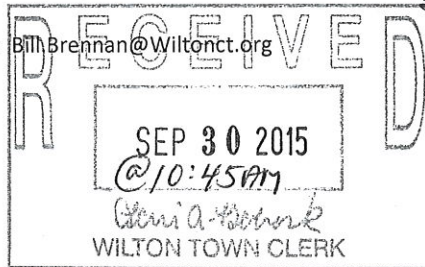


OFFICE OF THE
FIRST SELECTMAN

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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
TUESDAY SEPTEMBER 8, 2015
MEETING ROOM B, WILTON TOWN HALL**

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

GUESTS: Bill Brautigam, Ty Tregallas, Casey Healy, Kevin Wall, Alex Ruskewich, Michael Patulak and David Osipowicz – Carousel Industries, Scott Williams – Williams Moran, LLC, Sandy Dennies, Sarah Taffel, Jacqueline Rochester

OTHERS: 3 Members of the Press

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

A. Consent Agenda

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

Minutes

- Board of Selectmen Meeting – August 3, 2015

Refunds

- As per Tax Collector's Memo dated September 2, 2015

Gifts

- Thomas & Marla J. Sinchak – Horseshoe Pond - \$100.00

B. Discussion and/or Action

1. Status Report – Comstock Building Committee

Ty Tregallas and Bill Brautigam gave a status update on the Comstock Community Center Renovation project (status report attached). Mr. Tregallas stated that hard costs have increased slightly and roughly \$400,000 has been shifted from contingency funds. He stated that soft costs remain the same and project remains at \$10Million. Project is approximately 57% complete. Mr.

Tregellas stated the power switch-over is complete and the building is once again connected to Eversource. First Phase of project should be completed by September 28, 2015 and will be moving on the Phase II.

2. Financial Summary FY2015

Sandra Dennies gave a review of the Financial Summary for FY 15 (memo attached).

3. Middlebrook Field – Land Use Approval

Mr. Brennan reviewed the request for Middlebrook Field Land Use Approval. Casey Healy, representing Wilton Youth Football stated that this request is a clarification on request initially issued at the November 17, 2014 allowing Wilton Youth Football to go to Inland Wetlands to start the application process. He stated the initial request should have included all land use approvals. Motion made by Mr. Brennan to authorized Wilton Youth Football to seek all required land use approvals for the renovation of the Middlebrook School Field on behalf of the Town of Wilton. Motion seconded by Mr. Kaelin, unanimously carried.

4. Consideration of Approval of Lease, Maintenance and Operations Contracts for Telephone System for Town and Board of Education

Sandra Dennies reviewed the contracts and the RFP process by which Carousel Industries was chosen as the company to oversee the project of switching the Town and Board of Education to a new phone system. Michael Patulak and David Osipowicz of Carousel Industries reviewed the contracts and the new phone system. Mr. Osipowicz stated that installation of the new system could take anywhere from 30-120 days and that there would be 796 handsets in the new system, with a few more added to the newly renovated Comstock Community Center. Motion made by Mr. Brennan for the execution of documents which will allow the Town and Board of Education to move forward with the new VOIP telephone system and allow the First Selectman to sign the documents. Motion seconded by Ms. McFadden, unanimously carried.

5. Summary – Status of Major Capital Projects

Miller Driscoll Renovation Project– Aquarion hook up is scheduled for the third week of September. This coincides with the scheduled repaving of Wolfpit Rd., which begins on September 20, 2015. Temporary classrooms have been installed and interior work is underway. Follow-up activity continues with various agencies for approvals. Project remains on schedule with construction scheduled for December - January.

Middlebrook and Cider Mill Schools – New gas boilers have been installed on concrete pads. Piping has been delivered and in process of being installed. Water heaters are now running on gas and boilers will be online in October.

Fire Station 2 – RFP's to identify an architectural engineering firm to develop plans and potential costs of renovation is being put together by Turner Construction. Steering Committee meeting scheduled for September 10, 2015 to discuss status.

