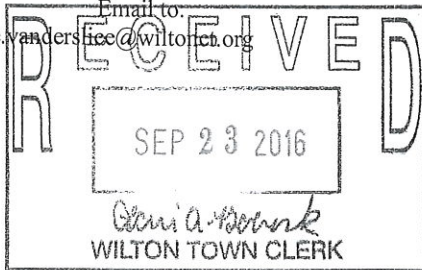


OFFICE OF THE
FIRST SELECTMAN

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

Email to:
lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice
First Selectman

Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN
TUESDAY SEPTEMBER 6, 2016
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: First Selectman Lynne Vanderslice, Richard Dubow, David Clune, Lori Bufano

ABSENT: Michael Kaelin (excused absence)

GUESTS: Anne Kelly-Lenz, Sarah Taffel

OTHERS: Members of the Press and Members of the Public

Ms. Vanderslice called the meeting to order at 7:30PM.

A. Consent Agenda

Motion made by Ms. Bufano to approve the consent agenda, with correction to March 15th, August 22nd, and August 23rd Minutes as follows, seconded by Mr. Dubow and unanimously carried.

Minutes

- Board of Selectmen Special Meeting (as amended) – March 15, 2016
- Board of Selectmen Meeting – July 18, 2016
- Board of Selectmen Special Meeting – August 8, 2016
- Board of Selectmen Special Meeting (as amended) – August 22, 2016
- Board of Selectmen Special Meeting (as amended) – August 23, 2016

Refunds

- As per Tax Collector's Memo dates September 1, 2016

Gifts

- Operation Fuel – Social Services Gift Fund - \$120.00
- Synchrony Financial – Wilton Youth Services - \$24.50
- Berkshire Food Distributors – Parks and Recreation Gift Fund - \$50.66
- Michael E. Smollar – Wilton K-9 Unit - \$224.00

B. Discussion and/or Actions

1. Comstock Financial Report

Ty Tregallas of Turner Construction gave a status and financial report (attached) on the Comstock Building Project. Mr. Tregallas noted the project is approximately

99.9% complete with a few things outstanding. He noted in total the project cost \$9,035,000 and came in under budget. He noted unspent contingency funds of \$886,524 will be returned to the town.

Discussion followed after Mr. Tregallas' report.

2. Facilities Update

Chris Burney, Director, Facilities and Energy Management noted the Miller Driscoll School opened today. He thanked Robert Root and Mark Lawrence of the building department for all their hard work on the Miller Driscoll Building Project. He noted they are owed an enormous debt of gratitude in helping getting the project to where it is today.

Mr. Burney then gave an update on the Town Facilities.

Fire House #2

Mr. Burney noted he is currently working on the restoration of Firehouse #2. The original Statement of Requirements which was previously approved by the Board of Selectmen is currently being reconsidered by the Fire Commissioners and Chief Kanterman. In particular they are reconsidering the staffing levels in the SOR. Mr. Burney then went into the challenges the town would face in updating Fire House #2.

Police Station

Mr. Burney noted the police station is undersized for the services it provides and there are issues from an engineering point of view. He noted the station has poor insulation, is difficult to keep the temperature comfortable throughout the building, was designed for a much smaller single-sex and the firing range is unusable because of a ventilation problem and lead buildup

Town Hall Campus

Buildings on campus are all in need of repair and need updating.

Mr. Burney noted, we should not look at the police station in isolation, but rather in terms of the entire Town Hall campus to achieve appropriate efficiencies

Mr. Burney acknowledged recent public comments that the town has too much empty space. Mr. Burney said that he and the First Selectman planned to take an inventory of space in every building in town (including the Board of Education) to understand exactly what is available versus our needs

Mr. Burney estimated that such a survey, if performed by him, would take approximately six months.

Miller-Driscoll School

Mr. Burney reported that Miller-Driscoll opened for the first day of school this morning, after holding a successful Meet the Teacher event the prior week, and things were looking positive. He stated that for the first time since he has been with the town he has not had one negative comment about Miller-Driscoll. The parents like it, the teachers love it, and services were improved, and everyone is excited about the future. He added that the new addition should be completed in 8 weeks, and the Board of Education will then decide when teachers can start to occupy that

part of the building. He noted the project itself will be completed in 2017. Playgrounds were finally restored at 9:00am today and ready for use at 10:45am.

