

OFFICE OF THE  
FIRST SELECTMAN

Telephone (203) 563-0100  
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Email to: Bill.Brennan@Wiltonct.org



William F. Brennan  
*First Selectman*

James A. Saxe  
*Second Selectman*

Richard J. Dubow

Michael P. Kaelin

Deborah A. McFadden

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 16, 2015  
MEETING ROOM B, WILTON TOWN HALL**

**PRESENT:** **BOARD OF SELECTMEN** – First Selectman Bill Brennan, James Saxe, Richard Dubow, Michael Kaelin, Deborah McFadden

**GUESTS:** Lori Kaback-Town Clerk, Bruce Hampson, Bill Clegg-Diversified Project Management, Glenn Hemmerle, Richard Creeth, Steve Pierce, Matt Spoerndle-Phoenix Advisors, Sandy Dennies, Jacqueline Rochester

**OTHERS:** 2 Members of the Press

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

**A. Consent Agenda**

Upon motion by Mr. Brennan, seconded by Ms. McFadden, the consent agenda was approved, with an edit to the Board of Selectmen Minutes of March 2, 2015 under Discussion and/or Action Section 6 last sentence to read Ms. McFadden made suggestion for next year to review the program:

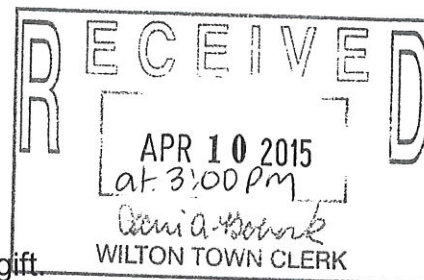
Minutes

- Board of Selectmen Meeting – March 2, 2015

Gifts

- Richard S. & Jiraporn S. Ziegler - \$100.00

Mr. Brennan thanked Mr. and Mrs. Ziegler for his generous gift.



**B. Discussion and/or Action**

**1. Introduction of Lori Kaback, Town Clerk**

Mr. Brennan introduced Lori Kaback, Town of Wilton's new Town Clerk. Ms Kaback thanked the Board of Selectmen for appointing her as Wilton's Town Clerk. Ms Kaback started on February 18, 2015 and is looking forward to

working with the Town Employees and citizens of Wilton. Board of Selectmen welcomed Ms. Kaback and expressed their gratitude with having someone with her background and experiences join the Town of Wilton as Town Clerk.

2. Miller Driscoll School Renovation Project

- Construction Manager Selection Process and Recommendation  
Mr. Brennan introduced Bruce Hampson who gave a review of the management process for selection of the Construction Manager for the Miller Driscoll School Renovation Project. Mr. Hampson stated that by State mandate the process has to be a competitive process to qualify for reimbursement and that process is called a Quality Based Selection process. Process used was done fairly and with integrity. An independent third party was retained to oversee the process. Diversified Project Management was chosen from three candidates to oversee the process.

Mr. Hampson introduced Bill Clegg, a Vice President of Diversified Project Management to give an overview of the firm and how the process proceeded (Diversified Letter attached). Mr. Clegg stated the DPM does not build or design anything. Their job is to represent owners and to function as facilitators who help to ensure all phases of a project work together. Glen Hemmerle, Board of Education Representative on the Miller Driscoll Building Committee, reviewed the process that was utilized before coming to a decision with DPM on choosing the Construction Manager. Mr. Hemmerle stated that of the two firms that responded to the RFP, Turner Construction was chosen as the Construction Manager and came in with the lower bid. Motion made by Mr. Brennan to approve Turner Construction Company on the basis of the recommendation of the Miller Driscoll Building Committee, as the Construction Manager for the Miller Driscoll School Renovation Project. Motion seconded by Ms. McFadden, unanimously carried.

- Status Report  
Bruce Hampson, co-chair of the Miller Driscoll Building Committee and Glenn Hemmerle gave a monthly review on progress of the Miller Driscoll School Renovation Project (memo attached). Mr. Kaelin commented on the excellent report given by the representatives on the Miller Driscoll Building Committee and the good work that has been done by the group.

3. Elderly or Disabled Citizens Property Tax Relief Program – Tax Deferrals-Interest Rate Review

Memo attached regarding Interest Rate on Deferrals. Mr. Brennan gave a quick summary and the question before Board of Selectmen is for this coming fiscal year, do we increase the rate or hold at 2.75%? After reviewing results of the most recent bond offering (winning bid was an

interest rate of 2.776%), motion made by Mr. Dubow to hold rate for 2014 at 2.75%. Motion seconded by Jim Saxe, unanimously carried.