6. Summary – Status of Pedestrian Walkway/Bridge Grant & Department of Housing “Main Street” Sidewalk/Pedestrian Safety Grant

Pedestrian Walkway/Bridge project is in the design phase and being handled by Tighe & Bond. Tighe & Bond has completed the wetland flagging and almost completed survey work. Plan will be subject of a review meeting later in September.

Main Street Grant – Sidewalk/Pedestrian Safety project initial work will start September 9, 2015. Will begin work on driveways at CVS, Town Green and Bank of America in Wilton Center. Second phase will be replacing and installing new sidewalks from the west side of Wilton Library to the Bankwell offices. Brickwork to follow.

Paving of River Rd. – River Rd. to be paved at the end of September beginning from Wolfpit Rd up to Wilton Hardware. River Rd. will be completely paved before the start of the winter season. Mr. Brennan asks for patience from the community, as these projects are completed in the required sequence.

7. Fraud Risk Assessment

Mr. Brennan reviewed a draft of the Fraud Risk Assessment report and the responses to the recommendations from the individual Town departments. Mr. Brennan asks that each Board member review the responses and to advise if there are any suggestions or recommendations. Final recommendations will be discussed at the September 21, 2015 Board of Selectman meeting with the final report then forwarded to the Board of Finance.

8. Appointments/Reappointments

Mr. Brennan made a motion to appoint Mark Andrews as a member of the Inland Wetlands Commission. Motion seconded by Ms. McFadden, unanimously carried.

9. Miscellaneous Other Business

Mr. Brennan announced the hiring of Christopher Burney as Director of Facilities and Energy Management (Press Release attached).

Automatic Defibrillator requested by Ambler Farm has been obtained and awaiting delivery and installation. Training will be provided.

Chief Financial Officer (CFO) Replacement – Mr. Brennan discussed the process for finding a replacement for the departing CFO of the Town. Mr. Brennan stated that a search committee had been formed to lead the search for a replacement. Discussion ensued regarding searching for an Interim vs. Permanent replacement for the CFO position. NESC, the firm doing the search is currently seeking a candidate interested in an interim or permanent position. Mr. Brennan indicated that by the time a list of candidates is developed, the First Selectman elect will be part of the search team and will participate in all candidate interviews.

C. Public Comment

Marianne Gustafson, a 20 year Wilton Resident, commented on the selection process and job specifications for the CFO position. She stated that the outgoing First

Selectman should not be involved in the selection process for the new CFO and that the new First Selectman should be involved with who is on the search committee.

D. Reports

First Selectman Report

Eversource advised that 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 has been put together. Wilton to be first community to get this training program and Eversource hopes to use the program for future communities that have expanded to natural gas. A meeting is to be scheduled with Eversource within the next week or so to discuss program. In interim, Fire Chief Kanterman has put out a flyer that was distributed to the local papers about natural gas awareness.

Clean Energy Award – Wilton is the recipient of \$4500 Clean Energy Award earned from citizen participants in home energy solution, residential, solar investment program CPACE program and other programs. Funds can be used for any project involving energy efficiency or renewable energy, etc.

Mr. Brennan noted that there has been very little rainfall lately and is asking residents of the Town to voluntarily conserve water. He noted that with current levels approaching drought levels, he cautions that wells may dry up. He stated that it is in all of our interests to conserve water at this time.

Mr. Brennan also urged all citizens to review their emergency preparation plans, as we are well into the hurricane season. September is National Preparedness month and citizens should check preparations for food and water. Visit the Town Website on the home page and click on the Emergency Preparedness tab to gain information.

No Idling - At the July 6, 2015, Board of Selectmen signed a resolution adopting a strong anti-idling policy for the Town government agencies, schools, businesses, etc. An awareness education program is being developed. Please help to decrease air pollution by being very conscious of not letting your engine idle. Go Green will be developing an education program.