Discussion started after Mr. Burney's report.

Ms. Vanderslice commended Mr. Burney and the officials involved in the construction on being able to get the building open in time for the start of the school year. She thanked everyone for doing a phenomenal job in getting the school ready. She specifically thanked Mike Douyard who was the project manager on the renovation. She noted that she was thrilled he was on this project and that he worked well with Mr. Burney.

Ms. Vanderslice also noted that moving ahead with the Fire House #2 project is dependent on the Fire Commission to present a statement of their needs. She noted that based on how many calls the station averages it's possible that the station doesn't need as much additional room as first thought, as officials may not need to increase the current number of the two firefighters there.

3. Consideration and Approval of Miller Driscoll Equipment Purchase Order

Ms. Vanderslice made a motion to table the discussion as there are outstanding questions. Motion moved by Mr. Dubow, seconded by Mr. Clune and unanimously carried

4. Canine Transfer Agreement

Ms. Vanderslice reviewed the Canine Transfer Agreement regarding Enzo who is being retired. The officer handling the canine would like to transfer ownership to him. Motion made by Mr. Clune to allow the First Selectman to sign the agreement. Motion seconded by Ms. Bufano and unanimously carried.

5. Establishment of Debt Fund

Anne Kelly-Lenz, CFO reviewed request for establishing a debt fund. Ms. Kelly-Lenz is looking to set up a separate fund for the premium the Town gets on their debt, if and when the Town gets them. She noted that to set up a debt fund any premium the Town gets would be put into the fund and every year it would be amortized into the general fund against the Town's debt payments. She noted that it would be cleaner accounting and allow the Town to amortize it every year so that it doesn't look like it's over budget. No impact to how rated by Moody's and used exclusively for debt service. Motion made by Mr. Clune to allow CFO Anne Kelly-Lenz to establish a debt fund. Motion seconded by Mr. Dubow and unanimously carried.

6. Special Town Meeting-Two Rod Hwy-October 4th

Ms. Vanderslice asked for a motion to table the Special Town meeting on Two Rod Hwy for October 4th. She noted that she met with Assistant Town Counsel Pat Sullivan and was informed that there is a new law that deals with the discontinuance of roads so we need to take a look at that. Motion made by Mr. Clune to table the discussion for a Special Town Meeting on Two Rod hwy For October 4th. Motion seconded by Mr. Dubow and unanimously carried.

7. Composition of EDC

Ms. Vanderslice noted that seven of the ten candidates for the EDC had been interviewed. Six by Ms. Bufano, Mr. Clune and herself and one by the full Board. Due to the strength of the candidates and the pressing needs of the EDC, Ms.

Vanderslice spoke with Vivian Lee-Shiue, Chair of the EDC regarding the possible expansion of the Commission. Ms. Lee-Shiue preference was to add an additional 2 members to bring the membership to 12. Ms. Vanderslice agreed and requested a motion to increase the membership of the EDC to 12 members. Motion made by Mr. Clune to increase the membership of the EDC from 10 to 12 members. Motion seconded by Ms. Bufano and unanimously carried.

8. Appointments/Reappointments

Reappointments – Vivian Lee-Shiue and Peter Hubbard – EDC

Ms. Vanderslice stated that Ms. Lee-Shiue and Mr. Hubbard's term was set to expire on 11/30/2016. She noted that upon further investigation all members of the EDC had terms that ended 6/30/2016. Ms. Vanderslice asked for a motion to reappoint Ms. Lee-Shiue and Mr. Hubbard to the EDC with a term ending 6/30/2018. Mr. Clune made the motion to reappoint Ms. Lee-Shiue and Mr. Hubbard to the EDC. Motion seconded by Ms. Bufano and unanimously carried.

Appointments – WestCOG-Alternate

Ms. Vanderslice noted that WestCOG that the BOS must appoint an alternate and that alternate must be an elected official. Typically that alternate has been the Second Selectman. Have spoken to Mr. Kaelin and he has agreed to be the alternate. Motion made by Mr. Clune to appoint Mr. Kaelin as the alternate to WestCOG. Motion seconded by Ms. Bufano and unanimously carried.

