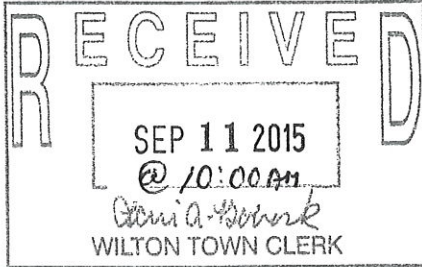


OFFICE OF THE  
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William F. Brennan  
*First Selectman*

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 AUGUST 3, 2015  
MEETING ROOM B, WILTON TOWN HALL**

**PRESENT:** **BOARD OF SELECTMEN** – First Selectman William Brennan, Second Selectman James Saxe, Michael Kaelin,

**ABSENT:** Richard Dubow, Deborah McFadden

**GUESTS:** Carole Young-Kleinfeld, Tina Gardner, Deputy Chief Mark Amatrudo, Firefighters Jim Gies and Dave Chaloux, Attorney Thomas Gerarde – Howd & Ludorf, LLC, Sandy Dennies, Sarah Taffel, Jacqueline Rochester

**OTHERS:** 2 Members of the Press

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

Mr. Brennan recommended a motion be made to amend the Agenda to add an additional item to the Executive Session. Motion to add Consideration of the Settlement Agreement of the FOIA Complaint – Docket #2014-898 for the Firefighters Union Local 2233 and the Wilton Fire Commission in the Town of Wilton by Mr. Brennan. Motion seconded by Mr. Kaelin, unanimously carried.

**A. Consent Agenda**

Upon motion by Mr. Kaelin, seconded by Mr. Brennan, the consent agenda was approved as follows.

Minutes

- Board of Selectmen Meeting – July 20, 2015

**B. Discussion and/or Action**

**1. Certificate of Achievement for Excellence in Financial Reporting – Town of Wilton**

Mr. Brennan commended Sandra Dennies, CFO and Richard McArdle, Controller for their recognition by the Government Finance Officers

Association with a Certificate of Achievement For Excellence in Financial Reporting for the Town of Wilton. Mr. Brennan thanked Ms. Dennies and Mr. McArdle for their excellent work on behalf of the Town.

2. Briefing by Town of Wilton Registrars – Re: New State Legislation  
Carole Young-Kleinfeld and Tina Gardner of Wilton Registrars office gave a brief review of the new laws that were passed at the end of the legislative session (information attached).
3. Wilton Fire Station 2 – Review of Revised Statement of Requirements  
Deputy Chief Mark Amatrudo reviewed the revised Statement of Requirements (attached) for Wilton Fire Station 2. Mr. Amatrudo stated that the SOR were put together by a group consisting of representatives from the Fire Department, Turner Construction, Chief Kanterman and Second Selectman Jim Saxe. Mr. Kaelin suggested that going forward a representative from WVAC should be included in the planning process. Mr. Amatrudo mention that \$90,000 has been included in this year's budget for an architectural and engineering firm to do an evaluation and ultimately work with the committee to determine what needs to be done at Fire Station 2. Motion made by Mr. Brennan to approve the Statement of Requirements as submitted, recognizing document is flexible. Motion seconded by James Saxe, unanimously carried.
4. Summary – Status of Major Capital Projects  
Comstock Community Center Project – On schedule. Expect completion January 2016.

Miller Driscoll Renovation Project– On Schedule. Various approvals expected in August. Office of School Construction sign off to go out for bid expected September 4, 2015. To dated, \$6.4 million has been committed or spent on the project. Start of construction expected to begin December 28, 2015. Temporary classrooms currently being installed.

New Gas Boiler Installation at Middlebrook and Cider Mill Schools – Both projects are on schedule. September 2015 hot water heaters will be serviced by gas. October 2015 heating systems will be using new high-efficiency gas boilers.

5. Consideration of Approval of Application of Historic Preservation Grant  
Mr. Brennan reviewed the Historic Preservation Grant Application. Mr. Brennan stated that the grant is issued by the State and would be in the amount of \$3,000 and grant will be used to preserve various town minutes of boards and commissions. Motion made by Mr. Brennan to approve the Historic Preservation Grant Application for the Town of Wilton. Motion seconded by Mr. Kaelin, unanimously carried.
6. Consideration of Extension to Interim Fire Chief Kanterman's Employment  
Mr. Brennan reviewed the need to extend Interim Fire Chief Kanterman's employment contract that expired July 31, 2015. Negotiations ongoing to finalize agreement to bring Interim Chief Kanterman on as new Fire Chief for



Wilton. Motion made by Mr. Brennan to extend Interim Chief Kanterman's employment agreement for an additional two months effective retroactive to August 1, 2015 through September 30, 2015. Motion seconded by James Saxe, unanimously carried.

