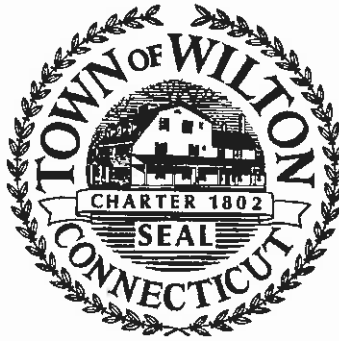


OFFICE OF THE
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William F. Brennan
First Selectman

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 REGULAR MEETING
TUESDAY, SEPTEMBER 18, 2012
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Sandy Dennies, Chief Michael Lombardo, Bruce Hampson, Fire Chief Paul Milositz, Deputy Chief Mark Amatrudo

OTHERS: Joan Lownds (Bulletin)

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

A. Consent Agenda

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

Minutes

- Board of Selectmen Regular Meeting Minutes – 9/04/12

Tax Refunds

- Per Tax Collector's Memo of September 12, 2012

Gifts

- \$1,000 from anonymous donor to the Senior Center

The anonymous gift is very much appreciated.

B. Discussion and/or Action

1. Noise issues – Report by M. Lombardo

Chief Michael Lombardo reported that in the past, complaints have not been numerous and have mostly been matters of loud parties at night, dogs barking, etc. The tools to handle these are already available. There are statutes for barking dogs and public disturbance laws.

In 2010, there were 27 reports; in 2011 there were 41; and to date in 2012, there have been 22. They have found that a summons is usually not necessary because a visit by a police officer is enough for residents to comply. Construction beginning too early on weekends is handled by the P&Z in the permitting process.

The police do not respond to complaints about generator noise during power outages or lawn equipment being used after 10:00 am on weekends, since these are not unreasonable.

Chief Lombardo has spoken with chiefs in surrounding towns with noise ordinances, and found that decibel readers cost \$6,000; police officers must be trained and certified to use them; and they must be routinely calibrated.

The Board of Selectmen will hold a special meeting on 9/24/12 to hear public comments on this subject before taking any action.

2. CCM – Solar Proposal/Power Purchase Program

Mr. Bruce Hampson, Energy Commission Chairman, advised that the Town has an opportunity to participate in a process that could result in very significant solar voltaic energy production. This would involve equipment installation at the Comstock Community Center and other school buildings, with no cost to the Town. Once installed, the Town would sign a 20 year contract to purchase the clean energy, which would result in a savings (see attached).

3. Capital Improvement Projects – Status Report

Mr. Saxe gave a report on the purchase of a Fire Tech/EMS/Water Carrying apparatus (see attached).

Mr. Clark gave a report on the Ambler Farm project (see attached). It was suggested that the Friends of Ambler Farm submit a letter to the Town stating that they have met their obligation in matching funds, for the record.

Mr. Brennan reported that the Steering Committee will be meeting again this week and expect for the Miller Driscoll evaluation report to be completed. Hoffman Architects are designing the Middlebrook and Comstock roofs and will also be looking at the greenhouse. The RFQs for the Middlebrook/High School toilets are due tomorrow. On 9/27, the BOS will be holding a special meeting to go over the KG&D building evaluation report and the utilization report for the Comstock Community Center.

4. Reappointment of Animal Control Officers

This will be on the agenda for action at the next BOS meeting.

5. 2013 Employee Holiday Schedule

Mr. Clark moved to approve the 2013 Employee Holiday Schedule as submitted (copy attached to these minutes). Motion seconded and unanimously carried.

6. Miscellaneous Other Business

Status Report – Unaudited Year End FY 12 Town

Sandy Dennies gave an overview of both the favorable and unfavorable variances in accounts. She noted that the end of year fund balance is estimated at \$3.6 million, which includes excess revenue and budget funds not expended by year end, however this could be adjusted by the auditors. The draft audit should be available by the end of November.

Capital Projects Contracts

Mr. Clark moved to authorize the First Selectman to sign contracts reviewed by the Town Attorney between the Town of Wilton and contractors engaged by Turner Construction on behalf of the Town for work to be done in connection with Wilton School renovation projects and Comstock facility projects, without requiring that each contract be presented to the Board of Selectmen for approval, unless the contract exceeds \$1 million. Motion seconded and unanimously carried.