Announcement – New Vacancies

Phil Lauria - member on the Commission on Social Services (term ending 11/30/2017) has resigned from the Commission. There is a long standing vacancy on the Building Inspections Board of Appeals and expecting another. There is a vacancy on the Southwest Regional Mental Health Board – which is a First Selectman appointment.

Vote to Appoint – Previous Vacancies

A ballot was made to appoint members for the Economic Development Commission, Parks and Recreation Commission, Wilton Library Association, Wilton Water Commission and the Water Pollution Control Authority. Mr. Dubow abstained from voting as he has not had the opportunity to interview the candidates. Ms. Vanderslice asked CFO Anne Kelly-Lenz to count the ballots and to move Miscellaneous Other Business up on the agenda until Ms. Kelly-Lenz has had an opportunity to count the votes of the remaining Board members.

9. Miscellaneous Other Business

None

C. Reports

First Selectman's Report

Ms. Vanderslice noted Sunday's 9/11 15th Anniversary Memorial and encouraged all to attend.

Chess table has appeared and are fully installed. Stay tuned for grand opening with Kiwanis.

The girls field hockey team will play the first game on the new turf field on 9/9/16. There will be a ribbon cutting at the field before the game at 4:00PM

Thank you to the Miller Driscoll team and to the Miller Driscoll Building Committee .

Selectmen's Reports

Mr. Dubow

None

Mr. Clune

Legal RFP is moving along. Submissions were received on September 2, 2016 and distribute amongst the BOS. Mr. Kaelin and Mr. Clune will take a look and determine if anyone needs to be interviewed in person and hopefully stay on track for sometime in early October to have recommendations and lead to decision to be made by October 17th.

A letter was posted on the website on August 10th requesting input on the process of board/commission appointments. Process is still open so asking if any comments to direct to Mr. Clune or Mr. Kaelin and will finalize process in the near future.

Ms. Bufano

Thank all candidates that came out and interviewed for the open positions. Have great amount of talent in the community and pleased to see the diversity. Thanks and hope community continues to volunteer and be involved.

Ms. Vanderslice added that it became clear that the Board would be in a difficult position in turning away qualified candidates and noted that you do not have to be on a board/commission to participate in meetings and volunteer.

Vote to Appoint -- Previous Vacancies

Ms. Vanderslice made a motion to appoint Pamela Brown and Peter Connolly to the Parks and Recreation Commission to fill vacancies created by Kevin Obrien (termed out) and Mark Ketley (resigned). Motion seconded by Ms. Bufano and carried 3-0-1 with Mr. Dubow abstaining.

Ms. Vanderslice made a motion to appoint Kathy Dhanda to the Water Pollution Control Authority to fill vacancy created by David Taylor's resignation. Motion seconded by Mr. Clune and carried 3-0-1 with Mr. Dubow abstaining.

Ms. Vanderslice made a motion to appoint Gerry Holdridge to the Water Commission to fill vacancy. Motion seconded by Ms. Bufano and carried 3-0-1 with Mr. Dubow abstaining

Ms. Vanderslice made a motion to appoint Margret Greene to the Wilton Library Association Board of Trustees to fill the vacancy created by Ann Duffy's final term . Motion seconded by Mr. Clune and carried 3-0-1 with Mr. Dubow abstaining.

Ms. Vanderslice made a motion to appoint John Clasby, John Kelly, Tracy Serpa, Phil Lauria, James Jarvie, Dan Berg and Brad Unger to the Economic Development Commission for terms ending 6/30/2018. Motion seconded by Mr. Clune and carried 3-0-1 with Mr. Dubow abstaining.

D. Public Comment

Marissa Lowthert – 7 Year resident - commented regarding the air quality report recently produced by TRC for the Miller Driscoll School.

Al Alper suggested that the 9-11 15th anniversary memorial service be highlighted on the signage on Route 7. Mr. Alper encouraged all citizens to come out support the CT United Ride. He also noted that he was on the NRVt trail this past weekend and gave kudos to all who worked and contributed to the work that has been done with regard to the trail. Mr. Alper then commented regarding on the process for appointment/reappointments Board/Commissions.