7. Appointments/Reappointments

Mr. Brennan made a motion to reappoint Philip Sharlach and Gary Battaglia as representatives to the Area 9 Cable Council for a 2 year term. Motion seconded by Mr. Kaelin, unanimously carried.

8. Miscellaneous Other Business

Status of Non-Union Salary Recommendations – Mr. Brennan stated that he was reluctant to bring the recommendations to the board as there are only 3 board members present. He stated he would prefer all board members be present when voting on salary recommendations and also that certain issues need to be resolved before bringing to the Board of Selectmen. The recommendations will be discussed at the September 8, 2015 Board of Selectman meeting.

Wolfpit Rd Gas Expansion to Miller Driscoll School is 99% completed. Project expected to be completed by August 7, 2015. Week of August 10, 2015 Eversource will be moving to center of town to connect main line moving up into Wilton Arms, who will be converting to natural gas.

Eversource to provide an education and awareness program to brief school officials, education staff, town employees, emergency responders and general public on safety issues and awareness relating to gas. Mr. Brennan read a statement from Chris Luca of Eversource relating to the program.

Pedestrian Bridge – Working with Civil Engineering firm regarding the design phase. Will give updates as project progresses.

Main St. Grant to improve streetscape in Wilton – Bricks needed for project to be ordered to move forward with project. RFP's to be prepared for concrete work and brick layers. Met with individuals who specialize in integrated paving last week. Hope to get concrete work done before the winter to coincide with paving of River Road.

C. Public Comment - None

D. Reports

First Selectman Report

RT7/School Road – DOT adjusted striping early last week. Alignment much improved.

Department heads meeting August, 4, 2015 to review the response to the comments and suggestions from the Fraud Risk Assessment Report done by

the auditors. Purpose is to summarize responses and come up with a consensus on items.

### Selectmen's Reports

Michael Kaelin – In discussion with DOT about reconfiguration of RT7 to look at the speed limit in the corridor in front of the High School. Suggest that the speed limit be consistent throughout that corridor.

### James Saxe

Mr. Saxe remarked on the Statement of Requirements for Fire Station 2 and the current issues with the station. Mr. Saxe stated that Fire Station 2 is a 50's building that needs to be renovated and issues with the station needs to be addressed. Mr. Saxe believes the current SOR is on track to address those issues.

### E. Executive Session

Motion made by Mr. Brennan to enter Executive Session at 8:30PM for:

- Discussion of Guizan/Terebesi v. Wilton Law Suit
- Consideration of the Settlement Agreement of the FOIA Complaint – Docket #2014-898 for the Firefighters Union Local 2233 and the Wilton Fire Commission in the Town of Wilton

Sarah Taffel, Director, Human Resources, Labor Relations & Administrative Services and Attorney Thomas Gerarde – Howd & Ludorf, LLC asked to join discussion in Executive Session. Motion seconded by Mr. Saxe, unanimously carried.

Out of Executive Session at 8:52 PM.

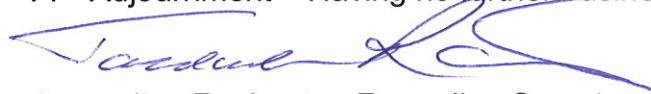
- Motion to add a discussion of the Guizan/Terebisi v Wilton lawsuit to the agenda by Mr. Saxe. Motion seconded by Mr. Kaelin, unanimously carried – 3-0-0.

Action Taken: Motion made by Mr. Brennan to join the proposed settlement strategy. Motion seconded by Mr. Kaelin, unanimously carried – 3-0-0.

- Motion added to the agenda discussion regarding the consideration of a proposed revised settlement agreement to resolve FOIC Complaint Number 2014-898. Motion made by Mr. Brennan, seconded by Mr. Kaelin, unanimously carried – 3-0-0.

Action Taken: Motion made by Mr. Brennan to approve the revised Settlement Agreement, seconded by Mr. Kaelin unanimously carried – 3-0-0.

F. Adjournment – Having no further business, the meeting was adjourned at 9:00 p.m.



Jacqueline Rochester, Recording Secretary



## Board of Selectmen Update—August 3, 2015

### New Election Laws

PA 15-224 and PA 15-5—passed at the end of the legislative session—have an impact on each town's registrars of voters, their duties and a new certification requirement. These items were raised in the legislature because of some serious election violations around the state last year.