C. Public Comment: None noted

D. Reports

1. First Selectman's Report:

FEMA – Tropical Storm Irene and the October 2011 snowstorm cost the Town a total of \$752,000. FEMA will be reimbursing us for \$564,000 or 75%. Jennifer Fascitelli of the DPW did an excellent job in tracking expenses and preparing the FEMA application.

2. Selectmen Reports – No reports

Having no further business, the meeting was adjourned at 9:40 p.m.

Jan Andras, Recording Secretary

Att. A: CCM Solar Proposal / Purchase Plan

Att. B: Fire Tanker Purchase

Att. C: Ambler Farm

Att. D: 2013 Employee Holiday Schedule



CCM Energy Solar Photovoltaic (PV) Program

Connecticut's ZREC program offers municipalities an opportunity for substantial savings on electric costs. CCM Energy's Solar PV program competitively procures long-term Power Purchase Agreements (PPAs) for CCM-member municipalities and their school districts, providing long-term savings and budget certainty that requires no capital investment.

Why CCM Energy?

- ✓ Ongoing RFQ process for competitively selected solar developers
- ✓ Competitively negotiated PPAs provide fundamentally equivalent terms and conditions
- ✓ Large group of program participants ensures continuing interest among solar developers
- ✓ Competitively bid pricing yields lower per kWh cost
- ✓ Expert, reliable advice and assistance throughout the process including negotiating with your current supplier if required by your current (non-CCM Energy) supply agreement (CCM Energy's electric supply agreements already include this option)

How does my municipality or school district participate?

1. Identify any rooftops or sections of rooftops that meet the following specifications:
 - a. Installed or replaced since 2002
 - b. With at least 10 years of roof warranty remaining
 - c. On a building that consumes 100,000 kWh or more per year
 - d. With a total roof area of at least 15,000 square feet

Ground mounted systems also are good candidates provided there is a nearby electric load of 100,000 kWh or more per year and at least 15,000 square feet of open un-shaded land. **Many wastewater plants may have room for solar arrays on adjacent acreage or on racking systems superimposed over holding tanks.**

2. Send us the address of the building(s)
3. Review with us via conference call Google Earth photo(s) to confirm initial suitability
4. If it makes sense to proceed:
 - a. Sign a Participation Agreement
 - b. Complete a more detailed survey questionnaire
 - c. Provide a signed utility data release authorization form and a recent utility bill for the relevant account(s)

Important upcoming dates (*because we anticipate considerable interest in the program, we encourage you to begin investigating this opportunity today*):

September 19, 2012: CCM Energy Solar PV Webinar

October 15, 2012: Steps 1 - 3 completed

November 1, 2012: Step 4 completed

For additional information, contact Andy Merola at (203) 498-3056, or amerola@ccm-ct.org.

Why should municipalities and school districts act now?

Funding made available for Connecticut's new program (explained below) is limited and competition for that funding is fierce. In addition, these "behind the meter" projects (the solar array produces power that reduces the amount of electricity delivered to the meter) offer savings on both the supply (generation) and transmission and distribution (charged per kWh) of power. **Combining reduced generation costs with reduced transmission and distribution costs provides significant savings.** CCM Energy allows you to take full advantage of this new program. You gain a competitive edge and the ability to make informed business decisions with assistance from experts.

OVERVIEW OF STATE OF CONNECTICUT PROGRAM

Connecticut's legislature decided to subsidize solar development in the state by requiring the two electric utilities to enter into long-term contracts to purchase Renewable Energy Credits from these projects. On April 4, 2012, Connecticut's Public Utilities Regulatory Authority (PURA) approved a solicitation plan submitted by CL&P and UI for the purchase of Zero and Low emission Renewable Energy Credits (ZRECs and LRECs) from suppliers of renewable generation. CL&P and UI contract for the purchase of these Renewable Energy Credits once each year through an annual auction process. The next scheduled utility auction of these ZRECs is scheduled for April 2013.

To understand Connecticut's ZREC program you need to know that these solar PV projects require two separate and distinct procurements: a) the procurement of the PPA between the solar development company and the community (the contract that CCM Energy competitively procures), and b) the procurement of the contract for sale of the ZRECS (the contract between the solar development company and the utility). Proceeds from the sale of ZRECs are the economic driver behind solar PV projects, providing the lion's share of the annual revenue. As a result, success of these solar PV projects depends upon the ability to sell the ZRECS to the utility.