Paul Burnham – 230 Thunderlake – commented on the process for appointment/reappointments Board/Commissions.

E. Executive Session

Motion made by Ms. Vanderslice to enter into Executive Session at 9:05 PM and invited Anne Kelly-Lenz and Sarah Taffel for:

- Discussion of Second District Tax Appeal
- Discussion of Union Contract Negotiations

Marissa Lowther asked for clarification on the Second District Tax Appeal before the Board of Selectmen went into Executive Session. Ms. Vanderslice suspended her motion to go into Executive Session to answer Ms. Lowther's question.

Motion made by Ms. Vanderslice to enter into Executive Session at 9:05PM and invited CFO Anne Kelly-Lenz and Sarah Taffel, Director Human Resource, Labor Relations & Administrative Services to join.

Anne Kelly-Lenz left Executive Session at 9:35PM.

Out of Executive Session at 10:27PM. No action taken.

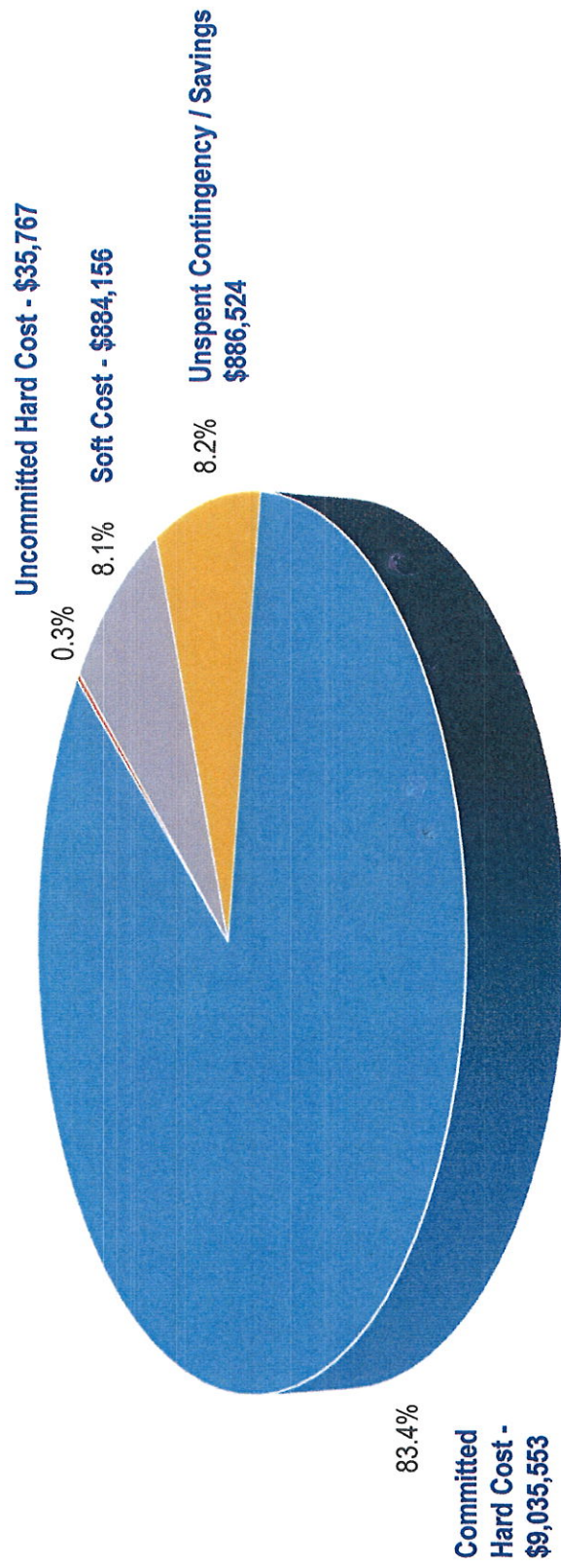
- D. Adjournment – Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Clune to adjourn meeting at 10:27 PM. Motion was seconded by Mr. Dubow and unanimously carried.



