000.

*** Geothermal heating/cooling systems - Due to high cost of these systems, we will be charging a separate fee for this and it will be calculated at 50% of the estimated cost of the system using the same formula as the revised building permit fees as proposed above (\$10.26 per thousand).*

► **Bold Items** denote proposed changes.

Department of Health

Director of Health
Steven S. Schole, MPH, RS
Assistant Sanitarian
Jennifer M. Zbell, RS



B/S 05/20/13
Agenda Item B-4
Town Hall Annex
238 Danbury Road
Wilton, CT 06897
P-203-563-0174
F-203-563-0148

Date: May 3, 2013

To: William Brennan, First Selectman

Cc: Robert Nerney, Town Planner

From: Steven Schole, Director of Health

Re: Proposal for changes to the fee schedule.

We are requesting the Board of Selectman consider the proposed changes below to the Health Department's Fee Schedule effective July 1, 2013. Our fees have not been changed in over 14 years, and they are substantially below what surrounding towns charge for the same services.

Request to increase in the following Health Dept Fees:

<u>Deep Test & Percolation Testing</u>	<u>Current</u>	<u>Proposed</u>
New Construction	\$75	\$125
Repairs	\$75	\$125
B100a	\$75	\$125
Additional Test holes (second time out)	\$0.	\$75
<u>Subdivision Fees</u>		
Application	\$100	\$125
Soil Testing per lot	\$100	\$125
<u>Septic Permit</u>		
New	\$400	\$400
Alteration/Replacement/Repair/ Voluntary upgrade	\$75	\$300
Minor Repair (d.box, sewer line)	\$75	\$100
New Septic Tank/Pump Chamber	\$50	\$175
<u>Well Drilling</u>		
New	\$50	\$125
Abandonment	\$0	\$50
Irrigation	\$50	\$125
Geothermal	\$50	\$125
<u>Building Plan Review</u>		
New Construction/Additions/alterations	\$50	\$75
Shed	\$0	\$25
Demolition	\$0	\$50

Food Establishments

Class 4	\$200	\$400
Class 3	\$175	\$300
Class 2	\$125	\$200
Class 1	\$75	\$125
Large Grocery Stores	\$250	\$450
Temporary Event	\$0	\$50
Farmers market Vendor	\$0	\$50
Late Application Fee	\$0	\$50
<u>Public Swimming Pools</u>		
Registration/Inspection	\$0	\$75

The following fees will not change:

Food Service Re-inspection Fee

1 st Re-inspection non-compliance fee:	\$ 50.00	No Change
2 nd Re-inspection non-compliance fee:	\$150.00	No Change
3 rd Re-inspection non-compliance fee:	\$225.00	No Change

Septic Systems

New Construction	\$400.00	No Change
<u>Pool Plan Review-</u> Swimming Pool – commercial establishment	\$150.00	No Change
Swimming Pool – private residence	\$ 75.00	No Change

Fee Comparison 2013

Wilton Health Department

	Existing Fees	Proposed	New Current	Bridge/road	Westport/ Western	Highway	Cartier
Deep Test & Perc Testing							
New Contruction	\$75	\$125	\$150		\$175	\$210	\$125
Repairs	\$75	\$125	\$150		\$125	\$210	\$125
B100a	\$75	\$125	\$150		\$175	\$210	\$125
Additional Test Hole fee(Second time out)		\$75					
Subdivision Fees							
Application	\$100	\$125			\$200		
Soil Testing per lot	\$100	\$125			\$150		\$125
Lot Line Changes					\$200		
Septic Permit							
New	\$400	\$400	\$400	\$1,000	\$400	\$300	\$550
Alteration/Modification/Repair							
System/replacement/voluntary upgrade		\$300	\$400		\$200		\$375
Minor repair, (ie, new pipe, d-box)	\$75	\$150	\$300	\$100	\$100	\$300	
New Tank/Pump Chamber only	\$50	\$150	\$100				
Tank Abandonment			\$100				
B100a Review					\$125		\$225
New Septic Plan Review				\$200		\$300 Revisions \$125	
Plan change fee					\$100		
Abandon Septic to connect to sewer							\$175
Well Drilling Permit							
New Well	\$50	\$125	\$150	\$100		\$75	\$250
Abandonment		\$50	\$75	\$50	\$100		\$250
Irrigation	\$50	\$125		\$50	\$50		\$350
Geothermal		\$125			\$75		
Building Plan Review							
New Construction	\$75	\$75	\$50	\$50	\$150	\$100	\$175
Addition/Alteration	\$75	\$75	\$25				\$175
Small Addition	\$50	\$75					\$175
Shed	\$0	\$25					
Habitat Space					\$150		
In house Apartment					\$150		
Non-Habitable					\$125		
Demolition Plan review		\$50	\$100				
Swimming Pool-Commercial	\$150	\$150					
Swimming Pool Private	\$75	\$75			\$150		
Hot Tub					\$75		
Tennis Court		\$75					
Food Establishments							
Class IV	\$200	\$400	\$425	\$100	\$425	\$500	*\$500-\$650
Class III	\$175	\$300	\$325		\$425	\$350	\$400
Class 3 and 4 Seasonal					\$250	\$175	\$250
Class II	\$125	\$200	\$225		\$150	\$210	\$275
Class I	\$75	\$125	\$150		\$150	\$95	\$250
Large Grocery Store-Multiple Departments	\$250	\$450	\$425				\$850
Grocery-no food prep							\$500
Itinerant vendor			\$175			\$250	\$500
Mobile Vendors					\$250	\$170	