The good news is that Connecticut has decided to fund long-term ZREC contracts that will be awarded in annual auctions each year for the next 5 years. Total expenditures under this program are expected to be \$720 million over 20 years. The bad news is that competition for these ZREC contracts is fierce. Ultimately, any procurement of a solar PV project must be structured in a fashion that maximizes the potential for success in these annual ZREC auctions. Finally, according to the USEPA, renewable energy:

- Produces no anthropogenic greenhouse gas emissions and reduces air pollution
- Diversifies energy supply and reduces dependence on imported fuels
- Creates economic development and jobs in manufacturing, installation, and more

CCM SOLAR PV PROCUREMENT PROGRAM

In response to this new state initiative, CCM expanded its Energy Purchasing Program to include procuring solar power to replace some of the power that is already being supplied under your long-term electric supply agreement. For CCM-procured electric supply agreements we negotiated a provision that allows you to do this. If you have a non-CCM supply contract that conflicts with Connecticut's solar program, we will attempt to negotiate an amendment with

your supplier that will allow for it. CCM has contracted with Bay State Consultants to implement these solar procurements on behalf of interested CCM members.

Solar Power Purchase Agreement

Agreeing to a 20-year electricity purchase commitment without the benefit of expert advice and assistance as well as multi-supplier competition is not advisable. *CCM Energy's competitive procurement model provides key advantages that produce significant results*, including beneficial PPA terms and conditions and lower per kWh pricing, which provide savings and reduced risk for participating municipalities and school districts. We will competitively procure a contract that requires the solar company to design, construct, finance, own, operate and maintain the solar equipment for the life of the equipment (typically 20 years). There is no capital investment by the community. Instead, you agree to purchase the power generated by the solar arrays during the 20-year term of the contract.

How to Proceed

The first step is to identify a group of CCM-member municipalities, their school districts (including all regional schools districts) and local public agencies interested in having us develop a solar PV project through competitive procurement of a PPA. The solar arrays can be located on the rooftops of schools and other municipal buildings, or ground-mounted on acreage adjacent to targeted buildings. The key is to find buildings with relatively new rooftops (installed or replaced since 2002, metal roofs can be older) with a minimum of 10 years remaining in the roof warranty. At each location, we are looking for a minimum of 15,000 square feet of useable, un-shaded, space either on the roof or on adjacent acreage. As mentioned earlier, wastewater treatment plants are frequently ideal locations for solar arrays.

If you are interested in exploring this opportunity, we will review Google Earth satellite images of potential sites with you as an initial screening process. Once final site selection is completed, we will ask potential bidders to make on site evaluations prior to submitting a bid.

Potential Savings

Three or four solar projects might collectively yield 500 KW of solar capacity with the potential to generate somewhere between \$11,000 per year and \$35,000 per year in savings off of your current electric budget. (Four projects in East Hartford awarded in the first round with a combined capacity of 591 KW are expected to generate \$42,000 in first year savings). These solar agreements run for the lifetime of the solar equipment, typically 20 years, and could yield somewhere between \$220,000 and \$700,000 in total savings. Savings are impacted by project size, rate class, bid price, and other variables. We will prepare a savings estimate for your projects once we have the details available to do so.

CCM Role

We will help you to screen and nominate sites, and then we will develop the procurement documents, qualify the bidders, organize the site visits, evaluate the bids, negotiate the power purchase agreements, recommend the winning bidder and contract, and then monitor the project from contract execution through the start of construction. From start to finish this may be a 12 month effort.

CCM Energy Fee

We have structured the CCM Energy fee so that it is paid out of the financing of the solar project, if and when the solar project commences construction. If you do not elect to execute the solar agreement that we procure, no fee is paid. The fee is equal to \$.075 per watt of installed capacity (DC rating). For a 500 KW solar system, the total fee would be \$37,500 (payable by the winning bidder). This fee is included in the capital cost that is financed. The savings outlined above presume a capital cost that includes this fee.