4. Consideration of Potential Refunding of Bonds recommendation  
Mr. Matt Spoerndle of Phoenix Advisors, LLC was present to explain the recommendation to refund up to \$10,000,000 in General Obligation Refunding Bonds. Mr. Spoerndle noted that rates are low right now and there is a potential for savings in debt service (memo attached). Mr. Brennan moved the resolution entitled "Resolution With respect to the Authorization, Issuance and Sale of Not Exceeding \$10,000,000 Town of Wilton General Obligation Refunding Bonds" (resolution attached). Motion seconded by Jim Saxe, unanimously carried.
5. Consideration of Application for State Matching Grant for Elderly and Disabled Demand Responsive Transportation  
Steve Pierce of the Parks & Recreation department reviewed the request to approve the grant application for State Matching Grant for Elderly and Disabled Demand Responsive Transportation for State Fiscal Year 2016. Mr. Pierce stated that the service is very well utilized by the seniors and disabled in the community. The Grant is used to pay for the drivers of the vehicles used, FICA, repairs to the vehicles utilized, etc. Matching part of grant is in the Town budget. Motion made by Mr. Dubow to approve the application for State Matching Grant for Elderly and Disabled Demand Responsive Transportation. Motion seconded by Ms. McFadden, unanimously carried.
6. Consideration of Approval of Fraud Risk Assessment Contract with Blum Shapiro and Company  
Mr. Brennan reviewed the Independent Contractor Agreement with Blum Shapiro and Company and the Town of Wilton to perform a Fraud Risk Assessment. Town Counsel has reviewed. Motion made by Mr. Dubow to approve the Independent Contractor Agreement with Blum Shapiro and Company. Motion seconded by Ms. McFadden, unanimously carried.
7. Consideration of Approval of Agreement to Provide a Commissioning Agent Services for the Additions and Renovations at the Miller Driscoll School  
Mr. Brennan reviewed the Agreement. Agreement has been reviewed by Town Counsel. Motion made by Mr. Brennan to approve the contract as outlined with Consulting Engineering Services as Commissioning Agent for the Additions and Renovations at the Wilton Miller Driscoll School. Motion seconded by Mr. Kaelin, unanimously carried.
8. Appointments/Reappointments  
Mr. Brennan made a motion to appoint Peter Hubbard to the Economic Development Commission. Motion seconded by Mr. Dubow, unanimously carried.

Mr. Brennan made a motion to appoint Jim Lucas to the Parks and Recreation Commission. Motion seconded by Mr. Saxe unanimously carried.

9. Miscellaneous Other Business

Flooding – Mr. Brennan mentioned that he was invited by Congressman Jim Himes to attend a press conference that took place on March 13, 2015 regarding Flooding Issues in Fairfield and New Haven County. Mr. Himes announced that small sum of \$300,000 was obtained to conduct an initial feasibility study and \$300,000 would first have to be obtained as a non-federal funds match. Goal of the study is to identify cost-effective environmental solutions to the flooding problems that have been identified in this area and make recommendations.

Wilton Train Station Pedestrian Walkway – Mr. Brennan gave a briefing on the status of the project. Process has been started and received STEAP grant from the state in the amount of \$500,000 and an account has been set up to access Funds. Mr. Brennan distributed a listing of detailed next steps to the Board and reviewed the expected project timeline.

Main Street Investment Grant – Mr. Brennan gave a briefing on status of grant and next steps. Board approved acceptance of grant in December, Bond Commission have approved funds and project is moving forward. Interviewing firms for the project and awaiting a proposal from Streetworks, a company that was interviewed.

C. Public Comment - None

D. Reports

First Selectman's Report

Potholes, Frost Heaves and Road Repairs – Mr. Brennan stated that this has been a difficult winter. He stated that frequent conditions of freezing and thawing, and frost heaves have created a perfect storm for potholes. Mr. Brennan asked for patience, and help from residents. Potholes are being fixed as quickly as possible, but these fixes are temporary. Asphalt plant does not open until Mid-April and a permanent fix cannot be done until that time. He asks that residents call the Department of Public Works office to report any major potholes on town roads. Department of Public Works main number: (203) 563-0152. During the weekday work hours (8:30AM – 4:30PM), there should be someone live to take the information; on weekends callers can leave a message. Ms. McFadden noted that the above number is designated for Town roads. Potholes on State roads should be reported to the State Department of Transportation.

Channel 12 Camera – Mr. Brennan noted that there is now a permanent camera located atop the Coldwell Banker building. Weather reports will be broadcast on Channel 12 with occasional live video shots of weather conditions in Wilton.

Board of Finance Meeting on March 18, 2015. Board of Selectmen to present FY2016 budget to the Board of Finance.

Meeting on March 24, 2015 – Board of Finance Public Hearing- Board of Selectmen budget presentation at Middlebrook School auditorium

Meeting on April 8, 2015 – Board of Selectmen and Board of Finance bonded capital budget review meetings.

Annual Town Meeting and Budget Vote – Tuesday May, 5, 2015 at 7:30 PM

Monthly reports from the major building committees are posted on the Town website, and we will begin taping the Miller Driscoll Building Committee meetings, which will be posted on the Town website.

