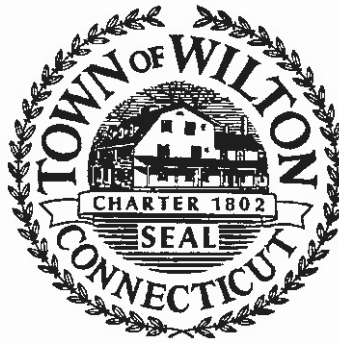


OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
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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, JUNE 17, 2013
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: First Selectman Bill Brennan, Hal Clark, Ted Hoffstatter, Richard Dubow, James Saxe (7:50)

GUESTS: Sandy Dennies, Judy Zucker, Jan Andras

OTHERS: Two members of media

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:

Minutes

- Board of Selectmen Regular Meeting Minutes of 6/03/13

Gifts

- \$501 to Wilton Parks & Recreation from Georgetown Lions Club
- \$50 for maintenance of Schenck's Island, in memory of Kathryn Schenck, from Robert and Carol Russell
- \$60 to Wilton Social Services from CL&P

Mr. Brennan expressed appreciation for these generous gifts.

B. Discussion and/or Action

1. Capital Projects and Plans

Middlebrook/High School Toilet Renovations – value engineering is being performed. Miller Driscoll Renovations – There were 20 responses to the RFP and a walk through was held today for architects. Comstock Community Center Renovations – The Building Committee elected Judy Zucker as Chairman and Bill Brautigam as Vice Chair. This group will also oversee the roof replacement at Comstock. Yankee Gas expansion – the Governor's Energy Bill passed

including a provision that extends payback from 15 years to 25 years. The Yankee Gas proposal has now gone to PURA, which has 120 days to respond. A project meeting with Yankee Gas is being arranged for next week. While waiting for the PURA response, we will be working on the agreement and asking Yankee Gas to submit a proposal.

2. Financial Report

Ms. Dennies distributed copies of the financial report (attached) as of 6/12/13. Revenues are doing well but there may be shortfalls in expenses. She is concerned about ending the year in the black and advised that she may be coming back to the Board of Selectmen to ask for funds from Charter Authority to cover any shortfall.

3. Middlebrook School and Comstock Community Roofs Project

Mr. Brennan distributed a summary of the \$162,436 shortage of funds for the Middlebrook School and Comstock Community Center Roof Replacements (attached). Ms. Dennies has identified two operating capital accounts where funds have been allocated, but remain unused, that could be considered for transfer to the roofing projects. The Charter only addresses the procedure for unused bonded capital, but Town Counsel has given an oral opinion that these funds can be transferred upon approval of both the Board of Selectmen and Board of Finance. Mr. Brennan moved to approve the use of \$162,436 of unused operating capital funding to cover the shortfall in two roof projects, after receiving the written opinion of Town Counsel. Motion seconded and unanimously carried.

4. Appointment to Comstock Building Committee

Mr. Brennan moved to appoint Joseph Seaman and Joseph Polito as members of the Comstock Community Center Building Committee. Motion seconded and unanimously carried.

5. Re-appointment to Area 9 Cable Council

Mr. Clark moved to re-appoint Gary Battaglia as Wilton representative to the Area 9 Cable Council for a two year term. Motion seconded and unanimously carried.

6. Miscellaneous Other Business

Ms. Dennies just received a final negotiated contract addendum from New World Systems to allow Wilton to obtain 37 additional days of implementation and training for the Community Development and Human Resources portions of the integrated technology program we purchased last December. Funding, in the amount of \$29,600, to facilitate this request is available in the fiscal year ending 6/30/13 budget. She was able to negotiate an hourly rate of \$100, which represents a 28.5% savings over the original contract amount of \$140 per hour. Mr. Saxe moved to authorize the First Selectman to sign the Additional Services Addendum with New World Systems, dated 6/14/13. Motion seconded and unanimously carried.

C. Public Comment – None noted

D. Reports

1. First Selectman's Report – Mr. Brennan would like to look into a possible Litter Ordinance with penalties. He will come back to the Board with more information about what other towns have ordinances and what the State Statutes allow.

