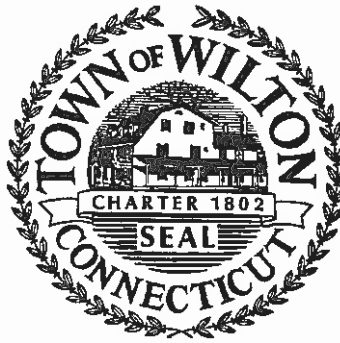


OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
Fax (203) 563-0299

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, AUGUST 19, 2013
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Sandy Dennies, Chief M. Lombardo, David Waters, Malcolm Whyte, Bruce Hampson, Karen Birck, Elaine Tai-Lauria, Judy Higby, Glen Hemmerle, Bob Kelso, Mike Kaelin, Rob Sanders, Patrice Gillespie, Laura Schwemm, 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. Dubow, the consent agenda was approved as follows:

Minutes

- Board of Selectmen Regular Meeting Minutes of 7/15/13. (Mr. Clark was not present at that meeting.)

Tax Refunds

- As per Tax Collector's Memoranda dated August 12, 2013 and August 14, 2013

B. Discussion and/or Action

1. Wilton Library Trustees – Quarterly Financial Report

Mr. Glen Hemmerle reported that the Library ended the fiscal year with a slight surplus due to an increase in their state grant, increases in fundraising and a temporary decrease in salaries due to open positions that were not filled during the year. A copy of the final quarter FY 2013 financial report is attached.

2. Miller Driscoll School Renovation – Project Progress Report and A&E Recommendation

Ms. Karen Birck, Vice Chair of the M-D Building Committee advised that they had interviewed four firms on 7/17/13 and recommend that Tai Soo Kim Partners and BVH Integrated Services be hired for the A&E portion of this project. (Building Committee presentation attached.)

Mr. Brennan moved to accept the Miller Driscoll Building Committee recommendation that Tai Soo Kim Partners, LLC and their mechanical engineering consultant, BVH Integrated Services, be awarded the contract for architectural and engineering services for the renovation of Miller-Driscoll School. Motion seconded and unanimously carried.

3. Electric Car Charger Location

Mr. Rob Sanders stated that the award of funding for another electric car charging station is the culmination of Wilton's efforts to improve energy efficiency. From the NU program, Neighbor to Neighbor, we have received a check in the amount of \$10,477.50. The recommendation is to place this station, which is similar to the one currently at the Library, at Comstock Community Center. Mr. Brennan moved to accept the Neighbor to Neighbor award of \$10,477.50 and approve the purchase and installation as stipulated in the conditions of the award. Motion seconded and unanimously carried.

4. Middlebrook School field project

Mr. Brennan advised that an application has been submitted to the Inland Wetlands Commission proposing synthetic turf to replace the sod field at Middlebrook School. A full presentation will be given to the Board of Selectmen at the next regular meeting on 9/3,

5. Director of Facilities and Energy Management – Job Description

A job description for this budgeted position was drafted by NESC and then revised after review by Malcolm Whyte, Bruce Hampson, Jeff Rutishauser and Sarah Taffel. Mr. Brennan moved to approve the Director of Facilities and Energy Management Job Description. Motion seconded and unanimously carried.

6. Status of Capital Projects and Plans

The roof replacement at Middlebrook School is finished and the Comstock roof replacement began today. As of Friday, 40% of the toilet rooms project at the High School and Middlebrook School received the final building inspection. The rest will be inspected this week. The Comstock generator will hopefully last through one more winter and can then be replaced to coincide with the installation of the gas line. Regarding the Yankee Gas project, the PURA review process has begun. YG cannot finalize the installation agreement yet but they are filing for various permits and have submitted some of their standard agreement documents to the town attorney. Yankee Gas has advised that this is a "Tier 1" priority project.

7. Capital Expenditure – Police Facility Space Assessment Study

Mr. David Waters, Police Commissioner, advised that the building is 40 years old and inadequate. This assessment is the first step in determining what is needed and our options over the next 20 years. The cost of this space and site needs study is in the current budget. Mr. Brennan moved to authorize the First Selectman to sign the agreement for the Police Facility Space Assessment Study. Motion seconded and unanimously carried.

8. Allen Meadows State Lease

Attorney Ken Bernhard has reviewed this lease for the playing fields and DPW storage facility at Allen Meadows. Mr. Clark moved: BE IT RESOLVED that William F. Brennan, the duly elected First Selectman of the Town of Wilton, is hereby authorized to sign the "Lease Agreement between the State of Connecticut, Department of Transportation and the Town of Wilton" to allow the Town of Wilton to use and maintain two parcels of land at Allen Meadows for recreational purposes and for storage of construction materials. Motion seconded and unanimously carried.