Yankee Gas – Proposal submitted to extend gas line to Miller Driscoll School. Proposal to be reviewed at Steering Committee Meeting on March 17, 2015. Follow-up meeting and negotiations with Eversource (Yankee Gas) to discuss. Goal – have on agenda for April 6, 2015 Board of Selectman meeting.

#### Selectmen's Reports

Jim Saxe – Note: Huge pothole in front of Village Market

Dick Dubow – None.

Michael Kaelin – Commended monthly oral reports from the major Building Committees at the Board of Selectmen meetings.

Deborah McFadden – Commended workers and volunteers in Town.

- E. Executive Session – Motion made by Mr. Brennan to enter Executive Session to discuss Police Pension Agreement at 9:14 PM. Motion seconded by Mr. Dubow.

Sarah Taffel, Director, Human Resources, Labor Relations & Administrative Services asked to join in Executive Session to discuss Police Pension Negotiations.

Out of Executive Session at 9:29 PM – No action taken.

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



Jacqueline Rochester, Recording Secretary



**DIVERSIFIED**  
**PROJECT MANAGEMENT**

111 FOUNDERS PLAZA, SUITE 1404  
EAST HARTFORD, CT 06108

TELEPHONE: 860.882.5600  
FACSIMILE: 860.218.2006

WWW.DPM-INC.COM

Mr. William F. Brennan,  
First Selectman  
Town of Wilton, Ct  
Wilton Town Hall  
238 Danbury Road,  
Wilton, CT 06897

Mr. Bruce Hampson  
Co-Chair  
Miller Driscoll Elementary School  
Building Committee

Ms. Karen Birck  
Co-Chair  
Miller Driscoll Elementary School  
Building Committee

Re: Construction Manager as Advisor Selection Process

Dear Mr. Brennan, Mr. Hampson and Ms. Birck;

On behalf of Diversified Project Management, I would like to thank you for the opportunity to be of service. As you know, we commonly provide similar services to municipalities and private sector clients in which we lead the selection process for Architects and Contractors in various capacities. This letter is to provide a brief overview of the process that took place and the outcome of the evaluation for the selection of the Construction Manager as Advisor (CMA) for the Miller Driscoll School Renovation and Expansion Project.

Diversified Project Management (DPM) was contracted in late November of 2014 to assist the Miller Driscoll building committee in selecting the best qualified CMA. Our standard operating practice for this task is to work with the client, (in this case the building committee), and assure that the criteria for state funding reimbursement is met and that Town procurement by-laws are adhered to. We discuss the form of contract and the project delivery method requested by all parties involved. We work with the building committee to assure that the type of contract that is anticipated by the town is part of the Request for Proposal to assure fairness and measurable criteria. We also worked closely with the building committee to develop an evaluation process that insures all bidders have a fair and equitable opportunity to submit a proposal free of influence by fee. Working further with the members of the building committee we developed criteria in which the proposals, the presentations and the fee proposals can be considered separately. Each committee member is required to review each portion of the candidate firm's proposal and review it without influence by bid or personal taste. Our goal was and is to thoroughly vet out the candidate firm that is the best qualified to meet the scope of work and successfully deliver the project. We treated and measured criteria separately for each candidate firm's proposal, their team experience, their understanding of the project delivery method, their fees, and their conditions of the proposed agreement.

Having completed the process for the aforementioned project, I can confidently say that the building committee has been well coordinated and displayed a single focus towards this goal. Their attention to the details and evaluation format has been exemplary. I firmly believe that this evaluation and its outcome is in the best interest of the Town of

STRATEGIC ADVISORY  
PRE-CONSTRUCTION & PROGRAMMING  
CONSTRUCTION ADMINISTRATION & PROJECT MANAGEMENT  
FF&E COORDINATION & MOVE MANAGEMENT  
FACILITIES & REAL ESTATE TECHNOLOGY

## DIVERSIFIED

### PROJECT MANAGEMENT

Wilton and could not have been more fair to the candidate firms. Turner Construction Company is clearly the best option for the Town of Wilton on this project and that their presentation, (which I was present for) was well planned, and professionally exhibited. Their team is very experienced, not only in this project delivery method, but in occupied elementary school projects and will be an asset to the Miller Driscoll School staff, the children and their parents.

This has been one of the most well run selection processes that I have been a part of in my 29 year career and we at DPM are proud to have been a part of it. At DPM we pride ourselves in the services we provide municipalities such as Wilton and hope we can be part of your team on other projects in the future.