Coordination with Utility ZREC Process

CL&P and UI will administer an auction for ZRECs in April 2013. The procurement that we initiate in November 2012 is designed to be concluded at least 30 days prior to this April 2013 deadline. The solar company that executes the PPA with you will bid the ZRECs from your project into that CL&P/UI auction. In order for the project to proceed the solar company will need to be successful in that CL&P/UI auction. We will design the CCM Energy power purchase procurement in a fashion that maximizes the potential for success in that subsequent CL&P/UI ZREC auction.

Results Achieved to Date

The CCM Energy Solar PV program is designed to negotiate favorable terms and conditions, competitive prices and do so on a schedule and in a manner that is compatible with the utility auction of ZRECs. For example, our Phase 1 program this past spring achieved the following results:

Competitive Process: 30 solar development companies replied, eventually leading to six finalists and three selected firms.

Favorable Terms and Conditions: We negotiated terms that allowed the buyer to substitute alternate sites for the arrays and or suspend service during the term to accommodate renovations and reconstruction activities.

Competitive Prices: We procured a price that is below current utility prices and fixed and flat for 20 years.

Compatible with CL&P ZREC process: Only 28% of the solar projects that submitted bids into the June 12th CL&P ZREC auction received ZREC awards, whereas 75% of the CCM Energy solar projects received ZREC awards. Based on the lessons learned we expect to improve on that ratio in upcoming procurements.

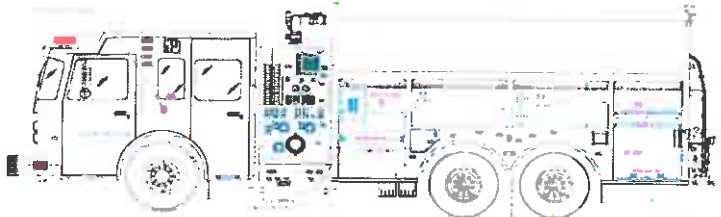
Schedule

For the fall 2012 procurement effort we are attempting to identify solar projects of interested members by October 15. Appendix A provides a step by step schedule. If you are interested in learning more about this program please contact Andy Merola at (203) 498-3056, or amerola@ccm-ct.org.

Schedule for CCM Solar Procurement Fall 2012
CCM-member Activity in Blue

Step 1	Nominate potential sites (We can assist you with this process)	Oct 15
Step 2	Provide documents and details Complete site questionnaire Provide one recent utility bill for each site Provide Recent Audited Financial Statement Execute Participation Agreement	Nov 1
Step 3	Issue RFQ	Nov 15
Step 4	Host Site Visits by Bidders (We will organize and attend)	Early Dec
Step 6	Accept Bids	Late Dec
Step 7	Select finalists	Jan 15
Step 8	If requested, host presentations by Finalists (We will coordinate with the companies and attend)	Late Jan
Step 9	Make final recommendation	Feb 1
Step 10	Execute Power Purchase Agreement	Mar 1
Step 11	Monitor Performance	Ongoing

Wilton Fire Department – Engine/Tanker Capital Project



1. Background

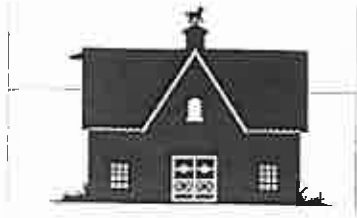
- a. Multi-purpose vehicle serving as a combination fire attack, EMS response and water carrying vehicle
- b. The most critical engine in our apparatus fleet
- c. 80% of Wilton does not have fire hydrants
- d. Carries 2,500 gallons of water or 63% of our total transportable water
- e. Triple the water carrying capacity of each of our other front line engines
- f. Purchased in 1994, vehicle has reached the end of its useful life

2. Capital Project

- a. \$695,000 approved for this capital project
- b. It takes approximately 1½ years to specify, manufacture and place into service – expected timetable
 - i. Assemble committee, complete background research, view various apparatus and develop initial specs 9/30/12
 - ii. Bid specifications send to vendors 10/15/12
 - iii. Bids received from vendors 12/15/12
 - iv. Bids evaluated and contract awarded 1/31/13
 - v. New vehicle manufacture completed 10/31/13
 - vi. Final modifications completed and vehicle placed into service 11/30/13
- c. ~\$55,000 Additional funds expected upon sale of current engine/tanker in December 2013

