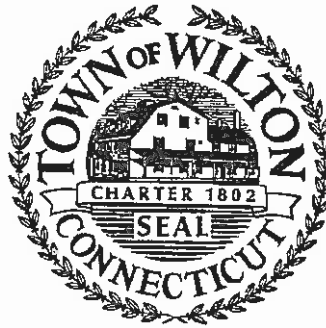


OFFICE OF THE
FIRST SELECTMAN

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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
TUESDAY, JANUARY 3, 2012
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Sandy Dennies, Dr. Gary Richards, Bruce Likly, Karen Birck, Malcolm Whyte, Paul Hannah, Jan Andras

OTHERS: Joan Lownds (Bulletin), Alissa Smith (The Daily Wilton)

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

A. Consent Agenda

Upon motion by Mr. Dubow, the Consent Agenda was unanimously approved as follows:

Minutes

- Board of Selectmen Meeting Minutes – 12/19/11

Tax Refunds

- Motor Vehicle Taxes as outlined in the Tax Collector's Memo dated 12/28/11

Gifts

- \$250 from Neil Gluckin Family to Fire Department Gift Fund
- \$300 from Mr. and Mrs. Zachary Sachs to Fire Department Gift Fund
- \$50 from Elizabeth and William Reis to Fire Department Gift Fund
- \$100 from Thomas Cochran and M. J. Willemin to Fire Dept. Gift Fund

These gifts to the Fire Department are very much appreciated by all.

B. Discussion and/or Action

1. Miller Driscoll SOR – Council on Public Facilities

The Board of Selectmen has received the first review report from the CPF. (copy attached). Mr. Malcolm Whyte, CPF Chairman, advised that the portion of the SOR for the Pre-school Special Education is complete. The other 90% of the project needs more detail. The CPF is willing to help the Board of Education in any way they can. As a member of the steering committee, Mr. Saxe agrees that there needs to be more analysis. Mr. Brennan suggested that a list be prepared of the priority maintenance items that cannot be put off any longer while awaiting full project approval.

Mr. Brennan moved that the SOR be sent back to the BOE with the caveat that the CPF will work with the BOE in response to the comments and concerns expressed tonight, with an interim update to be presented at the first BOS meeting in February 2012. Motion seconded and unanimously carried.

2. Financial Report – Sandy Dennies

Mr. Brennan had requested a report at this halfway point in the fiscal year. Ms. Dennies distributed copies of the Comprehensive Annual Financial Report (audit) for the fiscal year that ended 6/30/11; the Federal and State Grants Report; and the auditors comments and management's response to those comments. The Board of Finance has gone over these documents in great detail. Ms. Dennies reported that halfway through the current fiscal year, we are "exactly where we should be". As of 12/15/11, we have received 52% of tax revenue and expenses are on target. Investment income is up slightly over our budgeted estimates. Recommendations made by the auditors will be addressed by the new integrated system that was just approved for purchase by the Board of Selectmen.

3. FY 13 Budget Process and Plans

The Town departments budget requests were distributed to the Board members and will be available on the Town website. Mr. Brennan noted that Selectmen should read all the material before coming to each budget meeting and be prepared to ask any questions at that time. Ms. Dennies and the Finance Department personnel, as well as all departments, have put a lot of effort into the preparation of this budget proposal.

4. Economic Development – Next Steps

Mr. Brennan suggests that the next step be to organize and establish an Economic Development Commission in Wilton. Selectmen will each prepare a list of possible candidates and plan to have the Goals and Objectives, a Charge, and a fully staffed commission by mid-year.

5. Appointments

Mr. Brennan moved to appoint Mark DeSimone to the Conservation Commission. Motion seconded and unanimously carried.

Mr. Brennan moved to appoint Bryan Dedrick to the Parks & Recreation Commission. Motion seconded and unanimously carried.

6. Miscellaneous Other Business

Yankee Gas – One of the easement issues has been resolved but there are three more that will hopefully be resolved by the spring

Emergency Preparations – We are continuing the attempt to get emergency preparedness information out to the public. Articles are being sent to the press. The current issue of "Corridors" contains articles from the Fire Chief and Deputy Chief, and information about Code Red, shelters and hypothermia. We are urging residents to take action now before another emergency happens.

- C. Public Comment: Mr. Alex Ruscewich, 22 Calvin Road, feels that people are reading in the press that the Town has a \$5 million surplus in the budget and don't understand that \$1.3 million of that is already committed in capital expenditures that we just haven't spent yet. And most of the rest is due to savings in health insurance due to fewer claims, which could go in the opposite direction next year. We need to make sure that people don't think we can spend a lot of money now.