Respectfully,



Mark M. DuPre', Sr. Assoc AIA  
Project Executive

"YOUR TRUSTED LEADER IN CONSTRUCTION TIME MANAGEMENT, COST MANAGEMENT & QUALITY CONTROL"

STRATEGIC ADVISORY  
PRE-CONSTRUCTION & PROGRAMMING  
CONSTRUCTION ADMINISTRATION & PROJECT MANAGEMENT  
FF&E COORDINATION & MOVE MANAGEMENT  
FACILITIES & REAL ESTATE TECHNOLOGY

**Wilton Miller – Driscoll CMA Evaluation Matrix**

Reviewer: Wilton Miller Driscoll Building Committee

CMA Firm Name: FIP

Date: 2/23/2015

Criteria Scored from 1 - 5 (1 being the lowest and least desirable)

RFQ Evaluation		WEIGHT	SCORE	WEIGHTED SCORE
		30.0%	(below) 1 through 5	21.66
RFQ 7.1	Cover Letter provided, meeting listed requirements	1.0%	3.40	0.68
RFQ 7.2	Company History provided, meeting listed requirements	1.0%	3.80	0.76
RFQ 7.3	Org Chart, with Key Personnel resumes, provided, meeting listed	1.0%	4.00	0.80
RFQ 7.4	Approach to Project provided, meeting listed requirements	1.0%	3.00	0.60
RFQ 7.5	Project Schedule provided, meeting listed requirements	1.0%	3.90	0.78
RFQ 7.6	Past Projects & References provided, meeting listed requirements	1.0%	4.05	0.81
RFQ 7.6.A	In last ten years: 4 school projects in CT	5.0%	4.40	4.40
RFQ 7.6.B	In last ten years: 2 elementary Schools in CT	5.0%	2.80	2.80
RFQ 7.6.C	In last ten years: 4 Occ. Public Schools, cost- \$15MM	5.0%	2.20	2.20
RFQ 7.7	Legal record provided, meeting listed requirements	1.0%	4.80	0.96
RFQ 7.8	Safety Record provided, meeting listed requirements	1.0%	4.55	0.91
RFQ 7.9	Financials provided, meeting listed requirements	1.0%	4.00	0.80
RFQ 7.10	Redlined Contracts provided, meeting listed requirements	1.0%	4.40	0.88
RFQ 7.11	Insurance Cert. provided, meeting listed requirements	1.0%	4.00	0.80
RFQ 7.12	Budget & Cost Controls provided, meeting listed requirements	1.0%	4.10	0.82
RFQ 7.13	Cx History provided, meeting listed requirements	1.0%	4.10	0.82
Attach. A	Signed Non-Col/ Non-Conflict Affidavit	1.0%	4.60	0.92
Attach. B	Acknowledgement of Aff. Act. Policy	1.0%	4.60	0.92
<b>Interview Evaluation</b>		<b>50.0%</b>		<b>29.44</b>
• Demonstrated success with similar projects:		10.0%	2.80	5.60
	Depth and breadth of experience renovating an elementary school			
	Depth and breadth of experience renovating a school that serves Special Education students at the Pre-K level			
	Depth and breadth of experience managing the phased renovation of an occupied school, with particular sensitivity to the health and safety of students, staff and community			
	Depth and breadth of experience managing the size and scope of a \$50 million municipal project			
	Depth and breadth of experience managing State of CT school code requirements			
	Record of completed projects "on time", and "under budget"			
• Technical Knowledge of CT's School Reimbursement System and Demonstrated		8.0%	2.80	4.48
	Assisting cities and towns in applying for reimbursement			
	Ensuring municipalities receive maximum reimbursement from the State of CT, from other government agencies, and from commercial and private			
• Technical Knowledge and Experience Working with Federal and State Haz-mat		5.0%	3.00	3.00
	CT DEEP			
	Federal EPA			
• Experience of Key Personnel Assigned to the Project:		10.0%	2.80	5.60
	"First Team" leadership and support staff			
	"A strong bench" – sufficient depth to provide "in house" backup of key personnel at all times			
	Expected to have an effective working relationship with the MD Building Committee and Town Officials			
	Advice and recommendations would be viewed as credible, persuasive and trustworthy			
• Respect for and Credibility of CM's recommendations:		5.0%	2.40	2.40
	Successful experience in presenting and explaining issues related to HAZ- MAT abatement and IAQ to school, parent and community groups			
	Willingness to "go the extra mile" in representing Wilton's best interests			
• Depth of Experience working with and assessing vendors At the Local, Regional and		5.0%	3.60	3.60
	Knowledge of various contractors, consultants and other vendors in the various building trades			
	"Clout" in dealing with contractors and other vendors			
	Previous experience working effectively with A&E team			
• FINANCIAL CONTROLS AND General Project Support:		7.0%	3.40	4.76
	Appropriate resources and protocols for record keeping			
	Effective systems to control costs and track budgets			
	Clear procedures for managing change orders			
	Record of projects completed "on time" and "under budget"			
<b>Fee Proposal Evaluation</b>		<b>20.0%</b>		<b>8.00</b>
	Score	20.0%	2.00	8.00
<b>FINAL SCORE</b>				<b>59.10</b>



