

OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectman

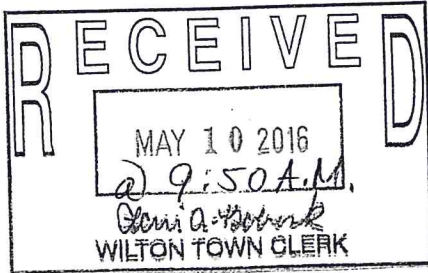
Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897



**BOARD OF SELECTMEN
MONDAY APRIL 18, 2016
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Pat Sullivan – Assistant Town Counsel, Anne Kelly-Lenz, Sarah Taffel, Paul Burnham, Deborah McFadden, Tom Dubin, John Kalamarides

OTHERS: Members of the Press and Members of the Public

Ms. Vanderslice called the meeting to order at 7:00 p.m.

A. Executive Session

- Discuss Conservation Commission Candidates, Mark Minor, Colleen O'Brien and John Wilson
- Discuss Economic Development Commission Candidates, John Kelly, Doug Bayer, Phil Murphy, Pam Brown and Gil Bray

Out of Executive Session at 7:30 PM

B. Consent Agenda

Ms. Vanderslice made a motion to amend the Agenda to add an additional item to the Discussion as Item #10 – Eversource Rebates. Motion was seconded by Mr. Clune and unanimously carried. Motion made to by Dubow to approve the consent agenda as follows second by Clune unanimously carried.

Minutes

- Board of Selectmen Meeting – April 4, 2016
- Board of Selectmen Special Meeting – April 7, 2016

Refunds

- As per Tax Collectors Memo dated April 12, 2016

C. Discussion and/or Actions

1. MDBC Review

Assistant chair of the Miller-Driscoll Building Committee (MDBC) Glenn Hemmerle presented a status report on the Miller-Driscoll School Building project. He reviewed the financials and three key issues that were addressed at the Miller Driscoll Building Committee Meeting. Those issues discussed were additional hazmat work, decision on floor coverings and schedule change from the original plans.

Mr. Hemmerle noted the original bonding at the town meeting was \$50,022,000 for the project. He stated that once design documents were finished and actual bids were received, those numbers changed a bit. As of April 7, there is \$5.277 million in contract savings. Mr. Hemmerle then updated the selectmen on recent information regarding state reimbursement for the project.

Mr. Hemmerle noted that in response to questions and concerns by parents about the scheduled four weeks of abatement of the disconnected former preschool, the building committee and Turner have reexamined scheduling and a decision was made to move all abatement work to the summer when school is closed and students and staff are not occupying the building as was the original stated objective of the committee. Mr. Hemmerle also shared that the scope of abatement testing had been expanded to test caulking previously presumed to contain PCP's but which had not been tested. He also noted that additional costs for the testing and abatement will be covered by contingency funds.

Ms. Vanderslice noted that there have been no issues to date with abatement work, and clarified that the students have been safe up until now when re-entering the school following any abatement work that has been done to date. Mr. Hemmerle also clarified that the schedule change is not in response to any problem, but wanted to be responsive to the public and parents who have expressed concerns.

Mr. Hemmerle noted that the floor coverings for the classrooms will be covered in a carpet like material vs. VCT tiles. He noted that cost of the carpet like material is a little more costly, but that maintenance would be more cost efficient. Additional cost to come out of contingency.

As a result of Turner reexamining the scheduling, Mr. Hemmerle explained that the school will be ready for re-occupancy as of September 2017, more than three months faster than the original phasing plan proposed and will not disrupt the 2017-2018 school year.

Mr. Hemmerle stated that the MDBC traditionally met on the first Thursday of every month but the schedule has changed and they now meet on the second Thursday of every month with the next meeting being on May 12, 2016 at 5:00PM at the WHS Library Mezzanine.

Ms. Vanderslice asked that a more detailed financial report from the MDBC to the Board of Selectmen continue on a monthly basis. Mr. Hemmerle to work with CFO Anne Kelly-Lenz on the detail level of the report requested.

2. Inland Wetland Disturbance Fee

Ms. Vanderslice reviewed the request for refund of fees relating to Attorney Casey Healy letter (attached) and all individuals that were impacted by those fees. She noted that she calculated the difference under the new fee method vs. what was in effect at that point and time. Calculations were \$96,000, under new adopted fees it would be \$58,000 with a difference of approximately \$37,000. Ms Vanderslice then asked Pat Sullivan, the Town's Assistant Town Counsel to comment. Ms. Sullivan noted that she reviewed Atty. Healy's letter, looked at the statute and researched cases to figure out what is going on. She noted Statue 8-1C Fees for Municipal Land Use Applications and statute 22A- 42A(e) Inland Wetlands. She stated Case Law for a supreme court case in 1995 Pollio vs Planning Zoning & Commission for the Town of Somers and Avalon Properties vs. Inland Wetland Commission for the town of Trumbull from 1996 (a trial court decision). She noted that if the fees were to be challenged and if the court were to find the fees to be excessive then they could be reasonably be refunded. Ms. Vanderslice noted that the fees that were just adopted was what was previously in effect prior to 2013. Mr. Dubow posed the question if there was a corridor with regard to the reasonableness test somewhere between what was paid and what the current formula would produce. He also questioned if we have the ability to have two-tiered fees to charge for unusual costs incurred. Ms. Sullivan that this is a good cure at this moment and noted that going forward could do an analysis of a formula that was two-tiered but also noted that there may already be something in place. She noted she would have to review further. Mr. Kaelin made a motion to refund the difference in fees to all individuals. Motion seconded by Ms. Bufano and unanimously carried.

3. Discussion and Approval of the Purchase and Installation of Stadium High School Sound System by the Football/Lacrosse/Field Hockey Programs

The three athletic booster groups of Wilton (Wilton Football Boosters, Wilton Lacrosse Association, and Wilton Youth Field Hockey) have collaborated to gift the town with a new public address sound system for Fujitani Field at the Wilton High School football stadium. The three groups made the offer through the Town's Parks and Recreation Department and will pay for the purchase and installation of the new sound system. Ms. Vanderslice noted that the volume would be set and controlled by Parks and Recreation and the volume would be set lower than what it is now. Motion made by Mr. Dubow to accept the generous gift offered by the booster organizations. Motion seconded by Mr. Clune and unanimously carried. Mr. Dubow noted that on behalf of the Board of Selectmen wanted to show the Town's gratitude to the booster associations for their gift.

4. Arrow S3 – Extension of Maintenance Agreement for Current Telephone System

Ms. Vanderslice reviewed the agreement. She noted that the agreement is for 6 months as the new telephone system which has been purchased will soon be installed. Motion made by Mr. Clune and seconded by Mr. Dubow and unanimously carried.

5. Financial Report - CFO

CFO Anne Kelly-Lenz reviewed the attached financial report with the Board of Selectmen.