2. Selectmen Reports:

Mr. Dubow – No report

Mr. Clark – Has spoken with residents on Wolfpit Road who would like to put flagstones along the steeper sections of the road to facilitate walking. Mr. Brennan advised that the Director of Public Works has some issues with putting paving stones along that road. He suggests that the neighbors look for a way to periodically cut the grass along the walking route. This will be discussed at a future meeting. Mr. Clark will be arranging for the Board of Selectmen to tour Ambler Farm, possibly at 7 pm preceding the next BOS meeting on July 1.

Mr. Hoffstatter – The Chamber of Commerce and Go Green are discussing possible ways to work with local businesses regarding things that would be beneficial to the environment.

Mr. Saxe – apologized for being late to this meeting but he was attending A Taste of Wilton, which was very well attended.

- E. Executive Session – Mr. Brennan moved to enter executive session to discuss the Police Union Agreement and to invite Sarah Taffel to attend. Meeting entered executive session at 8:57 pm and returned to open session at 9:23 pm. Mr. Brennan moved approve the Police Union Agreement. Motion seconded and unanimously carried.

- F. Having no further business, the meeting adjourned at 9:28 p.m.



Jan Andras, Recording Secretary

Town of Wilton
Fiscal Year 2013

6/17/2013 17:01

Revenues	Fiscal Year 2013 Data as of 06/12/13				
	Original Budget	Adjusted Budget	Actual	Variance	vs adj budget
Taxes	106,701,524	106,701,524	107,028,798	327,274	100.31%
Education Intergovernmental Assistance	2,295,034	2,295,034	2,367,834	72,800	103.17%
Town Intergovernmental Assistance	758,175	758,175	826,759	68,584	109.05%
Licenses, Permits & fees	1,235,840	1,235,840	1,540,113	304,273	124.62%
Other	330,126	330,126	422,992	92,866	128.13%
Interest	115,000	115,000	176,502	61,502	153.48%
Total Revenue	111,435,699	111,435,699	112,362,998	927,299	100.83%
Expenditures					
Debt Service	8,617,950	8,617,950	8,457,459	160,491	98.14%
Board Of Education	74,051,216	74,051,216	72,196,544	1,854,672	97.50%
Board of Selectmen Operating	29,278,099	29,290,804	26,461,766	2,829,038	90.34%
Board of Selectmen Capital	1,069,224	2,508,687	1,316,758	1,191,929	52.49%
Sub Total Board of Selectmen	30,347,323	31,799,491	27,778,524	4,020,967	87.36%
Charter Authority	1,130,165	894,986	0	894,986	0.00%
Total Expenditures	114,146,654	115,363,643	108,432,527	6,931,116	93.99%

Charter Authority:
Conduit Installation

235,179

	Fiscal Year 2012 Data as of 6/13/12			
	Original Budget	Adjusted Budget	Actual	Variance
	105,189,433	104,996,241	105,253,669	257,428
	2,606,400	2,606,400	2,854,824	248,424
	574,127	574,127	602,165	28,038
	1,180,200	1,180,200	1,341,928	161,728
	330,636	330,636	437,986	107,350
	100,000	100,000	153,483	53,483
	109,980,796	109,787,604	110,644,055	856,451
	8,421,249	8,421,249	8,400,268	20,981
	72,777,608	73,427,238	69,468,286	3,958,952
	28,377,594	28,424,102	25,898,735	2,525,367
	1,447,785	2,703,015	1,807,951	895,164
	29,825,379	31,127,117	27,706,586	3,420,531
	1,110,242	882,028	0	882,028
	112,134,478	113,857,632	105,575,140	8,282,492
				92.73%