**Wilton Miller – Driscoll CMA Evaluation Matrix**

Reviewer: Wilton Miller Driscoll Building Committee

CMA Firm Name: Turner

Date: 2/23/2015

Criteria Scored from 1 - 5 (1 being the lowest and least desirable)

RFQ Evaluation		WEIGHT	SCORE	WEIGHTED SCORE
		30.0%	(below 1 through 5)	26.78
RFQ 7.1	Cover Letter provided, meeting listed requirements	1.0%	4.60	0.92
RFQ 7.2	Company History provided, meeting listed requirements	1.0%	4.30	0.86
RFQ 7.3	Org Chart, with Key Personnel resumes, provided, meeting listed	1.0%	4.80	0.96
RFQ 7.4	Approach to Project provided, meeting listed requirements	1.0%	5.00	1.00
RFQ 7.5	Project Schedule provided, meeting listed requirements	1.0%	4.90	0.98
RFQ 7.6	Past Projects & References provided, meeting listed requirements	1.0%	4.80	0.96
RFQ 7.6.A	In last ten years: 4 school projects in CT	5.0%	4.80	4.80
RFQ 7.6.B	In last ten years: 2 elementary Schools in CT	5.0%	4.80	4.80
RFQ 7.6.C	In last ten years: 4 Occ. Public Schools, cost- \$15MM	5.0%	4.80	4.80
RFQ 7.7	Legal record provided, meeting listed requirements	1.0%	4.40	0.88
RFQ 7.8	Safety Record provided, meeting listed requirements	1.0%	4.50	0.90
RFQ 7.9	Financials provided, meeting listed requirements	1.0%	4.40	0.88
RFQ 7.10	Redlined Contracts provided, meeting listed requirements	1.0%	4.40	0.88
RFQ 7.11	Insurance Cert. provided, meeting listed requirements	1.0%	4.30	0.86
RFQ 7.12	Budget & Cost Controls provided, meeting listed requirements	1.0%	4.70	0.94
RFQ 7.13	Cx History provided, meeting listed requirements	1.0%	4.00	0.80
Attach. A	Signed Non-Conf/ Non-Conflict Affidavit	1.0%	1.40	0.28
Attach. B	Acknowledgement of Aff. Act. Policy	1.0%	1.40	0.28
<b>Interview Evaluation</b>		<b>50.0%</b>		<b>47.80</b>
• Demonstrated success with similar projects:		10.0%	4.80	9.60
	Depth and breadth of experience renovating an elementary school			
	Depth and breadth of experience renovating a school that serves Special Education students at the Pre-K level			
	Depth and breadth of experience managing the phased renovation of an occupied school, with particular sensitivity to the health and safety of students, staff and community			
	Depth and breadth of experience managing the size and scope of a \$50 million municipal project			
	Depth and breadth of experience managing State of CT school code requirements			
	Record of completed projects "on time", and "under budget"			
• Technical Knowledge of CT's School Reimbursement System and Demonstrated		8.0%	4.80	7.68
	Assisting cities and towns in applying for reimbursement			
	Ensuring municipalities receive maximum reimbursement from the State of CT, from other government agencies, and from commercial and private			
• Technical Knowledge and Experience Working with Federal and State Haz-mat		5.0%	4.40	4.40
	CT DEEP			
	Federal EPA			
• Experience of Key Personnel Assigned to the Project:		10.0%	5.00	10.00
	"First Team" leadership and support staff			
	"A strong bench" -- sufficient depth to provide "in house" backup of key personnel at all times			
	Expected to have an effective working relationship with the MD Building Committee and Town Officials			
	Advice and recommendations would be viewed as credible, persuasive and trustworthy			
• Respect for and Credibility of CM's recommendations:		5.0%	4.60	4.60
	Successful experience in presenting and explaining issues related to HAZ- MAT abatement and IAQ to school, parent and community groups			
	Willingness to "go the extra mile" in representing Wilton's best interests			
• Depth of Experience working with and assessing vendors At the Local, Regional and		5.0%	4.80	4.80
	Knowledge of various contractors, consultants and other vendors in the various building trades			
	"Clout" in dealing with contractors and other vendors			
	Previous experience working effectively with A&E team			
• FINANCIAL CONTROLS AND General Project Support:		7.0%	4.80	6.72
	Appropriate resources and protocols for record keeping			
	Effective systems to control costs and track budgets			
	Clear procedures for managing change orders			
	Record of projects completed "on time" and "under budget"			
<b>Fee Proposal Evaluation</b>		<b>20.0%</b>		<b>19.20</b>
	Score	20.0%	4.80	19.20
<b>FINAL SCORE</b>				<b>93.78</b>