3. Progress to Date

- a. Performed research and met with neighboring towns for improvement ideas
- b. Requested detailed information and proposed designs from 5 qualified vendors – we do not have a preferred vendor at this time
- c. Developed a list of "Must Haves" (213 items) for inclusion in the specifications
- d. Evaluated information provided and met with each vendor
- e. Performed due diligence to assure that an appropriate used engine-tanker was not available
- f. Currently in the process of completing the bid specifications
- g. Expect to have bid package sent out to vendors by October 15, 2013



Proposal to Proceed with the Raymond Ambler House Project

The Raymond Ambler House Building Committee and the Friends of Ambler Farm propose that work recommence on the Raymond Ambler house located at Ambler Farm, 257 Hurlbutt Street in Wilton. This document sets forth the plans for the next steps in the restoration process, which entails the stabilization and structural repair of the rear portion of the house, followed by the rehabilitation of the first floor interior.

Project Status to Date

This house was the primary residence of the Raymond and Ambler families and is the heart of the farm's revival. The deed of sale requires that the structure repaired and made safe for public use. The original 2007 proposal for this project called for the front section to be completed first and then the rear section. In 2009, upon review of the engineering study and in consultation with architects and builders, the original proposal was revised. **Phase I would cover structural repairs and stabilization and Phase II would focus on the rehabilitation of the building's interior.**

Completing Phase I

The first portion of Phase I (the front and central house section) was completed in December 2010. Due to funding constraints at the time the remaining portion of this phase, structural repairs to the rear section, was not completed. **After careful review the Building Committee and the Friends of Ambler Farm recommend completing Phase I, stabilizing and making necessary structural repairs to the rear portion of the house.** This work is estimated to cost \$400,000 and to require five to six months.

The recommended work will include:

- Rebuilt foundation
- New sill
- Crawl space and partial basement (currently non-existent)
- Repaired and replaced siding as necessary
- Restored doors, windows and storm windows
- New roof
- Enclosed fire stair addition in rear of building

The Raymond Ambler Farmhouse committee recommends proceeding with Kronenberger & Sons, the contractor responsible for the stabilization and repairs to the front and central sections of the house. Kronenberger did an excellent job on the front and central section work, completing it on time and at a cost below their initial bid.

Three bids were solicited for the completion of Phase I. Of them, Kronenberger & Sons' bid fell in the middle range. The high quote of Dahill was dismissed. Old Newton Builders, a new contractor found through the CT Trust for Historic Preservation, tendered an initial quote significantly lower than Kronenberger's. In fact, because the quote was so low, the committee felt that further investigation was required to confirm that Old Newtown Builders fully understood the scope and complexity of the project (including the prevailing wage requirement) before making it could make a decision. Once Old Newtown Builders revisited the project their bid increased to \$406,231. The committee also fully vetted Old Newton Builders, checking their references and visiting other somewhat similar houses they had completed. Based on its due diligence, the committee concluded that Old Newtown Builders had never done anything of comparable complexity and that they were not as organized or thorough as Kronenberger.

Thus the recommendation is to proceed with Kronenberger & Sons and to commence work as soon as possible.

Financial Status

Since December 2010, funding the project has been the focus of the Friends of Ambler Farm, and monies have been raised specifically for the project. Additionally, at the May 2012 Town Meeting the Town of Wilton approved \$250,000 in funding for the project to be issued in two annual installments of \$125,000 each. With this Town funding and the funds raised by the Friends of Ambler Farm, work can begin again and Phase I can be completed in 2013.

The budget to complete the rear stabilization is \$400,000. To date, funds totaling \$337,000 are available with an additional \$63,000 being raised and committed by FoAF in time to complete this phase.

Town of Wilton FY08 Bond Fund	\$62,000 (remaining funds must be spent before Nov. 1 2012)
Town of Wilton FY13 Bond Fund	\$125,000
Elizabeth Raymond Ambler Trust	\$80,000
Friends of Ambler Farm/Ambler Trust Matching Grant	\$20,000
FoAF - Private Funding	\$50,000
FoAF - Private Funding (to come)	\$63,000

Future Work - Phase II

Once completed, the interior first floor of the entire house will be finished. Located on the first floor are the primary educational spaces, meetings room(s), kitchen, offices and handicap bathroom. By finishing this floor in its entirety, the building can begin to be put to use. Once in use the Friends of Ambler Farm can generate additional income by increasing the number of programs, program participants, events and rentals. Additionally the farm management operations will become more streamlined and thus more efficient by creating a central location for directing all business. The estimated cost for completing the first floor interior is \$500,000.