D. Reports

1. First Selectman's Report

Stroke Awareness: On 1/26/12, at 7:30 pm in the Brubeck Room, Dr. Petrillo of Norwalk Hospital will give a presentation stroke awareness and prevention.

Web Update: We are updating the Board of Selectmen page on the website and would like to receive short bios from each member to post along with their pictures.

CL&P: CL&P is interested in correcting any street lights that may be not working and are on their lines. These can be reported to the First Selectman's office to be passed along to CL&P.

As a result of the two recent lengthy power outages, along with four other towns, the Town of Wilton has requested intervenor status with PURA (Public Utilities Regulatory Agency) to request that CL&P be ordered to take action to insure that they are better prepared and have more resources on hand at an earlier point during storms.

2. Selectmen Reports

Mr. Saxe: No report

Mr. Hoffstatter: The Holiday Boutique was held at Trackside with proceeds going to Social Services. There has been increased uses by the community, and businesses are donating services to improve the center.

Mr. Clark: Not present

Mr. Dubow: No report

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

Jan Andras, Recording Secretary

att. CPF Comments – Miller Driscoll School SOR

12/19/11

To: Mr. William F. Brennan
First Selectman
Board of Selectmen
Town of Wilton, Ct.

Re: Council on Public Facilities
Review/report on Miller-Driscoll SOR

Dear Bill,

Attached is the report by the Council on Public Facilities concerning the Statement of Requirements, dated 9/22/2011, for Miller-Driscoll School, submitted to the Board of Selectmen on October 24, 2011 by the Board of Education.

The Council on Public Facilities members have thoroughly reviewed the SOR and have unanimously approved the attached report. We are prepared to meet with the Board of Selectmen at your convenience.

Sincerely,

Malcolm S. Whyte, Chairman
Council on Public Facilities

COUNCIL ON PUBLIC FACILITIES REVIEW AND REPORT CONCERNING THE STATEMENT OF REQUIREMENTS , DATED AUGUST 25, 2011, FOR MILLER-DRISCOLL SCHOOL

CPF ROLE FOR THIS STEP

The Wilton Bonded Capital Projects Process states that for this SOR Phase the Council on Public Facilities"*is charged with ensuring that the SOR is complete...*". While not stated in the Capital Projects Process it may be assumed that after review and determination that the SOR is complete the CPF may then review , as a separate step, if requested by the Board of Selectmen, whether the listing of the spaces/rooms are overstated or understated for the required functions.

WHAT/WHY IS AN SOR

The Wilton Bonded Capital Projects Process states that an SOR "*.....which details the vision, function, spatial and location requirements for the project must be completed.*" . The Council noted that the purpose of an SOR is to communicate these details to the architects, engineers and other consultants who will plan the physical solutions for the stated requirements, and to the government entities, the school staff and students, and the public who will finance, own and live with the facility. The SOR is the critical communications document for a project.

CPF RECOMMENDATION TO THE BOARD OF SELECTMEN

The Council on Public Facilities has thoroughly reviewed the SOR and at their meeting on December 15, 2011 voted unanimously to recommend to the Board of Selectmen that the SOR be returned to the Board of Education for inclusion of additional information.

The members of the Council on Public Facilities, Wilton Energy Commission and a member of the recent High School HVAC project offer their assistance to the Board of Education in completing this SOR.

The review and recommended additional information required is as follows.

SOR REVIEW , PART ONE, PRESCHOOL SPECIAL ED

The subject SOR is very complete for the portion of the project to house Pre-School Special Education. The SOR provides the vision and background for the need, a description of the various OT,PT and other professional staff services to be provided and the type, size and number specialized spaces required to provide the services. This Pre-School Special Education portion of the project represents approximately 10% of the net square footage of the building. The Council recommends that a brief explanation be added describing the need for this Pre-School Special Education function be housed in Miller-Driscoll rather than in other school facilities.

SOR REVIEW PART TWO, MAINTENANCE AND UPGRADE

The subject SOR describes the work required in general terms. The extent of roofing , skylights, metal siding,, brickwork etc. which needs to be repaired or replaced should be quantified, understanding that some areas of these catagories are in very poor condition and some are in very good condition. By inference some categories of work appear to be to replace in kind rather than requiring a 21st century HVAC, electrical and other mechanical systems. This portion of the SOR should be expanded to include the vision of the future of all mechanical and energy systems.