6. Legal Review Committee - RFP

Ms. Vanderslice began discussions on legal counsel and what the various neighboring towns currently have in place. She reviewed a survey of various towns that indicated preference for either inside (employee) or outside counsel (non employee). She noted that she was able to speak to the First Selectman in Westport and that Westport retains a Town Counsel that is paid (Counsel works for the firm of Berchem, Moses and Devlin), and also a paid Assistant Town Counsel that works full time in the town of Westport that was also employed by the same firm. She noted that the workload for the Town of Westport warrants a full time Assistant Counsel on site. She also noted that she attended the First Selectmen's Luncheon recently and that, with the exception of Westport all the Towns in attendance (approximately 11) have a Town Counsel that is from an outside firm.

Mr. Clune distributed to the selectmen a draft RFP to work from (copy attached) with regard to the search for Town Counsel. He noted that the RFP is written so as to address that the firm/individual can suggest what they think is the best manner to provide town counsel services for the Town. Mr. Kaelin noted the only obstacle he sees with that is that the Town charter notes that the Town Counsel as an officer of the Town which would be an individual and not a firm. Mr. Dubow posed the question if Mr. Clune thought in terms of a two tiered RFQ/RFP process or if the document was blended. Mr. Clune noted that it was the document was blended.

Mr. Kaelin stated that the board should appoint a legal review panel to edit the draft RFP prepared by Mr. Clune and make a proposal for approval at next Board of Selectmen meeting. Mr. Kaelin and Mr. Clune to review the RFP and have a proposal for the Board of Selectmen by the next meeting.

7. Board/Commissions Vacancy Procedures

Ms. Vanderslice reviewed the proposals from the RTC and DTC and noted that both political parties key points supported a petitioning process that required 150 signatures.

Ms. McFadden, Tom Dubin and Paul Burnham of the DTC all spoke regarding the nominating process for both elected and board/commission nominees. Ms. McFadden noted that the DTC and the RTC preferred to maintain the previous system where the parties undertook all vetting and

recommendation for candidates and where both parties invited unaffiliated voters who show interest in vacancies on boards/commissions. The discussion continued and focused on how many signatures an unaffiliated candidate would need to collect.

Discussion followed on how the town committees could be more open to unaffiliated candidates.

Mr. Dubow noted that he would encourage unaffiliated voters to go through either the democratic or the republican town committees if interested in vacancy on a town board/commission.

Ms. Vanderslice noted that she did not feel we be encouraging one pathway over another. She stated the Town is trying to remove stumbling blocks to encourage all citizens to participate.

Mr. Clune noted that with regard to political parties being open to unaffiliated voters, there is language there, but felt that there could be more. He noted that the process should be as open as possible and the petitioning process could be a roadblock if have to get 100-150 signatures.

Mr. Dubow noted that the vetting process of the political parties has been more robust than that of the Board of Selectmen and the board normally schedules approximately 15 minutes with individuals. He stated that he would be comfortable with the petitioning process for unaffiliated voters and getting 100 signatures.

Ms. Bufano noted she thought the process should be comparable to what is undertaken by the town political parties.

Mr. Kaelin noted that even if you are serving on an appointed board, you are serving the Town in a representative capacity and felt the number of signatures needed for the petition process should be on the high side.

Ms. Vanderslice posed the question to the Board of Selectmen of no change be made to the current process for appointment to the boards/commissions. All members noted there should be change.

Next question posed by Ms. Vanderslice is what changes should be considered? If democrat or republican, voters should go through your nominating committee to be considered for an open position. Mr. Kaelin noted that only changes would be made with respect to unaffiliated voters. Motion made by Mr. Kaelin to make changes with respect to unaffiliated voters. Motion seconded by Ms. Bufano and unanimously carried.

Motion made by Mr. Dubow that a threshold of 100 signatures is required for an unaffiliated voter to self nominate and be considered to fill a vacancy or be nominated for full term. Motion seconded by Ms. Bufano and carried 3-2 with Ms. Vanderslice and Mr. Clune opposed.

Mr. Kaelin suggested that positions posted on the website should note if that position was previously filled by a republican/democrat/unaffiliated. Ms. Vanderslice suggested the website should be set up to show what vacancies are available on all boards/commissions and what the terms are along with what party created the vacancy.

8. Appointments/Reappointments

After discussion in Executive Session, a motion was made by Mr. Dubow to appoint Colleen O'Brien to the Conservation Commission. Motion seconded by Mr. Clune and unanimously carried.

Follow-up discussion to take place at the next Board of Selectmen meeting with regard to the Economic Development Commission

9. Miscellaneous Other Business

None.

10. Eversource Rebates

CFO Anne Kelly-Lenz reviewed the two rebate checks received that relates to the installation of the boilers at Middlebrook and Cider Mill School. She stated that as the Cider Mill project has already been bonded that she is looking to put rebate received for both Cider Mill and Middlebrook toward the Middlebrook project to reduce bonding for that project. Motion made by Mr. Kaelin to apply the two Eversource rebate checks to reduce the amount of money to be bonded for the Middlebrook project. Motion seconded by Ms. Bufano and carried 4-1. Mr. Dubow opposed, suggesting instead the funds be set aside for future energy saving projects.

B. Reports

First Selectman's Report

Reminder – Wednesday April 20, 2016 is a panel discussion on protecting our families from the heroin opiate epidemic at the High School at 7:00 PM

Saturday April 23, 2016 is the Townwide Litter Clean up from 9:00am – 12:00pm and kicks off at the Town Green

Saturday April 30, 2016 is April POOLS Day. The Fire, Police and Dive Team are raising awareness about water safety now that summer season is beginning.

Tuesday May 3, 2016 is the Annual Town Meeting to be held at the Clune Center this year.

Department of Public Works - Ms. Vanderslice noted that a couple of DPW workers were recognized with a letter from a citizen who complimented them for the efficient way they removed a 100ft pine tree which fell over into the road blocking the cul-de-sac. Charlie Sterling, Frank Delvecchio, Bob Flemming, Mike Moran, Roger Vibbert, Mark Johnson and Tommy Pasiuk were thanked for their good work.

Police - Police are out during the month of April conducting their Distracted Driving initiative. First day of the initiative they had 13 stops and today is continuing across from town hall.

Conservation Commission - invasive dead tree removal and clean up began along river road. They will be replanting and this process will be an ongoing annual event.

Selectmen's Reports

Mr. Dubow

Thanked the Energy Commission under the leadership of Bruce Hampson and others members for work they do and for no doubt being major contributors with helping to the receive the rebate checks received from Eversource.

Mr. Kaelin

Wilton go green festival will be taking place on May 1, 2016 and encourage all to attend.