9. Approval of additional Town Aid Roads appropriation

Ms. Dennies reported that the State has recognized the deteriorating condition of local roads and doubled the amount of TAR funds to municipalities, as an economic stimulus. Wilton's share will increase from \$155,935 to \$311,649. Mr. Clark moved to appropriate \$155,714 in additional TAR funds for additional road paving and improvements.

10. Lease for BOE Technology Equipment

Mr. Brennan moved to authorize the First Selectman to sign the 36 month Lease for Board of Education Technology Equipment in the amount of \$466,615. Motion seconded and unanimously carried.

11. Letter of Agreement with Norwalk Transit for Inter-town Paratransit

Mr. Dubow moved to authorize the First Selectman to sign the renewal Letter of Agreement for the Norwalk Transit for Inter-town Paratransit. Motion seconded and unanimously carried.

12. Set Public Hearing Date for Amendment to Alcohol Ordinance – Sunday Sales

Mr. Brennan moved to hold a public hearing on September 16, 2013 at 7:00 pm in Town Hall Meeting Room B to hear public comment on an amendment to the Alcoholic Beverages Ordinance to allow package stores to open on Sundays. Motion seconded and unanimously carried.

13. Miscellaneous Other business - None

C. Public Comment – Mr. John Kalamaraides asked if yesterday's Optimum cable outage affected telephones at the Police Department and was assured that there was no threat to public safety.

D. Reports

1. First Selectman's Report: No report

2. Selectmen Reports:

Mr. Dubow – No report

Mr. Clark – No report

Mr. Hoffstatter – No report

E. Adjournment – Having no further business, the meeting was adjourned at 9:30 p.m.



Jan Andras, Recording Secretary

Att.: Library Financial Report
Miller-Driscoll Building Committee Status Report

B/S 08/19/13
Agenda Item B-1

WILTON LIBRARY ASSOCIATION QUARTERLY OPERATING SUMMARY JUNE 2013			
	Y-T-D 7/1/12- 06/30/13	TOTAL BUDGET	VARIANCE ACTUAL TO BUDGET
OPERATING REVENUE			
Outside Revenue	268,549	308,100	(37,551)
Town Grant- Operating	2,506,487	2,506,487	-
TOTAL OPERATING REVENUE	2,775,036	2,812,587	(37,551)
OPERATING EXPENSES			
Salaries & Benefits	2,208,207	2,284,554	76,347
Administration	84,125	89,700	(4,425)
Building	271,471	278,833	7,362
Public Service	171,899	183,500	(8,398)
Library Friends Development	17,924	16,000	(1,924)
TOTAL OPERATING EXPENSES	2,763,628	2,832,587	68,961
Surplus (Deficit)	11,410	(20,000)	31,410
WILTON LIBRARY ASSOCIATION QUARTERLY RESTRICTED FUNDS SUMMARY JUNE 2013			
	Y-T-D 7/1/12- 06/30/13	TOTAL BUDGET	VARIANCE ACTUAL TO BUDGET
RESTRICTED FUNDS REVENUE			
Annual Appeal	194,265	220,000	(25,735)
Donations	101,817	175,000	(73,383)
Fund Raising Events	147,481	120,000	27,481
TOTAL RESTRICTED REVENUE	443,363	515,000	(71,637)
RESTRICTED FUNDS EXPENDITURES			
Collection Materials	175,004	200,000	24,996
Collection Materials/Funds	32,728	35,000	2,272
Non-Collection/ Funds	140,083	155,800	15,517
Fund Raising Events	43,001	44,400	1,399
Technology-Special Projects	9,053	50,000	40,947
Reserve Fund	10,000	10,000	-
TOTAL RESTRICTED EXPENDITURES	409,869	495,000	85,131
Surplus (Deficit)	33,494	20,000	13,494
COMBINED BUDGETS			
TOTAL SURPLUS (DEFICIT)			44,904

**Miller-Driscoll Building Committee
Presentation to the Board of Selectmen
August 19, 2013**



Chronology

- **February 19, 2013 – Board of Selectmen appoints Miller-Driscoll Building Committee**
- **March 21, 2013 – Board of Selectmen submits questions about the Statement of Requirements to the Council on Public Facilities**
- **April 2, 2013 – Council on Public Facilities responds to Board of Selectmen's questions; Board of Selectman declares Statement of Requirements complete**
- **May 1, 2013 – Organizational Meeting of the Miller-Driscoll Building Committee**
- **May, 2013 – Wilton Security Task Force selects Terrie Schwartz as liaison to Miller- Driscoll Building Committee**
- **May 13, 2013 – Building Committee meeting**
- **May 21, 2013 – Board of Education reviews draft Educational Specifications for the project**
- **June 7, 2013 – Request for Qualifications/Proposal for Architectural and Engineering services issued**
- **June 13, 2013 – Board of Education approves Educational Specifications**