Fee Comparison



**Miller Driscoll Elementary School  
CMA Selection 03/02/2015**

<b>Company:</b>	<b>FIP</b>	<b>TCCO</b>
Precon Fee:	\$80,000.00	\$170,000.00
Additional month	\$13,500.00	\$18,000.00
CMA Services Fee	\$3,594,000.00	\$2,414,000.00
Additional Month cost	\$85,000.00	\$70,000.00
Closeout cost:	\$30,000.00	\$64,000.00
Additional Month Cost:	\$15,000.00	\$18,000.00
Requested CM contingency	\$50,000.00	\$0.00
Deduct alt D01 Detailed DD cost Estimate	(\$15,000.00)	(\$52,000.00)
Add alternate A01 %50 CD Cost estimate	\$20,000.00	\$55,000.00
Add Alternate A02 Audit support (20 hours PE support)	\$2,000.00	\$3,000.00
Reimbursable expense allowance:	\$25,000.00	\$137,000.00
Aggregate	\$3,899,500.00	\$2,897,000.00
<b>Net differential</b>		<b>\$1,002,500.00</b>

***CAPITAL PROJECTS BUILDING COMMITTEE  
MONTHLY BOARD of SELECTMEN REPORT  
MILLER DRISCOLL SCHOOL***

PROJECT NAME: **MILLER DRISCOLL SCHOOL RENOVATION**

TOTAL BUDGET: \$50,022,000

ESTIMATED COMPLETION DATE: 2/9/2018

STATUS REPORT: 3/1/2015

**1. FINANCIAL**

- Hard Cost budget                \$41,444,000    Encumbered / Expensed    \$0
- Soft Cost budget                \$5,470,000    Encumbered / Expensed    \$2,344,471.04
- Contingency Budget            \$3,108,000    Encumbered / Expensed    \$0    Balance \$3,108,000

**2. PROJECT SCHEDULE.**

- Office of School Construction (OSF), Prep Meeting ; Completed 2/3/2015 . Scheduled 12/19/2014. Delayed by OSF - work load . No impact on project completion.
- OSF Plan Review - Temporary Classroom Plan ; Completed 2/3/2015 . Scheduled 3/27/2015
- Met with Commissioning Agent 2/12/2015 . Confirm Design Plan in compliance with Owner's Requirements.
- PCB Sampling & Report ; On- Going . Scheduled for completion 1/16/2014 . Iterative process. Delayed by weather and time available for sampling ( school in session) . No impact on project completion.
- Design Development Plan (DD) : Completed 2/25/2015 ; Scheduled 2/13/2015
- DD Cost Estimate : 80% Design Cost Completed 2/26/2015 ; Scheduled 3/13/2015 ( Reschedule ) - There may be Value Engineering work required for budget compliance.

**3. STATUS / ACTIVITY REPORT.**

- 3/2/2015 - Continued PCB sampling at Miller Driscoll School
- 3/2/2015 - Interview candidate firms for Construction Manager (CM).
- 3/5/2015 - Vote by full Building Committee on recommendation by Selection Committee for Construction Management Firm
- 3/5/2015 - Presentation of Design Development Plan by A&E to full Building Committee. Also preliminary DD Cost Estimate by Turner Construction.
- 3/9/2015 - Vote by BOS on recommended ( by Building Committee ) Construction Manager firm.( Date to be confirmed )
- Value Engineering (VE) , if necessary , to meet Project Budget
- Complete HAZMAT testing and develop abatement Plan.
- Commence Construction Document (CD) preparation.
- Schedule meeting with Wilton P&Z.

**4. ISSUES / CONCERNS.**

- Major issue and concern is the cost and project schedule impact of the amount and location of PCB and other hazardous materials that must be abated.
- Reconciliation of DD Plan and cost estimate may require value engineering changes of project design.


FINANCE DEPARTMENT  
Tel (203) 563-0114  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

February 24, 2015

To: William F. Brennan, First Selectman

From: Sandra L. Dennies, Chief Financial Officer 

Re: Interest Rate on Deferrals

The Wilton Tax Relief for the Elderly and Disabled Ordinance, Section 26A-7B indicates that all deferrals are subject to simple interest of not more than the rate of 5% per year; however, the interest rate is subject to change no more than once per year by the Board of Selectmen in consultation with the Board of Finance.

Beginning February 2 through May 15, 2015 applications may be made for participation in the program. Therefore, your discussion of the interest rate that will be charged should be addressed at your next Board of Selectman meeting.

The interest rates that have been charged in the past are as follows:

Grand List Year 1995 – 2002	6%
2003 – 2008	5%
2009 – 2011	3%
2012	2.5%
2013	2.75%

Last year 27 tax parcels benefitted from the tax deferral program with \$156,209.63 granted in deferrals. In the prior year 29 tax parcels benefitted from the tax deferral program with \$187,410.12 granted in deferrals.

A copy of the application is attached.