Charter Authority:
Elderly Tax Relief
Comstock
Comstock/Mbrook Roof

193,192
31,291
3,731
228,214

Revenue by Type		FY 2013 Budget	FY 2013 Actual
Intergovernmental - BOE			
	Education Cost Sharing	1,557,195	1,651,020
	Transportation	311	295
	Special Education	500,000	478,006
	Excess Special Education	683	
	Adult Education		
	School Construction - Interest	35,925	39,666
	School Construction - Principal	197,920	198,847
	Private School Health/Welfare	3,000	
	Construction Progress Payments		
		2,295,034	2,367,834
Intergovernmental - Town			
Finance	LOCIP	111,140	111,666
	Municipal Revenue Sharing	240,000	295,256
Assessors	Elderly Tax Relief	50,000	59,423
	Veteran Exemption	3,000	3,594
	New Mfg Equip		
Tax Department	State Property Tax Refund	94,843	99,247
	Pequot Pilot	9,257	6,214
	Boat Tax		
	Telephone Line Tax	80,000	81,535
Public Works	Town Aid Roads	155,935	155,824
Social Services	Youth Services Bureau Grant	14,000	14,000
		758,175	826,759
Taxes			
	Current Property Taxes	106,854,220	
	Less Credits	-1,132,696	
	sub total	105,721,524	105,832,886
	Motor Vehicle Supplemental	450,000	541,408
	Back Taxes	300,000	344,451
	Interest & Lien Fees	230,000	310,053
		106,701,524	107,028,798
Licenses, Permits & Fees			
Town Clerk	Sport Licenses	40	80
	Marriage Licenses	300	396
	Recording Fees	120,000	135,328
	Conveyance Taxes	400,000	570,735 S&S Ctr sale \$86,125
	Farm Fund Fees	10,000	12,696
	Vital Statistics	15,000	19,326
	Other Fees	30,000	31,167
	Application Fees	6,000	3,774
Planning & Zoning	Application Fees	1,900	2,936
Zoning Board of Appeals	Extra Duty Admin Fees	14,000	18,660
Finance	Alarm Registrations	10,000	21,650
	Fees	2,600	2,564
Assessors	Permits	500,000	587,639
Building			

Fire	Reproduction Fees	7,000	6,560
	Fees	500	4,230
	Inspection Fees	14,500	17,625
Advance Life Support	Road Opening Permits	3,000	3,000
Public Works	Fees	5,000	5,259
Dial A Ride	Fees	32,000	22,532
Merwin Meadows	Application Fees	17,000	16,582
Environmental Affairs	Dog Licenses	4,500	2,476
Animal Control	Fees	27,000	39,212
Health Department	Tuition Senior Net	15,500	15,686
Senior Center	Senior Center Fees	1,235,840	1,540,113
Other			
Planning & Zoning	Sales of Regulations/Maps	85	150
Finance	Sale of assets		
	Miscellaneous Revenue	1,000	87,661
Registrar of Voters	Miscellaneous	250	5
Comstock	Other	6,000	3,882
Other Town Properties	Rent	294,258	299,782
Police	Police Permits	2,300	4,395
	Judicial Branch Revenue	10,000	6,535
	Police Reports	1,083	1,074
	Fingerprinting	1,170	2,220
	Parking Fines	2,750	1,100
	Dog Ordinance Violations	50	
Environmental Affairs	Fines	2,000	3,100
	Sale of Trail Guides	250	138
Animal Control	Dog Redemption/Quarantine	900	1,150
	Sale of Pets	30	25
Paramedic	Advanced Life Support		3,985
Board of Education	Athletic Fees	8,000	7,790
		330,126	422,992
Interest	Interest	115,000	176,502
		111,435,699	112,362,998