1. PA 15-224 requires that every registrar in the state complete a certification program—similar to that of town clerks, tax collectors, and assessors—within 2 years of taking office. Towns must pay the cost of such certification—estimated to be approximately \$1600 per registrar, over the course of a 2-year period. The proposed program consists of 8 classes to be taught at The UConn School of Business (CT Institute for Technology Information) at their Stamford campus—with teleconferencing available to other campuses. Carole Young-Kleinfeld has been one of 4 registrars appointed by the Secretary of the State, along with attorneys from the SEEC and the SOTS, to serve on the committee that's been developing the certification program. We believe that the classes may start late this summer.
2. Sec 4. of the Act also describes the procedure for removal of a registrar for willful misconduct or neglect of duty—also similar to that of the town clerks. Also describes similar procedure for failure to maintain certification.
3. PA -15-224. Election Night reporting of results will change. Registrars will be required to send in —by midnight—only the election results taken directly from the tabulator tapes. Amendments results —such as hand-counted ballots, double votes for cross-endorsed candidates—may be reported within the next two days following the election as amendments.
4. PA 15-224 Sec 30. Two or more municipalities may jointly perform any function that each municipality is required to perform individually under Title 9 of the general statutes by entering into an agreement.
5. The state Budget Implementer bill PA 15-5 included a surprise provision (Sec. 452) for each Regional Council of Government (COG) to hire a part-time "Elections Monitor", as a consultant to that region's local communities on problematic election issues.

Links to the two bills:

<http://www.cga.ct.gov/2015/ACT/PA/2015PA-00224-R00SB-01051-PA.htm>

<http://www.cga.ct.gov/2015/ACT/PA/2015PA-00005-R00SB-01502SS1-PA.htm>

Carole Young-Kleinfeld and Tina Gardner  
Registrars of Voters



## **Station 2 Renovation Working Group (S2RWG) Wilton Fire Station 2**

### **“Statement of Requirements”**

#### **Vision: Fulfilling the needs of the Town for the 25-30 years.**

Wilton Fire Department Station 2 is “mission critical” for the Town in terms of fire protection and life safety. Rapid intervention for a building fire, car accident or major medical emergency is essential for desired outcomes. Response time to the north end of the town from Headquarters is too long for the fire department to effectively respond to fires, rescues and emergency medical calls, due to the nature of road configurations, speed limitations and street configurations and does not meet industry standards. The abandonment of Station 2 is not an option.

The renovation of Station 2 must be constructed to meet the needs of the Town, and the Fire Department for the next 25-30 years. The current facility is 58 years old and was designed to be an unoccupied volunteer substation. It was renovated to accommodate the career staff approximately 25 years ago however the renovation is old and there are many inadequacies due to the lack of proper engineering and construction. This renovation must take in to consideration the growing demand for services, flexibility and the evolving services being provided by the Wilton Fire Department which like most others have evolved into an “all hazards” emergency service.

We plan to remain in the same footprint as we are forced to do so by zoning regulations. The renovation should be as “green” as possible insofar as energy sources, heat, light, HVAC, etc. and we will strive to obtain LEED certification as a green facility if possible.

The firehouse has been using delivered tank water for over a year due to two contaminated and abandoned wells. This renovation may hinge on finding potable water and getting it to the building or a complete overhaul of the existing well. A separate bonded capital project has been requested for FY16 for this aspect of the Station 2 project.



**Requirements:**

1. Larger/higher bay doors to accommodate today's fire apparatus;
  - a. Today's apparatus are larger and carry more water and equipment. We are unable to keep our larger pieces in Station 2 e.g., the Engine/Tanker, Ladder Truck. It also hinders the ability of mutual aid companies to cover that station when we are out at a long duration emergency, especially in the winter months when freezing is an issue.
2. Living/sleeping accommodations for at least 6 people considering future staffing options and current staffing for town wide emergencies e.g. storms, power outages, etc.
  - a. We have traditionally placed two extra firefighters in Station 2 during town-wide emergencies. As the calls for service increase, we should anticipate an increase in staffing including the possibility of placing an ambulance in this house on a permanent basis.
3. Men's and women's facilities -- locker rooms/bathrooms;
  - a. A change in staffing demographics is imminent. The police department now has 4 female officers and fire departments around the state have recruited and placed women on their roles. Having separate facilities will be a must for future staffing.
4. Commercial grade kitchen appliances;
  - a. We have continually purchased domestic type ovens and refrigerators every few years. These appliances are used three times a day, 7 days a week, similar to a commercial kitchen. Firehouses are commercial kitchens due the amount of use and the amount of people therein. Consideration of commercial appliances will save money in the long run. The cabinetry and countertops are worn and old and should be included in the kitchen up-grade. They needn't be "commercial grade" but substantial.
5. Fitness/exercise room to accommodate wellness and fitness requirements per the contract;
  - a. We currently have a cache of good exercise equipment that is well maintained. We need the proper room/facility to house it in.
6. EMS decontamination room.
  - a. A small room is prudent when returning from an EMS call in order to decontaminate from blood and other body fluids. These rooms traditionally have a large sink, dressing area and shower and have access off of the apparatus floor or from the outside or both. This room is prudent whether we plan on housing an ambulance or not, being we are part of the EMS first responder program.