Mr. Clune

Wilton Youth Lacrosse hosted a tournament this week (2000 participants). Economic Development Commission put together, on a pilot basis, a link that was distributed to all participants that said when you are Wilton and are in need of finding places to go relevant to their needs, the link gave directions to individuals to help find different places.

Ms. Bufano

Ms. Bufano noted the Town Clean on Saturday (4/23/16) and encouraged all to participate.

C. Public Comment

- D. Adjournment – Having no further business, motion made by Mr. Kaelin to adjourn meeting at 9:35PM. Motion was seconded by Mr. Clune and unanimously carried.



Jacqueline Rochester
Recording Secretary
Taken from Video

JULIAN A. GREGORY
(1964-2002)

PAUL H. BURNHAM
SUSAN L. GOLDMAN
J. VANCE HANCOCK
J. CASEY HEALY
DERREL M. MASON*
MATTHEW C. MASON*
JAMES D'ALTON MURPHY*
EDWARD M. SCHENKEL
RALPH E. SLATER
ROGER R. VALKENBURGH *

* ALSO ADMITTED IN NEW YORK

GREGORY AND ADAMS, P.C.

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JULIAN A. GREGORY
(1964-2002)

THOMAS T. ADAMS
(1929-2015)

PLEASE REPLY TO SENDER:

J. CASEY HEALY
DIRECT DIAL: 203-571-6304
jhealy@gregoryandadams.com

February 4, 2016

To be delivered by hand

The Honorable Lynne Vanderslice
Town Hall
238 Danbury Road
Wilton, CT 06897

1ST SELECTMANS OFFICE

FEB 08 2016

Re: Inland Wetlands Commission – Revised Fee Schedule

Dear Mrs. Vanderslice:

With reference to the enclosed draft minutes of the Inland Wetlands Commission public hearing held on January 14, 2016, following the close of a public hearing held by the Commission regarding the fee schedule for applications filed with the Commission, the Commission approved a revised fee schedule.

By my letter to the Commission under date of January 14, 2016, I advised the Commission that in my opinion the existing "project wide disturbance" and "commercial development" fees levied by the Commission violated Section 22-42a (e) of the Connecticut General Statutes. As attorney for Wilton Youth Football, Patrick Downend and Michael Lindquist, I requested that the project wide and commercial development fees that the Commission charged on their applications be recalculated under the new schedule and that the excess fees charged to them be refunded. With reference to the draft minutes, it appears that the Commission does not believe it would be "appropriate" to provide refunds.

I hereby request that the Board of Selectmen authorize: (i) the recalculation of the fees charged to Youth Football and Messrs. Downend and Lindquist and (ii) the refund any excess fees. I note the following in the minutes:

1. Commission Chairman Hall stated that "it's important to ensure the fees are in sync with other area towns."
2. Environmental Analyst Mike Conklin stated that a comparison was completed to confirm what other municipalities charge and that he did not find any other municipality that based their application fee on project wide disturbance.

3. Mr. Conklin advised the Commission that he spoke with Town Counsel Patricia Sullivan who opined that charging a project wide disturbance fee is not within the jurisdiction of a wetlands commission.
4. Mr. Conklin also advised the Commission that Town Counsel Sullivan "warned" him that the current fee schedule could be considered "punitive."

Wilton Youth Football and Messrs. Downend and Lindquist are entitled to a refund of the excess fees charged them for the reason that those application fees violated State statute as recognized by the Commission in revising its fee schedule.

Respectfully submitted,



J. Casey Healy

JCH/ko

Enclosure

cc: Mr. Kevin Wall – Wilton Youth Football
Mr. Patrick Downend
Mr. Michael Lindquist

INLAND WETLANDS
COMMISSION
Telephone (203) 563-0180
Fax (203) 563-0284



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

MINUTES

January 14, 2016

PRESENT: John Hall, Chairman, Liz Craig, Tom Burgess, Nick Lee, Mark Andrews

ALSO PRESENT: Mike Conklin, Environmental Analyst; Liz Larkin, Recording Secretary; Kevin O'Brien, O'Brien Premiere Properties; Tom Quinn, Peak Engineers; Rob Sanders, Rob Sanders Architects; Richard Branch, Property Owner

ABSENT: Dan Falta, Rick Stow (notified of intended absence)

I. CALL TO ORDER

Mr. Hall called the meeting to order at 7:31 p.m.

II. PUBLIC HEARINGS

A. Regulation Revision for Inland Wetlands Fee Schedule

Mr. Conklin read the documents into the record including the letters from O'Brien Premiere Properties, and Gregory & Adams in their entirety. Mr. Quinn asked that Mr. Conklin read Ms. Sesto's letter as well, which he did.

Ms. Craig asked if DEEP responded with any feedback from the package of information that was provided to them in December. Mr. Conklin confirmed that they did not respond within the 35 days they are allotted per state statute.

Mr. Hall explained that the commission is revisiting the current fee structure in place since September 1, 2013 whereas the activity fee is based on the disturbed land project-wide. He indicated that he did not remember approving the current fees in 2013. He thinks it's important to ensure the fees are in sync with other area towns. Mr. Conklin stated that a full comparison was completed to confirm what other towns are charging, and the fee based on disturbance project wide was not something he found anywhere else. He confirmed he spoke with Town Counsel and they recommended removing the project wide fee as this is not in the jurisdiction of the Wetland Commission.

Ms. Craig stated that even though an activity is not in a regulated area, it will still change how the water moves in the area. She stated that how much water a property will hold is important to this commission. Mr. Hall stated that if someone wants to disturb their wetland, they would be

required to come through this commission and this will not be affected by the fee schedule.

Ms. Craig asked if this discussion would be taking place if Ms. Sesto was still in charge. Mr. Conklin confirmed this is just being brought up now as we just started getting push back from residents and land use professionals. He stated that the Lindquist application for a service station and used car sales had a request for a lower fee and the commission denied this request. Mr. Conklin explained that there were no large developments that came in since then, so there was no initial indication that there was a problem. Mr. Conklin stated that Ms. Sullivan of Cohen & Wolf, town counsel, warned him that the current fee structure could be considered punitive. Mr. Hall went further to state that some projects only have a small area of disturbance but a lot of intensive use with no buffer. Ms. Craig asked if the proposed fee schedule will cover the costs of the department. Mr. O'Brien responded that the fees are not in place to cover salaries as it is a self-sustaining department. Mr. Quinn added that this should not be a pay as you go operation. Mr. Hall added that Mr. Healy's letter clearly cites what can be charged based on the regulations.

Mr. Quinn stated that developers and engineers want to do the right thing by staying as far from wetlands as possible. He suggested having a bonding system that returns the funds if the builder is keeping with the approved plans. Mr. Andrews stated that there are enforcement fees that the commission can charge for unpermitted work. Mr. Quinn confirmed it costs his clients about \$20,000 for him to prepare a plan and asked why the commission would charge the same amount just to review plans that are already completed.