Expenditures	FY 2013 orig budget	FY 2013 adj Budget	FY 2013 Obligations
Board of Education	<u>74,051,216</u>	<u>74,051,216</u>	<u>72,196,544</u>
Debt Service	<u>8,617,950</u>	<u>8,617,950</u>	<u>8,457,459</u>
Board of Selectmen Operating:			
Board of Selectmen	419,822	421,726	367,494
Town Clerk	450,416	452,445	423,789
Planning & Zoning	531,382	534,656	491,959
Board of Finance	55,953	55,953	49,189
Human Resources	482,408	485,635	268,910
Reserve for Negotiations	281,132	200,445	
Finance	880,762	892,971	797,986
Assessor	366,220	372,862	344,278
Tax Collector	240,796	242,800	220,392
Town Counsel	179,000	179,000	118,379
Probate Court	42,000	42,000	9,536
Registrar of Voters	202,793	204,776	185,961
Town Hall & Annex	294,529	294,529	226,420
Town Wide Utilities	251,364	251,364	171,627
Comstock	245,882	245,882	282,085
Other Town Properties	132,174	132,174	109,354
Ambler Farm	32,135	32,135	25,919
Code Enforcement	353,973	356,040	336,559
Information Systems	549,424	552,461	433,897
Police Department	6,898,916	6,928,815	6,459,516
Fire Department	4,618,636	4,624,345	4,440,483
CERT	6,000	6,000	2,395
EMS			
Paramedic Service	126,645	126,645	243,214
Georgetown Fire	316,363	316,363	298,544
Central Dispatch	326,468	326,468	298,842
Public Works Administration	456,429	462,101	423,793
Highway	2,296,233	2,298,381	2,036,095
Transfer Station	275,000	275,000	0
Parks & Rec Administration	251,970	254,104	239,881
Parks & Rec Programs	219,382	219,382	198,185
Dial A Ride	173,016	173,016	161,752
Swimming/Merwins	93,195	93,195	59,673
Tennis	10,860	10,860	7,397
Parks & Grounds	809,692	811,518	768,336
Environmental Affairs	402,858	405,194	369,570
Animal Control	160,445	160,445	141,279
Health Department	381,940	381,940	338,027
Nursing & Homecare	906,447	906,447	898,271
Private School Welfare	31,000	31,000	27,361
Social Services	426,561	430,123	399,124
Senior Center	145,599	147,329	135,631
Tracksides	143,963	143,963	143,963

Employee Benefits	691,051	691,051	535,137
Insurance	602,778	602,778	460,815
Library	2,506,487	2,506,487	2,506,487
Wilton Energy Commission	3,000	3,000	94
Route 7 Bus Service	5,000	5,000	4,167
	<u>29,278,099</u>	<u>29,290,804</u>	<u>26,461,766</u>
Board of Selectmen Charter	141,271	141,271	
Board of Finance Charter	988,894	753,715	
Charter Authority	<u>1,130,165</u>	<u>894,986</u>	<u>0</u>

Board Of Selectman Capital:

Town Clerk			
Assessors	174,000	234,000	94,350
Tax	20,848	20,848	20,848
Town Facilities			
Information Systems	207,990	464,321	156,794
Police	190,386	301,486	242,783
Fire	52,500	115,004	42,412
Central Dispatch	22,653	22,653	16,955
Public Works	265,000	696,204	537,572
Education		400,000	76,532
Parks & Recreation	133,000	200,324	126,313
Animal Control	2,847	2,847	2,199
Transfer Station	0	51,000	0
	<u>1,069,224</u>	<u>2,508,687</u>	<u>1,316,758</u>
Capital	<u>114,146,654</u>	<u>115,363,643</u>	<u>108,432,527</u>

Town of Wilton
Fiscal Year 2013 Capital

		<u>Budget</u>	<u>FY 13 Actual</u>
Town Clerk	Land Records	<u>0</u>	
Assessor	Assessment/Appraisal Service	<u>234,000</u>	<u>94,350</u>
Tax Collector	Software	<u>20,848</u>	<u>20,848</u>
Information Systems	Computer Hardware	125,350	23,418
	Computer Software	249,941	130,876
	GIS	89,030	2,500
Total Information Systems		<u>464,321</u>	<u>156,794</u>
Police	Computer Hardware	54,020	44,371
	Protective Equipment	9,000	8,890
	Radar Equipment	7,031	7,643
	Communications Equipment	7,702	5,502
	Computer Software	27,605	27,037
	Police Vehicles	196,128	149,340
Police Total		<u>301,486</u>	<u>242,783</u>
Fire	Communications Equipment	70,004	7,500
	Staff Vehicles	45,000	34,912
Total Fire		<u>115,004</u>	<u>42,412</u>
Central Dispatch	Communications Equipment	<u>22,653</u>	<u>16,955</u>
Public Works	Dump Trucks - Large	140,000	136,586
	Dump Trucks - Small	60,000	55,788
	Sanders	25,000	
	Plows	20,000	20,000
	Building Renovation	12,500	
	Pavement Management	56,192	56,192
	Hot Asphalt Box	20,000	14,946
	Wilton Center Streetscape		17,252
	Conduits	362,512	236,808
Total Public Works		<u>696,204</u>	<u>537,572</u>
Parks & Recreation	Staff Vehicles	40,000	40,000
	Passenger Van	93,000	86,313
	Pond Dredging	67,324	
Total Parks & Recreation		<u>200,324</u>	<u>126,313</u>
Animal Control	Equipment Trailer	<u>2,847</u>	<u>2,199</u>
Transfer Station	Building Renovation	<u>51,000</u>	
Education	Building Renovation	<u>400,000</u>	<u>76,532</u>
	Total Capital	<u>2,508,687</u>	<u>1,316,758</u>