OFFICE OF THE ASSESSOR  
(203) 563-0121



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

TAX RELIEF  
FOR THE ELDERLY or TOTALLY DISABLED HOMEOWNERS  
TOWN CODE CHAPTER 26A Revised January 19, 2010  
FILING PERIOD: February 2, 2015 through May 15, 2015

OWNER \_\_\_\_\_ BIRTH DATE \_\_\_\_\_  
OWNER \_\_\_\_\_ BIRTH DATE \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Applicant is a resident of the Town of Wilton at time of application: YES NO
2. Applicant has been a taxpayer of the Town for one (1) year immediately preceding the receipt of tax relief under this Article: YES NO
3. Applicant occupied property as PRINCIPAL RESIDENCE for more than 183 days during the twelve months immediately prior to the filing of this application: YES NO
4. Applicant's percentage of ownership: \_\_\_\_\_
5. Applicant is 65 years of age or over as of December 31, 2014: YES NO  
OR Applicant is 60 years of age or over as of 12-31-14 and is the surviving spouse of a taxpayer who qualified for tax relief at the time of his/her death: YES NO  
OR Applicant is under 65 years of age and is permanently totally disabled under SS, Railroad Retirement Act, or any Federal, State or Local Government retirement program with requirements similar to Social Security. If so, attach a copy of the Total Disability Certificate: YES NO
6. Applicant or his or her spouse has paid all taxes due to the Town of Wilton in the fiscal year immediately preceding the fiscal year for which the credit is applied: YES NO
7. Applicant has applied for tax relief under State of Connecticut Statutes: YES NO  
If No, please state reason: \_\_\_\_\_
8. Applicant receives tax relief as a homeowner in another state or in another Connecticut Municipality: YES NO
9. Attach a copy of the signed IRS Form 1040 and 1099 Social Security Statement for 2014. If no IRS filing is necessary, copies of all income sources including 2014 1099 Social Security Statements are required.

ELECTION OF RELIEF PROGRAM: CREDIT \_\_\_\_\_ DEFERRAL \_\_\_\_\_ CREDIT/DEFERRAL \_\_\_\_\_

**SWORN AFFIDAVIT** (To be signed only in presence of the Assessor or member of the Assessor's staff, or Assessor's designee.)

The above named applicant, or authorized agent, deposes and says that the above statements are true and complete and claims tax relief under provisions of Chapter 26A of the Town Code of the Town of Wilton. The preceding applicant or authorized agent is also aware that the penalty for making a false affidavit is \$500 fine or imprisonment for one year or both.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ STAFF \_\_\_\_\_

10-1-14 LIST NUMBER \_\_\_\_\_ CREDIT OPTION \_\_\_\_\_ DEFERRAL OPTION \_\_\_\_\_

INCOME	CREDIT	INCOME	MAX. BENEFIT RATE
\$0 - \$42,200	\$4,550	\$0 - \$80,150	100% OF TAX
\$42,201 - \$80,150	\$4,549 - \$1		

TOWN CREDIT \$ \_\_\_\_\_ TOWN DEFERRAL % \_\_\_\_\_

ALLOWED \_\_\_\_\_ DISALLOWED \_\_\_\_\_ REASON \_\_\_\_\_

FINANCE DEPARTMENT

Tel (203) 563-0114

Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

March 9, 2015

To: William F. Brennan, First Selectman

From: Sandra L. Dennies, CFO

Re: Potential Refunding of Bonds

Matt Spoerndle of Phoenix Advisors, Wilton's Financial Advisor, has had several conversations with the underwriting firm of Raymond James with regard to refunding bonds that the Town of Wilton had previously sold, primarily from 2007 through 2010. According to Mr. Spoerndle, the Official Statement that we have recently written can be used to facilitate the refunding and Moody's may not require an additional call to provide Wilton with a ranking of the bonds to be refunded. Therefore, in addition to the potential savings on the coupon, we are also able to save at this time based upon the efficiencies of the recent preparations to sell the new bonds March 10, 2015.

Mr. Spoerndle is recommending a negotiated sale so that the timing of the market can guarantee us our best savings and the debt payments can be structured with the Underwriter to assist us in leveling our future debt service.

I have attached a page of the Summary of Bonds to be Refunded and the potential Savings as it was as of February 25, 2015. As the date of the refunding comes into view, the bonds that can be included in the refunding and the amount of the savings will be better addressed.

Since the refunding can only take place a minimum of 15 days from the previous sale, that the refunding date will be late in March.

A resolution of the Board of Selectmen is required to allow the Town to do a negotiated refunding. That resolution has been composed by Bond Counsel. Mr. Spoerndle is willing to attend your meeting on March 16 to describe the refunding and the benefits of doing it at this time as a negotiated refunding.

Please place the item on your agenda for your March 16, 2015 Board of Selectman meeting.



**RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND  
SALE OF NOT EXCEEDING \$10,000,000 TOWN OF WILTON GENERAL  
OBLIGATION REFUNDING BONDS**

**RESOLVED:**

**Section 1.** Not exceeding \$10,000,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the Town of Wilton, Connecticut (the "Town") may be issued in one or more series and in such principal amounts as the First Selectman and the Town Treasurer shall determine to be in the best interests of the Town for the purpose of achieving net present value savings and/or to restructure debt service payments. The Refunding Bonds are hereby authorized to refund all or any portion of any one or more series of the Town's outstanding General Obligation Bonds (the "Refunded Bonds"). The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, and at such time or times as the First Selectman and the Town Treasurer shall determine to be most opportune for the Town. If the Refunding Bonds are sold in a negotiated underwriting, the First Selectman and the Town Treasurer shall approve and designate the underwriter. Each series of Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the First Selectman and the Town Treasurer provided that no Refunding Bonds shall mature later than the final maturity date of the last maturity of any Refunded Bonds being refunded by such series. The Refunding Bonds shall bear interest payable at such rate or rates as shall be determined by the First Selectman and the Town Treasurer. The Refunding Bonds shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the First Selectman and the Town Treasurer bear the Town seal or a facsimile thereof, and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the Town and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town is pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, and the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the First Selectman and the Town Treasurer in accordance with the Connecticut General Statutes, as amended from time to time. The net proceeds of the sale of the Refunding Bonds, after payment of underwriter's discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The First Selectman and the Town Treasurer are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The First Selectman and the Town Treasurer are authorized to prepare and distribute preliminary and final Official Statements of the Town for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the Town a Bond Purchase Agreement, a Continuing Disclosure Agreement, a Tax Regulatory Agreement and such other documents necessary or desirable for the issuance of the Refunding Bonds and the payment of Refunded Bonds.

**Section 2.** This resolution shall be effective until December 31, 2015.

## SUMMARY OF BONDS REFUNDED

Town of Wilton, CT  
 General Obligation Refunding Bonds  
 Market as of February 25, 2015  
 8-Year Call

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2007 Series, 2007:					
SER	11/15/2016	3.750%	250,000.00	11/15/2015	100.000
	11/15/2017	3.750%	250,000.00	11/15/2015	100.000
	11/15/2020	4.000%	250,000.00	11/15/2015	100.000
			<u>750,000.00</u>		
2009 Series, 2009:					
SER	02/01/2018	2.750%	375,000.00	02/01/2016	100.000
	02/01/2019	3.000%	375,000.00	02/01/2016	100.000
	02/01/2020	3.250%	375,000.00	02/01/2016	100.000
	02/01/2021	3.500%	375,000.00	02/01/2016	100.000
	02/01/2022	3.750%	375,000.00	02/01/2016	100.000
	02/01/2024	4.000%	375,000.00	02/01/2016	100.000
	02/01/2025	4.000%	375,000.00	02/01/2016	100.000
			<u>2,625,000.00</u>		
2010 Series, 2010:					
SER	02/01/2020	3.250%	660,000.00	02/01/2018	100.000
	02/01/2021	3.100%	660,000.00	02/01/2018	100.000
	02/01/2022	3.125%	665,000.00	02/01/2018	100.000
	02/01/2023	3.250%	665,000.00	02/01/2018	100.000
			<u>2,650,000.00</u>		
			<u>6,025,000.00</u>		

## SAVINGS

Town of Wilton, CT  
 General Obligation Refunding Bonds  
 Market as of February 25, 2015  
 8-Year Call

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 03/26/2015 @ 1.5651095%
06/30/2015	14,375.00		14,375.00	14,344.53
06/30/2016	203,991.26	192,234.72	11,756.54	11,653.53
06/30/2017	449,303.76	421,900.00	27,403.76	27,233.96
06/30/2018	814,928.76	790,075.00	24,853.76	24,404.30
06/30/2019	549,928.76	525,125.00	24,803.76	23,224.46
06/30/2020	1,198,678.76	1,173,750.00	24,928.76	22,981.55
06/30/2021	1,410,041.26	1,384,350.00	25,691.26	24,115.56
06/30/2022	1,126,456.26	1,099,950.00	26,506.26	23,775.07
06/30/2023	716,612.50	689,950.00	26,662.50	23,563.39
06/30/2024	405,000.00	379,750.00	25,250.00	21,980.60
06/30/2025	390,000.00	367,500.00	22,500.00	19,289.49
	7,279,316.32	7,024,584.72	254,731.60	236,566.45

Savings Summary

PV of savings from cash flow	236,566.45
Plus: Refunding funds on hand	105.91
Net PV Savings	236,672.36

### **Appointments/Reappointments**

Jim Lucas – Parks and Recreation Commission – 4 year Term

Peter Hubbard – Economic and Development Commission – 2 year Term