The commission then discussed some loopholes with the current fee schedule. The example Mr. Conklin provided was for the property directly across the street from Town Hall. The proposed activity is to repave the entire parking lot where 9 spaces are within the regulated area. The owner could potentially bring in smaller pieces of the proposal and save spending activity fees. This could be an issue as the town does not get to look at the entire property to properly protect the resource. Mr. O'Brien stated that it does not make sense to charge for disturbance on a subdivision as the plans are hypothetical and typically change. Mr. Quinn added that Planning and Zoning looks to ensure slopes are at acceptable levels. Mr. Sanders stated that the 100 foot buffer is the wetlands jurisdiction. Mr. Conklin stated that tying a \$200 per lot fee to subdivisions that are not regulated would not be fair.

Ms. Craig asked if there is any encouragement for builders to create more low-impact development. Mr. Conklin confirmed that Planning and Zoning has site coverage maximums. Mr. Hall stated that not many applications this board receives are excessive and he does not think it is appropriate to alter land use by charging fees. He confirmed that all additional charges should be based on the regulated area and Mr. Andrews agreed. Ms. Craig stated that uniformity is important so it would make sense to charge for disturbed land in the regulated area across the board and remove the \$200 per lot fee when reviewing a subdivision. Mr. O'Brien confirmed that this will need to be approved by the Board of Selectman prior to being put into place.

Mr. Burgess MOVED to APPROVE the Fee Schedule as altered with uniformity for all three scenarios to be the base fee + \$200/1,000 square feet of disturbed land in the regulated area only, SECONDED by Mr. Lee and CARRIED 5-0-0.

Mr. Lee MOVED to APPROVE the new Significant Application Form to reflect the amount of disturbed land in the regulated area, SECONDED by Mr. Burgess and CARRIED 5-0-0.

Mr. Hall and Mr. Andrews stated that they did not feel it would be appropriate to provide refunds for application fees received under the "project-wide" fee schedule since September 2013 and asked that this recommendation be shared with the Board of Selectmen.

III. APPLICATIONS TO BE REVIEWED

A. WET#2369(I) – BRANCH – 14 Stonecrop Lane – additions and alterations to existing residence

Mr. Sanders provided revised plans to the commissioners and explained the site as being 2 acres in size with half the lot in New Canaan. The proposed addition will be 945 sq. ft on the home that was built in 1968. In conjunction with the addition, the existing systems will need to be replaced. The septic is being placed close to the house and Mr. Sanders showed how this will work with the existing 20 foot slope.

Mr. Sanders explained that the previous second floor addition is being removed as it is in poor shape and this new addition will extend to the terrace. He noted the regulated area runs right through the existing home and the septic will be entirely in the regulated area. Mr. Sanders stated that they completed percolation tests and found good soils in the proposed septic area.

Mr. Sanders admitted that the amount of fill to be deposited is more than the 60 cubic yards that was shown on the septic plan so the application is not accurate. The increased amount of fill to be deposited due to the subsurface drainage will be more than 100 cubic yards so the application would fall under the Significant Level Activity. The commission discussed the best way to move forward from here and it was decided they would have to re-submit a Significant Level Application and provide the required notice to neighbors.

Mr. Hall suggested that a construction sequence and access plans be prepared. Mr. Sanders confirmed the contours on the current plan are level with the proposed septic at the edge of the 100 feet. Mr. Andrews asked that the contour lines be extended throughout the entire parcel. Mr. Lee noted that the cultecs will be installed first, then the septic. Mr. Sanders agreed with this sequence and confirmed they will work from the back to the front of the site.

Mr. Hall asked if the soil and erosion measures are okay as proposed. Mr. Sanders confirmed they are as they are not changing the contours. Mr. Hall added that there is vegetation at the bottom of the slope. Mr. Conklin stated that he discovered a violation during his recent site visit. He indicated that many mature trees were cleared on the slope which needs to be addressed via a corrective action permit. Mr. Conklin suggested rolling this violation into the current proposal to save time and money for the owners. He advised the homeowner, Mr. Branch, that he should add a generator location and LP tanks so that he can get everything he wants on one permit.

Mr. Lee suggested a low boulder wall at the top of the slope to keep the disturbance out of the regulated area in the future. Ms. Craig asked that they stabilize the slope with vegetation. Mr. Hall asked that all trees that were removed are placed on a map so that the commission can determine what significant mitigation will need to be installed.

The applicant and his agent will proceed with the current proposal under the Significant Level Application and will handle the violation separately.

**Budget Status Report Through
3/31/2016 - Summary**

Revenue

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Taxes	112,083,499	114,716,864	114,144,515	(572,349)	115,029,232	312,368
Education	1,786,370	1,558,566	1,582,847	24,281	1,568,158	9,592
Town Intergovernmental	861,144	857,443	461,245	(396,198)	766,637	(90,806)
Licenses, Permits & Fees	1,076,520	1,540,100	1,095,625	(444,475)	1,556,900	16,800
Other Revenues	437,833	474,352	1,353,650	879,298	1,499,975	1,025,623
Interest	149,618	145,000	170,318	25,318	200,000	55,000
Investments	54,391	0	56,051	56,051	(20,000)	(20,000)
Capital	0	112,983	0	(112,983)	112,983	0
	<u>116,449,375</u>	<u>119,405,308</u>	<u>118,864,250</u>	<u>(541,058)</u>	<u>120,713,885</u>	<u>1,308,577</u>

Expense

Debt Service	9,021,739	10,616,380	10,684,790	(68,410)	10,649,790	(33,410)
Board of Education	57,361,101	79,956,024	56,314,792	23,641,232	79,916,538	39,486
Board of Selectmen	23,013,027	31,078,978	21,910,025	9,168,953	30,759,453	319,525
Board of Selectmen Capital	730,092	1,795,917	785,424	1,010,493	1,769,233	26,684
Charter Authority	0	1,230,046	0	1,230,046	0	1,230,046
	<u>90,125,960</u>	<u>124,677,345</u>	<u>89,695,030</u>	<u>34,982,315</u>	<u>123,095,014</u>	<u>1,582,331</u>

Budget Status Report Through 3/31/2016 - Revenues

Taxes

Tax Collector	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
	112,083,499	114,716,864	114,144,515	(572,349)	115,029,232	312,368
Interest And Lien Fees	290,629	275,000	253,973	(21,027)	365,166	90,166
Back Taxes	353,613	400,000	236,398	(163,602)	463,930	63,930
Motor Vehicle Supplement	729,624	650,000	711,130	61,130	754,201	104,201
Current Property Taxes	110,709,634	113,391,864	112,943,013	(448,851)	113,445,935	54,071
Total Taxes	112,083,499	114,716,864	114,144,515	(572,349)	115,029,232	312,368