May 21, 2013

To: Bill Brennan, First Selectman

From: Sandra L. Dennies, CFO

Re: Transfers Available to offset the Need for Charter Authority

It is my understanding that the Town needs approximately \$162,436 of funding necessary to address the roof projects at Comstock and Middlebrook School. I have identified two capital accounts where funds have been allocated but remain unused that should be considered to be transferred to the roofing projects to address the shortfall.

As you are aware, the Fire Department anticipated Regionalization in their Capital Projects budget. However, regionalization never came to fruition and does not appear to be happening in the near future. Therefore, capital project funds remaining in that Fire Department FY 12 Capital Budget total \$62,500 for other than MDT replacement. I believe your request to transfer those funds to the road program is advisable as they would otherwise be returned to the general fund at year end.

The second account that the Town allocated excess funds to was in the Assessors' Office for the 2012 revaluation. That capital account totaled \$234,000 but the competitive bidding resulted in significant savings. According to David Lisowski, Assessor, in order to compete work needed to address court cases, that capital project will be over funded by approximately \$100,000. Therefore, those funds will also be available for transfer.

According to the two projects above, \$162,500 is available for transfer to assist the roof project.

Summary – Roof Replacements

Middlebrook School and Comstock Community Center

	<u>Budget</u>	<u>Actual</u>
• Comstock Roof	\$ 716,000	\$ 543,348
• Middlebrook School Roof	<u>\$1,115,000</u>	\$ 844,806
Subtotal	\$1,831,000	\$1,388,154
• Plumbing/HVAC/Electrical	<u>0</u>	<u>\$ 264,032</u>
	\$1,831,000	\$1,652,186
• Design Fees	0	\$ 107,250
• Construction Manager (Project Management)	0	\$ 154,000
• Contingency	<u>0</u>	<u>\$ 80,000</u>
	\$1,831,000	\$1,993,436
Shortfall		<u>\$ 162,436</u>

Roof Project Appropriations:

Middlebrook Roof

\$150,000
965,000
\$1,115,000

Cornstock Roof

715,000
\$1,831,000

Expenditures:

	Roof	% of Total Project	Plumbing/HVAC/Electrical	Design	Project Management	Contingency	Total	Funds Available	Charter Authority
Total	\$ 1,388,154.00	100%	\$ 264,032.00	\$ 107,250.00	\$ 154,000.00	\$ 80,000.00	\$ 1,993,436.00	\$1,831,000.00	\$ 162,436.00
Middlebrook	\$ 844,806.00	61%	\$ 160,685.21	\$ 65,270.46	\$ 93,721.68	\$ 48,686.59	\$ 1,213,170.54	\$1,115,000.00	\$ 98,170.54
Cornstock	\$ 543,348.00	39%	\$ 103,346.79	\$ 41,979.54	\$ 60,278.32	\$ 31,313.41	\$ 780,266.46	\$716,000.00	\$ 64,266.46
Combination	\$ 1,388,154.00	100%	\$ 264,032.00	\$ 107,250.00	\$ 154,000.00	\$ 80,000.00	\$ 1,993,436.00	\$1,831,000.00	\$ 162,436.00