7. Multi-purpose Room to accommodate 6 personnel;
  - a. When working 24 hours, there is a certain amount of down time in between emergency calls, maintenance, housekeeping, studying, and meals to name a few. This room is used for training, discussions, meetings, workshops and relaxation. The MP room should accommodate 6 people as previously indicated.
8. Radio room/maps/supplies/computer-initial greeting space for visitors;
  - a. The radio room and reception, known in some firehouse as the "house watch" area is part and parcel to the firehouse itself. It houses radios, town maps, codes and standards, pre-emergency plans, computers and electronics, charging stations for portable radios/batteries, supply closet and a host of other equipment needed to be kept in a "clean room" vs. the apparatus floor. This is also the area where visitors and guests would enter the building, similar to headquarters. The current room is too small, outdated and located in the center of the firehouse. It needs to be out in the front of the building.
9. Windows and doors;
  - a. The current windows are as old as the building, they leak, and are single pane and inefficient to maintaining comfortable ambient temperatures.
10. Floor coverings;
  - a. Tiles are cracked and worn as are the carpets.
11. Paint;
  - a. Walls will be moved and reconfigured, as well as some new construction.
12. New HVAC system including duct work, furnace, AC, BAS etc.;
  - a. The current HVAC system has never been up-graded or redesigned to accommodate the last renovation. The attic has minimal insulation and the duct work has none.
13. Green Energy-Solar power, high efficiency insulation, appliances, water heater, etc.;
  - a. We should request in our RFP that we want to recommend as an option, to make this project as green as it can be.
14. Radon eradication system;
  - a. We have radon under the building which is currently monitored in order to determine if it reaches "dangerous" levels. A permanent system should be installed to eradicate this condition.
15. Oil water separator-apparatus floor.
  - a. A recommendation for the A&E firm is to investigate if this is needed for the apparatus floor including all existing drains and the dry well.



16. Fire protection; sprinklers, fire alarm, CO detection, smoke alarms, etc.;
  - a. The building will need to meet current code. Aside from code requirements, the town should be proactive in protecting the employees and the building itself and the Fire Department should set the example.
17. Electrical system-current demand is inadequate for house demands;
  - a. A new panel and wiring should be installed. While the service coming in to the building appears to be adequate, the delivery system therein is not.
18. Skid proof/safety floor coating on apparatus floor;
  - a. This is simply a safety issue. We expect that the A&E firm will examine the apparatus floor for cracks, wear etc. In any event, a non-skid seal coat should be applied for safety, longevity and esthetics.
19. Plumbing and related fixtures;
  - a. The plumbing and waste lines are as old as the building. The members can hear water running under the building after the water is turned off leading to the belief that the waste lines are leaking to non-existent. It is visually noted that exposed pipes are rusted, rotted and pitted.
20. Remove abandoned oil tank and any other abandoned underground equipment;
  - a. Any and all such devices must be removed as part of this project.
21. Traffic signal on Rt. 33 in front of quarters/or north and south of quarters;
  - a. This must be included as part of this project. We need to have the ability to give on-coming traffic ample warning to stop in order to get out of quarters safely. We've had many close calls over the years.
22. Roofing and gutters;
  - a. All of the furniture is very old including tables, chairs, beds & frames, multi-purpose room, kitchen set, etc. All of these items have been pre-used and have come from other places. It's second and third hand furnishings. These all need to be replaced.
  - b. The roof and gutters are approximately 25 years old and are coming to the end of their life cycle.
23. Furniture; as noted above and needed.
24. Re-pave driveway and provide parking for staff and visitors.
  - a. Have the A&E firm investigate how much solid surface would be allowed, and design the parking and guest area accordingly.

Items considered for this renovation but can remain:

- ❖ Emergency gas fed generator for continuous service (current generator OK)
- ❖ Exercise and wellness equipment (current types and amount are OK)
- ❖ The chimney has been recently repaired so there is no need to re-build.
- ❖ The exhaust system for the kitchen along with the fire extinguishing system can be re-used for the remodeled kitchen.
- ❖ Portions of the fire alarm and CO detection system can be re-used.
- ❖ The personnel private storage cabinets/lockers can be re-used. They are 2014 models.
- ❖ Apparatus floor storage cabinets and flammable liquid cabinet can be re-used.