Education Intergovernmental Assistance

Board Of Education	1,786,370	1,558,566	1,582,847	24,281	1,568,158	9,592
Private School Health&Wel	0				0	0
School Construc-Principal	146,838				0	0
School Construct-Interest	24,236	0	7,028	7,028	7,028	7,028
Adult Education	0	1,081	319	(762)	35	(1,046)
Excess Special Education	832,148	0	793,001	793,001	0	0
Transportation	4,550	290	3,900	3,610	3,900	3,610
Education Cost Sharing	778,598	1,557,195	778,598	(778,597)	1,557,195	0
Total Education Intergovernmental	1,786,370	1,558,566	1,582,847	24,281	1,568,158	9,592

Town Intergovernmental Assistance

Finance Department	295,204	288,788	0	(288,788)	288,788	0
MRSA Bonded Distribution	295,204	288,788	0	(288,788)	288,788	0

**Budget Status Report Through
3/31/2016 - Revenues**

Assessor	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Veterans Exemption	64,440	61,500	57,744	(3,756)	57,744	(3,756)
Elderly Tax Relief	4,914	4,500	4,722	222	4,722	222
Tax Collector	59,526	57,000	53,022	(3,978)	53,022	(3,978)
Telephone Line Tax Grant	173,654	177,309	76,562	(100,747)	83,996	(93,313)
Pequot Pilot	73,500	70,000	72,581	2,581	72,581	2,581
State Property Tax Refund	3,755	10,909	3,981	(6,928)	11,415	506
	96,400	96,400	0	(96,400)	0	(96,400)
Highways	315,846	315,846	315,938	92	315,938	92
Town Aid Roads	315,846	315,846	315,938	92	315,938	92
Social Services	12,000	14,000	11,000	(3,000)	20,171	6,171
Youth Svcs.Bureau Grant	12,000	14,000	11,000	(3,000)	20,171	6,171
Total Town Intergovernmental Assistance	861,144	857,443	461,245	(396,198)	766,637	(90,806)
Licenses, Permits & Fees						
Town Clerk	549,186	769,400	488,931	(280,469)	737,000	(32,400)
Town Clerk MERS Recording Fee	2,270	4,000	2,110	(1,890)	2,500	(1,500)
Other Town Clerk Fees	22,466	33,000	24,029	(8,971)	30,000	(3,000)
Vital Statistics	17,347	20,000	11,549	(8,451)	17,000	(3,000)
Farm Fund Fees	5,180	12,000	5,038	(6,962)	7,000	(5,000)
Conveyance Tax	423,443	575,000	373,596	(201,404)	580,000	5,000
Recording Fees	78,194	125,000	72,214	(52,786)	100,000	(25,000)

Budget Status Report Through 3/31/2016 - Revenues

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Marriage Licenses	252	350	308	(42)	350	0
Sports Licenses	34	50	87	37	150	100
Planning & Zoning	8,387	10,400	11,004	604	16,000	5,600
ZBA Fees	3,644	3,400	3,576	176	4,000	600
Application Fees	4,743	7,000	7,428	428	12,000	5,000
Finance Department	43,726	43,000	32,242	(10,758)	41,000	(2,000)
Alarm Registration Fees	30,042	25,000	19,665	(5,335)	22,000	(3,000)
Admin Fee - Private Duty	13,683	18,000	12,577	(5,423)	19,000	1,000
Assessor	1,424	2,500	1,433	(1,068)	2,100	(400)
Assessor Fees	1,424	2,500	1,433	(1,068)	2,100	(400)
Building	346,860	558,800	387,416	(171,384)	558,800	0
Reproduction Fees	5,926	7,800	5,286	(2,514)	7,800	0
Building Permits	340,934	551,000	382,130	(168,870)	551,000	0
Fire	11,614	21,000	7,101	(13,899)	15,000	(6,000)
Inspection Fees	8,975	16,000	2,247	(13,753)	10,000	(6,000)
Fire Department Fees	2,639	5,000	4,854	(146)	5,000	0
Administration	750	2,500	2,250	(250)	2,500	0
Road Opening Permits	750	2,500	2,250	(250)	2,500	0
Dial-A-Ride	5,683	6,500	4,579	(1,921)	6,500	0
Dial-A-Ride Fees	5,683	6,500	4,579	(1,921)	6,500	0
Parks & Grounds		0	18,528	18,528	0	0

**Budget Status Report Through
3/31/2016 - Revenues**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Stadium Lighting		0	18,528	18,528	0	0
Environmental Affairs						
Application Fees	57,695	35,000	47,114	12,114	66,000	31,000
	57,695	35,000	47,114	12,114	66,000	31,000
Animal Control						
Dog Licenses	1,239	4,000	1,155	(2,846)	4,000	0
	1,239	4,000	1,155	(2,846)	4,000	0
Health						
Env Health Permits/Fees	33,572	68,000	80,095	12,095	90,000	22,000
	33,572	68,000	80,095	12,095	90,000	22,000
Senior Center						
Senior Center Fees	16,385	19,000	13,779	(5,221)	18,000	(1,000)
	16,385	19,000	13,779	(5,221)	18,000	(1,000)
Total Licenses, Permits & Fees	1,076,520	1,540,100	1,095,625	(444,475)	1,556,900	16,800
Other Revenues						
Board of Selectmen		0	1,985	1,985	1,985	1,985
Miscellaneous Revenue		0	1,985	1,985	1,985	1,985
Planning & Zoning	105	200	150	(50)	350	150
Fines		0	150	150	150	150
Sale of Regulations and Maps	105	200	0	(200)	200	0
Finance Department	78,254	0	949,566	949,566	943,014	943,014
Miscellaneous Revenue	2,204	0	16,766	16,766	10,214	10,214
Sale of Assets	76,050	0	932,800	932,800	932,800	932,800
Tax Collector	4,010	0	4,280	4,280	4,500	4,500

**Budget Status Report Through
3/31/2016 - Revenues**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Miscellaneous Revenue	4,010	0	4,280	4,280	4,500	4,500
Registrar Of Voters						
Registrar of Voters Fees	35	75	0	(75)	0	(75)
	35	75	0	(75)	0	(75)
Comstock						
Comstock	15,560	5,000	11,460	6,460	12,000	7,000
	15,560	5,000	11,460	6,460	12,000	7,000
Other Town Properties						
	228,439	337,202	251,136	(86,066)	337,202	0
Rent - Gilbert & Bennett	1	1	0	(1)	1	0
Rent: Miscellaneous		1	0	(1)	1	0
Rent: Radio Tower	66,667	100,000	75,000	(25,000)	100,000	0
Rent: Marvin Tavern	27,900	37,200	27,900	(9,300)	37,200	0
Rent: Town Green	57,441	100,000	73,705	(26,295)	100,000	0
Rent: Town Houses	76,430	100,000	74,531	(25,469)	100,000	0
Police						
	14,147	18,750	21,765	3,015	25,100	6,350
Judicial Branch Revenue	6,987	9,000	15,754	6,754	16,000	7,000
Dog Ordinance Violations	0				0	0
Parking Fines	1,725	1,700	1,169	(532)	1,700	0
Fingerprinting	1,430	2,000	1,220	(780)	2,000	0
Police Reports	915	1,250	1,003	(248)	1,400	150
Police Permits	3,090	4,800	2,620	(2,180)	4,000	(800)
Paramedic Service						
	30,000	60,000	40,000	(20,000)	97,254	37,254
Advanced Life Support Fund	30,000	60,000	40,000	(20,000)	97,254	37,254