Project Time Line

- 2009 – present 2012
 - **Demolition** completed, interior pieces catalogued and stored for future use.
 - Detailed engineering survey completed
 - **First portion of Phase I**, structural repairs and building stabilization completed
 - Town approves bond proposal for \$250,000 to be paid out in two increments of \$125,000 each available at the begin of FY 2013 and 2014
- September 2012
 - Contractor selected to complete structural repairs + stabilization phase
 - First \$125,000 of Town funding available as well as funding from FoAF
- September – December 2012
 - **Work commences on second portion of Phase I**, rear section stabilization
 - Fundraising continues
- January - March 2013
 - **Phase I Structural Repairs + Stabilization completed**
 - Funding secured to complete Phase 1
- April - June 2013
 - Bids solicited for **Phase II, first floor interior work** - work to be done in stages as funds available
 - Fundraising continues
- July 2013
 - Second \$125,000 in Town funds available
 - Contractors selected for Phase II

- August - December 2013
 - Work commences on first floor interior – electrical, plumbing, heating
- January - April 2014
 - fire suppression system installed
 - \$250,000 proposal to Town for completion of house
- May 2014
 - Town votes to approve \$250,000 bond to help fund completion of house
 - Fundraising continues
- July 2014
 - Town funding \$125,000 available
 - Work continues on first floor interior – Insulation, dry wall, plastering
- July –December 2014
 - Work continues on first floor interior
 - Re-install molding, trim, interior doors, kitchen cabinets, etc. floors
 - Install Kitchen + bath fixtures
 - Painting + floors
 - First floor completed
- January – March 2015
 - Prepare plans and solicit bids for completion of second floor interior
- July 2015
 - Town releases final \$125,000 bond fund
 - Work commences to complete second floor interior
- December 2015
 - Second floor interior completed
- March – June 2015
 - Complete final site work

Dated: September 17, 2012

Raymond Ambler House Funding Status for Completing Stabilization

Town of Wilton FY08 Bond Fund (remaining funds must be spent before Nov. 1 2012)	\$62,000
Town of Wilton FY13 Bond Fund	\$125,000
Elizabeth Raymond Ambler Trust	\$80,000
Friends of Ambler Farm/Ambler Trust Matching Grant	\$20,000
FoAF - Private Funding	\$50,000
FoAF - Private Funding (to be raised prior to completion of Phase I)	<u>\$63,000</u>
Total	\$400,000

Raymond Ambler House Consturction Project Budget			
	<u>Budget</u>	<u>Actual</u>	
Demolition	\$75,000	\$61,666	
Stabilization, Contruction, Site Work	\$1,542,500	\$460,674	
Gen. Contractor Overhead	\$194,100	\$33,410	
General Expenses - Fees, Permits	\$83,400	\$63,851	
Bonding Costs	\$0	\$8,320	
Totals	\$1,895,000	\$627,921	
Budget to complete Phase I Stabilization		\$400,000	
Budget/Actual Totals	\$1,895,000	\$1,027,921	
Remaining Budget to complete House Interior			\$867,079

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Harold E. Clark

Ted W. Hoffstatter

TOWN HALL
238 Danbury Road
Wilton, CT 06897

September 18, 2012

TO: Board of Selectmen

FROM: Jan Andras

RE: 2013 Proposed Town Hall Employees Paid Holiday Schedule

Below is a proposed 2013 Town Hall Employee Paid Holiday Schedule for your review and approval:

HOLIDAY

New Year's Day	Tuesday, January 1 *
Martin Luther King Day	Monday, January 21 *
Presidents Day	Monday, February 18
Good Friday	Friday, March 29 *
Memorial Day	Monday, May 27 *
Independence Day	Thursday, July 4 * Friday, July 5 (floating holiday)
Labor Day	Monday, September 2 *
Veterans Day	Monday, November 11
Thanksgiving Day	Thursday, November 28 *
Day after Thanksgiving	Friday, November 29 *
Christmas	Wednesday, December 25 *

As per contract – 9 set holidays* plus two recognized holidays and one floating holiday to be determined by the BOS.