Jacqueline Rochester
Recording Secretary
Taken from Video

Town of Wilton – Comstock Renovation Project

Financial Summary



TOTAL PROJECT BUDGET - \$10,802,000



Budget Line Item		BUDGET			Revised	COST		
Original	Approved	Pending	Approximate	Committed	Uncommitted	Total Cost	Savings/(Overrun)	
Main Construction Budget (Bucket 2)								
AAIS - Demolition & Abatement (\$759,100)	\$7,473	\$0	\$0	\$736,523	\$0	\$736,523	\$0	
AMEC - Stewwork, Excavation & Landscaping (\$472,400)	\$291,977	\$0	\$0	\$757,917	\$0	\$757,917	\$0	
RJB - Concrete (\$181,580)	\$5,660	\$0	\$0	\$184,940	\$0	\$184,940	\$0	
Scenic Designs - Masonry	\$249,074	\$0	\$0	\$365,980	\$0	\$365,980	\$0	
United Steel - Steel & Misc Metals	\$81,345	\$0	\$0	\$280,645	\$0	\$280,645	\$0	
Zavarella - Millwork	\$114,741	\$0	\$0	\$142,009	\$0	\$142,009	\$0	
Quality Roofing - Roofing	\$51,816	\$0	\$0	\$75,983	\$0	\$75,983	\$0	
Builders Hardware - Doors, Frames & Hardware	\$65,050	\$0	\$0	\$74,975	\$0	\$74,975	\$0	
Cherry Hill - Glass, Glazing & Metal Panels	\$57,696	\$0	\$0	\$754,646	\$0	\$754,646	\$0	
Kane - Drywall & General Trades	\$244,143	\$0	\$0	\$926,143	\$0	\$926,143	\$0	
R&B - Ceramic Tile	\$4,825	\$0	\$0	\$90,905	\$0	\$90,905	\$0	
Spectrum - Flooring & Carpet	\$1,421	\$0	\$0	\$309,421	\$0	\$309,421	\$0	
M&P - Painting	\$26,410	\$0	\$0	\$79,910	\$0	\$79,910	\$0	
K&M - Fire Protection	\$0	\$0	\$0	\$128,823	\$0	\$128,823	\$0	
DiRienzo - Plumbing (\$283,333)	\$21,626	\$0	\$0	\$301,470	\$0	\$301,470	\$0	
James T. Kay - HVAC & Controls (\$1,442,197)	\$115,830	\$10,767	\$0	\$1,383,794	\$10,767	\$1,383,794	\$0	
All-Brite - Electrical, FireAlarm, Tel/Data&Security (\$1,002,700)	\$200,944	\$0	\$0	\$1,198,594	\$0	\$1,198,594	\$0	
Final Cleaning	\$-28,230	\$0	\$0	\$22,770	\$0	\$22,770	\$0	
Owner Vendor	\$180,034	\$0	\$25,000	\$180,034	\$25,000	\$205,034	\$0	
Portable Toilets - County	\$-2,138	\$0	\$0	\$1,862	\$0	\$1,862	\$0	
Cleaning, Safety & Protection	\$-185,000	\$0	\$0	\$0	\$0	\$0	\$0	
Turner - CM Compensation (GL & Fee)	\$36,547	\$0	\$0	\$761,547	\$0	\$761,547	\$0	
Turner - GCs on Changes Contingency	\$66,723	-\$56,723	\$0	\$10,000	\$0	\$10,000	\$0	
Total Main Construction	\$1,437,720	-\$45,956	\$25,000	\$8,793,891	\$35,767	\$8,793,891	\$8,793,891	
Soft Costs Budget (Bucket 2)								
Quisenberry Arcari - Post Schematic thru CA Services	\$90,393	\$0	\$0	\$286,393	\$0	\$286,393	\$0	
Attorney Fees	-\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	
Reimbursable Expenses	-\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	\$0	
BHV Integrated Services - Commissioning	-\$12,110	\$0	\$0	\$37,890	\$0	\$37,890	\$0	