Budget Status Report Through 3/31/2016 - Revenues

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Recreation Programs	185				0	0
Self-Sustaining	185				0	0
Swimming	50,018	50,000	57,172	7,172	60,000	10,000
Swimming	50,018	50,000	57,172	7,172	60,000	10,000
Environmental Affairs	2,350	2,100	0	(2,100)	1,000	(1,100)
Sale of Trail Guides	0	100	0	(100)	0	(100)
Fines	2,350	2,000	0	(2,000)	1,000	(1,000)
Animal Control	425	1,025	470	(555)	1,070	45
Sale of Pets	5	25	10	(15)	25	0
Dog Impound & Quarantine	420	1,000	415	(585)	1,000	0
Animal Population Control		0	45	45	45	45
Board Of Education	14,305	0	15,667	15,667	16,500	16,500
Education - Athletic Fees	14,305	0	15,667	15,667	16,500	16,500
Total Other Revenues	437,833	474,352	1,353,650	879,298	1,499,975	1,025,623
Interest						
Finance Department	149,618	145,000	170,318	25,318	200,000	55,000
Interest - Investments	149,618	145,000	170,318	25,318	200,000	55,000
Total Interest	149,618	145,000	170,318	25,318	200,000	55,000
Investments						
Finance Department	54,391	0	56,051	56,051	(20,000)	(20,000)

**Budget Status Report Through
3/31/2016 - Revenues**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Unrealized Inv Gain/Loss	54,391	0	56,051	56,051	(20,000)	(20,000)
Total Investments	54,391	0	56,051	56,051	(20,000)	(20,000)
Capital						
Information Systems		112,983	0	(112,983)	112,983	0
Local Capital Improvement		112,983	0	(112,983)	112,983	0
Public Works	0				0	0
Local Capital Improvement	0				0	0
Total Capital	0	112,983	0	(112,983)	112,983	0
Grand Total	116,449,375	119,405,308	118,864,250	(541,058)	120,713,885	1,308,577

**Budget Status Report Through
3/31/2016 - Expenses**

Debt Service

Debt Service	9,021,739	10,616,380	10,684,790	(68,410)	10,649,790	(33,410)
Total Debt Service	9,021,739	10,616,380	10,684,790	(68,410)	10,649,790	(33,410)

Board of Education

Board Of Education	57,361,101	79,956,024	56,314,792	23,641,232	79,916,538	39,486
Total Board of Education	57,361,101	79,956,024	56,314,792	23,641,232	79,916,538	39,486

Board of Selectmen Operating

Board of Selectmen	329,614	595,449	414,220	181,229	553,943	41,506
Town Clerk	305,268	449,518	324,337	125,181	451,451	(1,933)
Planning & Zoning	421,894	571,325	392,382	178,943	571,305	20
Board Of Finance	74,473	81,423	53,620	27,803	81,423	0
Human Resources	168,110	383,047	171,715	211,332	310,117	72,930
HR Reserve	0	87,257	0	87,257	0	87,257
Finance Department	694,194	892,477	658,079	234,398	892,272	205
Assessor	278,512	372,959	278,370	94,589	368,683	4,276
Tax Collector	184,205	235,244	170,050	65,194	233,529	1,715
Town Counsel	152,195	188,000	245,081	(57,081)	323,840	(135,840)
Probate Court	9,852	20,000	10,407	9,593	20,000	0
Registrar Of Voters	142,185	205,496	126,186	79,310	199,137	6,359

**Budget Status Report Through
3/31/2016 - Expenses**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Town Hall & Annex	152,831	289,185	140,728	148,457	271,735	17,450
Town Wide Utilities	144,068	236,545	174,696	61,849	236,545	0
Comstock	197,341	256,643	125,990	130,653	231,127	25,516
Other Town Properties	96,032	138,418	34,827	103,591	136,799	1,619
Ambler Farm	20,487	30,960	10,072	20,888	30,960	0
Building	283,233	376,876	281,588	95,288	373,660	3,216
Information Systems	471,790	754,112	540,385	213,727	773,631	(19,519)
Police	5,765,624	7,268,164	5,413,692	1,854,472	7,260,877	7,287
Fire	3,558,666	4,647,056	3,451,326	1,195,730	4,637,651	9,405
Cert	3,851	9,950	4,789	5,161	9,950	0
Emergency Medical Service	83,443	102,023	36,212	65,811	94,945	7,078
Paramedic Service	218,610	291,386	214,354	77,032	292,283	(897)
Georgetown Fire District	328,404	339,750	330,873	8,877	330,873	8,877
Central Dispatch	242,829	329,584	169,422	160,162	245,029	84,555
Administration	377,699	532,808	370,752	162,056	516,762	16,046
Highways	2,253,921	2,831,150	1,871,895	959,255	2,808,299	22,851
Transfer Station	0	275,000	0	275,000	275,000	0
Park & Recreation Admin.	191,929	254,404	188,763	65,641	248,089	6,315
Recreation Programs	196,819	249,668	180,313	69,355	251,927	(2,259)

**Budget Status Report Through
3/31/2016 - Expenses**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Dial-A-Ride	127,466	164,821	111,648	53,173	161,167	3,654
Swimming	62,128	90,983	55,734	35,249	94,369	(3,386)
Tennis	7,545	20,400	18,322	2,078	33,280	(12,880)
Parks & Grounds	652,478	888,445	612,654	275,791	883,079	5,366
Environmental Affairs	311,125	406,389	248,780	157,609	342,747	63,642
Animal Control	101,738	132,023	94,653	37,370	133,996	(1,973)
Health	326,753	419,128	323,440	95,688	417,628	1,500
Nursing & Homecare	704,076	927,336	687,701	239,635	927,336	0
Private School Welfare	21,317	31,500	20,185	11,315	31,500	0
Social Services	330,226	477,624	347,742	129,882	483,369	(5,745)
Senior Center	112,029	165,943	118,855	47,088	162,980	2,963
Trackside	107,972	154,000	115,500	38,500	154,000	0
Employee Benefits	322,833	378,934	298,647	80,287	395,434	(16,500)
Insurance	515,824	782,603	441,342	341,261	765,799	16,804
Library	1,948,392	2,692,972	2,019,740	673,232	2,692,927	45
Route 7 Bus Service	3,750	5,000	3,750	1,250	5,000	0
Wilton Energy Commission	0	4,000	0	4,000	2,000	2,000
Wilton Economic Development Comm	5,733	35,000	2,964	32,036	35,000	0
SW Regional Mental Health Board	0	1,000	0	1,000	1,000	0