Chronology continued

- June 17, 2013 – Pre-qualification walk thru of Miller-Driscoll School for interested architectural and engineering teams
- June 27, 2013 – 11 responses to Request for Qualifications/Proposal received
- June 28, 2013 – Board of Education amends Educational Specifications
- July 1, 2013 – Building Committee Meeting – 4 architectural and engineering teams selected for in person interview
- July 17, 2013 - Full Building Committee conducts interviews of 4 architectural and engineering teams
- August 1, 2013 – subset of Building Committee does site visit to place of business of one of the finalist architectural firms
- August, 2013 – references checked
- First week, of August, 2013 - 'Notes from the Board Table' article in local press updating the public on the status of the project
- August 15, 2013 – Building Committee meets and selects Tai Soo Kim Partners, LLC as the architect for the project and that BVH Integrated Services as the engineer for the project

Recommendation



The Miller-Driscoll Building Committee recommends that Tai Soo Kim Partners, LLC and their mechanical engineering consultant, BVH Integrated Services, be awarded the contract for architectural and engineering services for the renovation of Miller-Driscoll School for the following reasons:

- The depth of understanding that the TSK principal who will be in charge of the project has of Wilton's goals and budget for the project as well as his understanding of the challenges of the project
- TSK's experience with Pre-K, K-2 and special needs school building and renovation projects and in particular their experience with challenging 'like new' renovations of occupied school buildings
- TSK's creative, cooperative and inclusive approach to problem solving
- The visioning process that TSK will use to obtain input from all the stakeholders and the end users to come up with the best approach to address the needs at the Miller-Driscoll complex
- TSK was the only architect that had a school security consultant as part of its team

Recommendation continued

- **TSK's extensive experience moving school renovation projects successfully through the State Department of Education's school building reimbursement process**
- **The town of Wilton's positive experience with BVH on the Wilton High School HVAC project and the fiber optic project**
- **TSK's experience assisting districts with marketing projects to ensure voter approval**
- **TSK's knowledge of the culture of Wilton; Wilton's positive experience with TSK on the Cider Mill School and Wilton Library expansions**
- **Positive synergy between the Building Committee, TSK and BVH**

Tai Soo Kim Partners, LLC

Tai Soo Kim Partners is a CT based, 30-person firm with a portfolio of award-winning educational and cultural facilities in the northeastern U.S. and overseas. In 2010, the firm was honored for its design of Connecticut's first purpose-built interdistrict early childhood facility, which provides full day instruction for children ages 3 – 5 years from 6 surrounding towns. Two more educational facilities designed by Tai Soo Kim Partners were recently honored by the Connecticut Green Building Council for sustainable design: the Rogers IB Elementary School (LEED Silver Certified by the US Green Building Council) in Stamford; and The Chase Tallwood Math & Technology Center (LEED Gold Certified by the US Green Building Council) at the Kingswood Oxford School in West Hartford.

The Miller-Driscoll project in Wilton will be the third project that the firm has designed for the Town. In 2000 the firm designed a phased renovation/expansion of the Town's Cider Mill School for grades 3-5. Subsequently, the firm designed a significant expansion and renovation of the Wilton Public Library and that project was honored by both the Connecticut State Library and the Design Institute of the Chicago Athenaeum as an exemplary execution of library planning and design.

Firm leaders are advocates for best practices in 21st Century Educational Facility Design. Over the past few decades the firm has completed 47 school projects in Connecticut including 30 elementary schools. The firm was founded in 1970 and employs a policy of project leadership by one or more of 4 hands-on partners. Partner Randall Luther (who served as the project manager for the firm's Cider Mill School project) will be leading the firm's work on Miller Driscoll.

Building for Wilton's youngest learners.

BVH Integrated Services, Inc.

BVH Integrated Services, Inc. is a multi-disciplined consulting engineering firm. Founded in 1958, we've grown to become a regional firm with a national reach and global expertise. Across the country and around the world, our growth reflects a consistent ability. Getting projects to flow from basic concepts to sophisticated solutions is achieved by applying the power of our integrated services.

From Sustainable Design, Commissioning, and Technology to MEP, Civil and Structural services, we've integrated people and disciplines together. This unified approach enables us to control the flow of a project to efficiently plan, manage, and deliver it. Achieving a sum that is greater than its parts, our user friendly approach encourages a strong sense of team and an open exchange of ideas. As thousands of successful buildings, structures, and complex campuses show, BVH brings it all together to create a better project.

The Miller-Driscoll project will be the fifth project for the firm in Wilton. BVH designed the HVAC systems for the renovations and expansions of Cider Mill School and the Wilton Library. BVH also designed the replacement HVAC system for the 2008-10 Wilton High School renovation. Most recently, BVH provided design services for the fiber optic integration project between Wilton's municipal government, schools and library.

Gregory H. Van Deusen, who has worked on all four prior Wilton projects, will be the Principal in Charge of the Miller-Driscoll project. Project Manager Alan Aldag was the lead mechanical designer for the Wilton High School HVAC replacement and the Wilton Library renovation and expansion.