Surveys / Geotech Allowance	-\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment - Computer / Software	-\$14,274	\$0	\$0	\$60,726	\$0	\$60,726	\$0	
Owner Administrative Costs	-\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	
Building Permit	\$0	\$0	\$0	\$1,768	\$0	\$1,768	\$0	
Project Contingency	\$2,135,105	\$45,956	-\$25,000	\$709,332	\$0	\$709,332	\$0	
Total Soft Costs	\$2,572,873	\$45,956	-\$25,000	\$1,106,109	\$709,332	\$1,106,109	\$0	
Total Main Construction & Soft Costs (Bucket 2)	\$0	\$0	\$0	\$9,900,000	\$745,099	\$9,900,000	\$0	
Initial Appropriation Budget (Bucket 1)								
A&E and CM - Precon thru Schematic								
Turner	\$47,000	-\$15,371	\$0	\$31,629	\$0	\$31,629	\$0	
Quisenberry Arcari	\$45,300	\$0	\$0	\$45,300	\$0	\$45,300	\$0	
Quisenberry Arcari - Reimbursables	\$5,000	-\$2,527	\$0	\$2,473	\$0	\$2,473	\$0	
Other (Paul's Prosp)	\$680	\$0	\$0	\$680	\$0	\$680	\$0	
Soft Costs								
Turner CM PreCon Fee (DD thru Purch)	\$140,000	\$0	\$0	\$140,000	\$0	\$140,000	\$0	
Hygienist - Cardno ATC	\$90,000	-\$43,573	\$0	\$46,427	\$0	\$46,427	\$0	
Material Testing	\$51,000	-\$40,003	\$0	\$10,997	\$0	\$10,997	\$0	
Furniture	\$100,000	-\$3,626	\$0	\$96,374	\$0	\$96,374	\$0	
Builder's Risk Insurance	\$15,000	-\$8,175	\$0	\$6,825	\$0	\$6,825	\$0	
Utility Company Charges	\$25,000	-\$25,000	\$0	\$0	\$0	\$0	\$0	
Moving Cost	\$30,000	-\$24,840	\$0	\$5,160	\$0	\$5,160	\$0	
Forensic - Cardno ATC	\$20,000	-\$3,306	\$0	\$16,694	\$0	\$16,694	\$0	
Initial Items (Koellmer)	\$12,450	\$0	\$0	\$12,450	\$0	\$12,450	\$0	
Contingency	\$4,970	\$166,421	\$0	\$171,391	\$0	\$171,391	\$0	
Total Initial Appropriation	\$586,400	\$0	\$0	\$415,009	\$171,391	\$586,400	\$0	
Boiler Design & Install Budget (Bucket 1)								
Quisenberry Arcari - A&E Fees	\$35,500	\$0	\$0	\$35,500	\$0	\$35,500	\$0	
Turner Fees	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	\$0	
Cardno ATC	\$10,000	\$0	\$0	\$10,000	\$0	\$10,000	\$0	
AAIS - Demo & Abatement	\$30,050	\$5,050	\$0	\$35,100	\$0	\$35,100	\$0	
RJB - Concrete	\$2,300	-\$2,300	\$0	\$0	\$0	\$0	\$0	
AMEC - Sitework	\$6,460	\$0	\$0	\$6,460	\$0	\$6,460	\$0	
DiRienzo - Plumbing	\$3,489	\$0	\$0	\$3,489	\$0	\$3,489	\$0	
James T. Kay - HVAC	\$185,000	-\$800	\$0	\$184,200	\$0	\$184,200	\$0	
All-Brite - Electrical	\$5,050	\$0	\$0	\$5,050	\$0	\$5,050	\$0	
Contingency	\$7,751	-\$1,950	\$0	\$5,801	\$5,801	\$5,801	\$0	
Total Boiler Design & Install	\$315,600	\$0	\$0	\$309,799	\$5,801	\$315,600	\$0	
Total Bucket 1	\$902,000	\$0	\$0	\$902,000	\$177,192	\$902,000	\$0	
Grand Total Project Budget	\$10,802,000	\$0	\$0	\$10,802,000	\$922,291	\$10,802,000	\$0	

Total Contingency

Contingency		\$886,524
Soft		\$0
Hard		\$9,071,320

\$9,879,709

\$922,291

\$10,802,000