**Budget Status Report Through
3/31/2016 - Expenses**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Wilton Garden Club	3,565	5,000	3,246	1,754	5,000	0
Total Board of Selectmen Operating	23,013,027	31,078,978	21,910,025	9,168,953	30,759,453	319,525
Board of Selectmen Capital						
Assessor	3,776	62,880	62,880	0	62,880	0
Tax Collector	20,848	20,848	19,402	1,446	20,848	0
Town Facilities	0	25,193	0	25,193	25,193	0
Code Enforcement		27,000	27,000	0	27,000	0
Information Systems	158,355	706,531	104,764	601,767	706,531	0
Police	129,899	295,915	70,537	225,378	275,492	20,423
Fire	95,975	112,950	45,240	67,710	105,500	7,450
Emergency Medical Service		4,895	0	4,895	4,895	0
Paramedic Service	17,623	38,940	34,665	4,275	34,664	4,276
Central Dispatch	9,176	21,365	20,989	376	21,365	0
Public Works	184,738	326,900	278,103	48,797	335,161	(8,261)
Park & Recreation	118,733	150,000	73,843	76,158	149,704	296
Education	(11,532)				0	0
Transfer Station	2,500	2,500	48,000	(45,500)	0	2,500
Total Board of Selectmen Capital	730,092	1,795,917	785,424	1,010,493	1,769,233	26,684
Charter Authority						

**Budget Status Report Through
3/31/2016 - Expenses**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Charter Authority BOS/BOF	0	1,230,046	0	1,230,046	0	1,230,046
Total Charter Authority	0	1,230,046	0	1,230,046	0	1,230,046
Grand Total	90,125,960	124,677,345	89,695,030	34,982,315	123,095,014	1,582,331

**Budget Status Report Through
3/31/2016 - Capital**

Board of Selectmen Capital

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Assessor	3,776	62,880	62,880	0	62,880	0
Assessment/Appraisal Serv	3,776	62,880	62,880	0	62,880	0
Tax Collector	20,848	20,848	19,402	1,446	20,848	0
Computer Software	20,848	20,848	19,402	1,446	20,848	0
Town Facilities	0	25,193	0	25,193	25,193	0
Parking & Landscaping Imp	0	25,193	0	25,193	25,193	0
Code Enforcement		27,000	27,000	0	27,000	0
Staff Vehicles		27,000	27,000	0	27,000	0
Information Systems	158,355	706,531	104,764	601,767	706,531	0
Computer Hardware	19,261	57,888	16,509	41,379	57,888	0
Fiber Backbone	74,081	270,979	0	270,979	270,979	0
Computer Software	63,583	266,058	84,561	181,497	266,058	0
GIS	1,430	111,606	3,695	107,911	111,606	0
Police	129,899	295,915	70,537	225,378	275,492	20,423
Computer Hardware		13,499	13,463	36	13,463	36
Protective Equipment		9,730	8,700	1,030	9,730	0
Weapons		16,673	10,140	6,533	20,595	(3,922)
Medical Equipment	5,478	3,646	3,593	53	3,593	53
Radar Equipment	2,796				0	0
Communications Equipment	9,980	10,000	10,415	(415)	10,415	(415)

**Budget Status Report Through
3/31/2016 - Capital**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Computer Software	27,605	27,605	27,605	0	27,604	1
Police Vehicles Use	47,836	130,716	(7,504)	138,220	151,422	(20,706)
Vehicle Accessories	36,205	34,670	125	34,545	34,670	0
Building Renovation		49,376	4,000	45,376	4,000	45,376
Fire	95,975	112,950	45,240	67,710	105,500	7,450
Computer Hardware	0	2,500	0	2,500	2,500	0
Fire/Rescue Equipment	7,210	8,800	0	8,800	8,800	0
Protective Equipment		12,400	9,660	2,740	10,000	2,400
Thermal Cameras	19,375				0	0
Staff Vehicles	68,096	47,500	34,466	13,035	47,500	0
No Smoke Diesel Filters		11,750	1,115	10,635	2,200	9,550
Equipment Trailer		23,000	0	23,000	23,000	0
Building Renovation	0	1,500	0	1,500	1,500	0
Prof Svcs _ Engin Arch	1,294	5,500	0	5,500	10,000	(4,500)
Emergency Medical Service		4,895	0	4,895	4,895	0
Generator		4,895	0	4,895	4,895	0
Paramedic Service	17,623	38,940	34,665	4,275	34,664	4,276
Medical Equipment	17,623	0	6,805	(6,805)	6,805	(6,805)
Paramedic Fly Car	0	38,940	27,859	11,081	27,859	11,081
Central Dispatch	9,176	21,365	20,989	376	21,365	0
Communications Equipment	0	21,365	20,989	376	21,365	0

**Budget Status Report Through
3/31/2016 - Capital**

	FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
Security System	9,176				0	0
Public Works	184,738	326,900	278,103	48,797	335,161	(8,261)
Staff Vehicles		35,000	33,930	1,070	35,000	0
Dump Trucks - Large	0	95,000	90,000	5,000	95,000	0
Tri-Axle Dump Truck		180,000	135,769	44,231	180,000	0
Sanders	0	0	0	0	0	0
Plows	0	16,900	13,644	3,256	16,900	0
Loader	162,236	0	4,761	(4,761)	4,761	(4,761)
Road Restoration Program		0	0	0	3,500	(3,500)
Wilton Center Sidewalk	0				0	0
Conduits	22,502				0	0
Park & Recreation	118,733	150,000	73,843	76,158	149,704	296
Mowers/Grounds Equipment	93,986	0	60,000	(60,000)	0	0
Tractor		60,000	0	60,000	60,000	0
Passenger Van		60,000	0	60,000	59,704	296
Parking & Landscaping Imp	24,747	30,000	13,843	16,158	30,000	0
Education	(11,532)				0	0
Prof Svcs _ Engin Arch	(11,532)				0	0
Transfer Station	2,500	2,500	48,000	(45,500)	0	2,500
Building Renovation	2,500	2,500	48,000	(45,500)	0	2,500
Total Board of Selectmen Capital	730,092	1,795,917	785,424	1,010,493	1,769,233	26,684

**Budget Status Report Through
3/31/2016 - Capital**

Grand Total

FY 15 Actual YTD	FY 16 Amended Budget	FY 16 Actual YTD	FY 16 Actual YTD to Amended Budget Fav/(Unfav)	FY 16 Forecast	FY 16 Forecast to Amended Budget Fav/(Unfav)
730,092	1,795,917	785,424	1,010,493	1,769,233	26,684

PUBLIC ADVERTISEMENT

[Insert Town Seal]

The Town of Wilton, CT, is requesting proposals from qualified attorneys or law firms to provide legal services as Town Counsel.