(see note 1)

SOR REVIEW PART THREE, THE K-2 , COMMON SPACES

These spaces represent approximately 90% of building. The maintenance and upgrade work will significantly impact this portion by, in some cases, virtually gutting the spaces . This provides an opportunity to upgrade many rooms to meet 21st century needs. The SOR describes spaces reallocated from K-2 to Pre-School programs and the need to be restored to K-2, and notes the need for K-2 spaces which do not currently exist and notes the need for additional common use spaces. There is a chart stating that K-2 classroom needs will decrease from 46 in 2011 to 40 in

2018.

To understand what all of this nets out to the number and size of spaces for the entire building there must be an SOR portion for K-2 and common use spaces the same as is detailed for the for Pre-School. The function, size and quantity of all of rooms. With this listing and space descriptions all of the space requirements for the entire building can be understood .

(note 2)

VISION

The Bonded Capital Project Process has " vision" as the first item. A 21st century vision for HVAC and mechanical systems is noted in comments about Maintenance and Upgrades. The vision of the impact of the technology revolution on a facility for 21st century education methods and the BOE expectations must be included.

(see note 3)

EMERGENCY SHELTER

The Council on Public Facilities recommends that the Board of Selectmen prepare a section to be added to this SOR for requirements for the use of Miller-Driscoll as an emergency shelter.

(See note 4)

CPF/M-D/REPORT 12/19/11

MILLER-DRISCOLL SOR REVIEW NOTES

NOTE 1

MAINTENANCE AND UPGRADES

In terms of Energy and Environmental elements, the document (pg 13) cites a LEED Silver goal. That is the State mandated minimum. Our vision should start with a LEED Platinum Building, the highest, and request the economic justification of that .

- *"Replace existing HVAC equipment"* (Pg 7)
 - That single line would get us a "replace in kind" plain vanilla system. The HVAC System must be part of an integrated Building Automation system. The SOR needs to spell out the desired features of the BAS and the HVAC.
 - We might want the A&E to have the capability to:
 - Evaluate Solar Voltaic, Geothermal, Central System vs. Incremental, Demand ventilation, Shading, Day lighting, Advanced Thermal and Energy Modeling (In-house or specialized separate firm). Separate Acoustic consultant.
 - Feasibility of a Zero Energy Building
 - The Owner will retain a "Commissioning Consultant "engaged from design through System Commissioning.
 - We might want the A&E and CM to be skilled with BIM (Building Information Modeling) and advise the Owner of the economics of using that methodology.

This is a sample. We are building / renovating a facility that will serve for the next 25-30 years. The clients stated vision will influence the quality, experience and skill sets of the bidders as well as the A&E fee.

NOTE 2

K – 2 and COMMON SPACES

See pages 8 , 15 , 16 , and 17 for K-2 spaces lost and/or additional needs.

NOTE 3

VISION

THE TECHNOLOGY REVOLUTION

Excellent education of children is primarily the result of having excellent teachers who are dedicated to exciting children about learning and have the ability and desire to develop a teacher/student relationship in which students want to excel. Such teachers could do, and have done, rather well in an old one room school house with a low tech slate blackboard and chalk.

It is our responsibility to provide these teachers with the facilities and tools to allow them, if they care enough, to teach not only the ABCs but prepare students for the 21st century in which they will live. Technology innovations will provide excellent teachers with the tools to ease the teacher/student communication process, to further excite students to search beyond the assignment, to educate students to interact with others worldwide as a normal action, to further the training of students in group/team activities. These technological advances will impact the sizes, shapes and quantity of spaces required to accommodate the education process.

Smartboards , which are a 20 year old innovation, are just the beginning of the technological revolution. If we are to proceed with a major renovation and upgrade of Miller-Driscoll we must have a vision of what the future might be and how to prepare for it with flexible spaces and appropriate engineering infrastructure.

The Board of Education, in this SOR, must describe their vision of the impact of the technological revolution and the facility requirements to match the vision.

NOTE 4

EMERGENCY SHELTER

Include any features to allow quick conversion of spaces for emergency occupancy while allowing easy return of the spaces to normal useage.

These requirements might include, as noted by Chief Paul Milositz, at the BOE meeting on December 5 , 2011 , the need for shower facilities. These might be two simple, small rooms (30 to 40 SF each) with shower, sink and toilet. These rooms could also be used for storage of emergency supplies until the rooms are needed as shower rooms during emergency occupancy.

Additional dedicated storage rooms for emergency supplies might be considered for inclusion in the SOR.

CPF/M-D/NOTES/12/19/11