By the Town Charter, Wilton's Town Counsel is an appointed officer position. See <http://www.wiltonct.org/departments/townclerk/documents/towncode.pdf>.

As described in § C-44 of the Town Charter, Town Counsel is the chief legal officer of the Town and provides legal advice and opinions on the legality of Town actions and proposed Town actions, approves notices of the Town Meeting and is expected to give legal counsel and advice to officials and represent the Town in actions or contested matters before any court or governmental agency.

The Town Counsel shall be a member in good standing of the bar of the State of Connecticut. While in office, the Town Counsel shall hold no other elected or appointed office or position of the Town of Wilton.

A copy of the Request for Proposal can be obtained at [INSERT WEB LINK] or the First Selectman's Office, 238 Danbury Rd, Wilton CT, 06897 between 8:30 AM and 4:30 PM Monday through Monday, May 16, 2016

At the discretion of the Town of Wilton or the Legal Review Panel, Respondents submitting proposals may be requested to make oral presentations as part of the evaluation process. The Town of Wilton reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Wilton and the attorney or firm selected.

It is anticipated the selection of an attorney will be completed no later than July 29, 2016. Following the notification of the selected attorney, and approvals by the Board of Selectmen, it is expected that an engagement letter will be executed between both parties within 30 days of all approvals.

RFP Schedule	
RFP Publicly Issued and available at [INSERT WEB LINK]	Monday, May 2, 2016
Intent to Respond due	Monday, May 16, 2016
Questions from Respondents	Monday, May 30, 2016
Answers distributed to all respondents	Monday, June 6, 2016
RFP Submissions due to First Selectmen's Office	Friday, July 1, 2016 by 4:30 PM
Evaluation of Responses and interviews as necessary,	Weeks of July 11 and July 18, 2016
Award of Contract/Retainer	Friday, July 29, 2016

A. Description of Wilton, CT

The Town of Wilton operates under a Board of Selectmen, Town Meeting form of government. A Town Charter, Code of Ordinances and Code of Ethics govern operation of the Town.

The Town of Wilton serves an area of 27.3 square miles with a population of approximately 17,965 and provides the following services to its citizens: Police Protection, Fire Protection, Parks and Recreation, Road Repair, Street Lights, Snow Removal, Transfer Station, Recycling, Animal Control, Social Services, Educational and General Government Services, as well as support for the Wilton Public Library, Wilton Volunteer Ambulance Corps, Ambler Farm, Trackside Teen Center and other services provided by not-for-profit organizations.

If selected, the Respondent's principal contact with the Town of Wilton will be Lynne Vanderslice, First Selectmen, an elected representative, who will manage the legal issues presented to Respondent as Town Counsel.

B. Minimum Qualifications for Consideration:

The Respondent must meet the following minimum criteria to be given further consideration. Failure to meet the minimum criteria will result in the Respondent's rejection by the Town.

Attorneys performing services for the Town must be a member in good standing of the Connecticut Bar who are qualified to perform the Scope of Legal Services described below and have:

1. strong background in Connecticut Statutes relating to municipal governance law and relevant state regulations.

2. Compensation

Compensation for services shall be a fixed price for each year of the two-year or three year term of the agreement. The fixed fee shall include a minimum number of hours to be allocated to Town legal issues. On a monthly basis, the attorney will provide the Town with a statement detailing the services provided.

3. Recourse for Town

Following engagement, should the Board of Selectmen find that the attorney failed in any material respect to perform her obligations under the agreement; the Board of may cancel the agreement and the attorney shall be liable for damages from such breach including reasonably foreseeable incidental and consequential damages. Should the Town find that the legal services provided under the terms of this agreement precludes the Town from administering its duties in an efficient manner, the Town of Wilton may cancel the agreement upon 90 days written notice to the firm. In such event the Town shall compensate the firm at the pro rata hourly rate for service performed through the effective date of the cancellation which shall be in full and complete satisfaction for the firm's claims. The firm shall promptly return all work papers and work in progress to the Town. The firm shall provide the Town at least 180 days prior written notice of its intent to terminate any agreement.

C. Oral Presentations During the evaluation process, the selection panel may, at their discretion, request any one or Respondents to make oral presentations. Such presentations will provide Respondents with an opportunity to answer any questions the selection panel may have on a proposal. Not all attorneys or firms may be asked to make such oral presentations.

D. Final Selection The selection personnel will recommend a Respondent for approval by the Board of Selectmen. It is anticipated that a Respondent will be selected in July 2016. Following notification of the Respondent selected, and contract approvals by the Board of Selectmen, it is expected a contract will be executed between both parties before August XX, 2016. In the event that a contractual agreement cannot be reached with selected Respondent the selection Panel will move to the next Respondent.

E. SUBMISSION OF PROPOSAL

1. PROPOSAL INSTRUCTIONS

By submitting a proposal, Respondent represents they have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of performing the work.

All Respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

- a) Table of Contents to include clear identification of the material provided by section and number.
- b) A letter of transmittal indicating Respondent's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind Respondent to a contract. This letter also must affirm that Respondent has made themselves knowledgeable of those matters and conditions in

- m) A detailed proposal regarding the costs and expenses involved for the provision of Town Counsel services including any retainer, hourly rates of personnel providing these services, discounts, invoiced expenses, annual caps, and other costs involved. Please also detail any administrative costs that the firm/individual will bill the Town. For example: copier, computer research, postage, messenger, long distance phone calls. The term of appointment will be two (2) or three (3) years subject to final Council action following the Town Counsel selection process. Each firm/individual submitting a proposal is requested to detail their fee proposal on a 2 and 3 year basis. Any effect the term of agreement may have on legal fees, cost containment or any other elements of Town attorney services should be noted. Respondent may also include any alternative cost solutions they want the Town to consider.
- n) The Town Attorney is required to provide three training sessions per year to Town boards, commissions and/or staff. The proposal should detail the manner in which the law firm or individual attorney proposes to provide these legal services including the suggested topics and frequency of training. The cost, if any, for these services should be detailed. The Town will work with the selected firm to identify and agree upon specific topics for training.
- o) Describe what method of communication your firm utilizes to provide updates of pertinent information, such as new public acts, rulings and trends. For example: newsletters, electronic mailings, other.
- p) A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this proposal.

Questions to consider for further editing:

- Minimum insurance requirements
- No Conflict Certification
- Should we make past billing statements available to all parties if asked?
- Who should be primary contact for Respondents?