Road line painting and striping is underway in the Town. Asked that the Town avoid driving on newly painted striping. Work is being down in the evening when traffic is at its lowest.

September 11 Commemorations – Reminding all that service will be held at the Fire Department on September 11, 2015 at 10:00AM. Citizens are invited to attend to honor all individuals that lost their lives in this terrible attack.

Selectmen's Reports

James Saxe

Mr. Saxe announced that this evening will be his last as a member of the Board of Selectmen. Mr. Saxe stated that work commitments make it difficult for him to be available for scheduled BOS meetings. Mr. Saxe stated that it has been a pleasure to serve the Town these past 13 years on various boards and commissions.

Mr. Brennan thanked Mr. Saxe for his contributions to the Town and on the Board of Selectmen. RTC contacted to recommend a replacement for Mr. Saxe at the September 21, 2015 BOS meeting.

Dick Dubow

Mr. Dubow stated that he would miss Mr. Saxe's voice at the BOS table and thanked him for all he has contributed to the Town.

Deborah McFadden

Ms. McFadden reiterated everyone's sentiment for contributions to the Town made by Mr. Saxe.

Ms. McFadden reminded all that this week is the September 11 commemorations and her gratefulness for all that made the ultimate sacrifice.

NRVT has opened up a new section of trail and have received positive feedback from citizens. Since Sandra Dennies has announced her resignation as Town CFO, Ms. McFadden thanked her for her service and all that she has accomplished for the Town. Thanked all community volunteers who work on activities throughout the Town, giving thanks to CERT for a job well done on the Sunday Motorcycle Ride program. School is open, reminding all citizens to drive carefully and be aware.

Michael Kaelin – Mr. Kaelin reiterated the sentiments of all in thanking Mr. Saxe for his service and for mentoring him while serving on the Wilton Library Association and the Board of Selectmen.

E. Executive Session

Motion made by Mr. Brennan to enter Executive Session at 9:15PM for:

- Discussion of Proposed Settlement Terms of Pending Heart and Hypertension Claim
- Discussion of Proposed Settlement Agreement to Second Fire Union FOIA Complaint No. 2015-239
- Discussion of Fire Union Pension Tentative Agreement
- Discussion of Proposed Successor Employment Agreement for Fire Chief Ronald Kanterman
- Discussion of Proposed Employment Agreement for Police Chief Robert Crosby
- Non Union Employee FY15-16 Salary Recommendations

Sarah Taffel, Director, Human Resources, Labor Relations & Administrative Services and Scott Williams – Williams Moran, LLC asked to join discussion in Executive Session. Motion seconded by Mr. Saxe, unanimously carried.

Out of Executive Session at 10:44 PM.

Action Taken:

Motion to add an agenda item, which is consideration of issues discussed in the Executive Session and voting on same. Motion seconded by Ms. McFadden, unanimously carried.

- Motion made by Mr. Brennan to approve the Proposed Settlement Terms of Pending Heart and Hypertension Claim and to authorize the Medicare Set Aside Analysis. Motion seconded by Ms. McFadden, unanimously carried – 5-0-0.
- Motion made by Mr. Brennan to approve the Proposed Settlement Agreement to Second Fire Union FOIA Complaint No. 2015-239. Motion seconded by Mr. Dubow, unanimously carried – 5-0-0.
- Motion made by Mr. Brennan to approve the Fire Union Pension Tentative Agreement. Motion seconded by Ms. McFadden, unanimously carried 5-0-0.
- Motion made by Mr. Brennan to approve the Proposed Successor Employment Agreement for Fire Chief Ronald Kanterman. Motion seconded by Mr. Kaelin, unanimously carried 5-0-0.
- Motion made by Mr. Brennan to approve the Proposed Employment Agreement for Police Chief Robert Crosby. Motion seconded by Mr. Kaelin, unanimously carried 5-0-0.
- Motion made by Mr. Brennan to approve the Non Union Employee FY15-16 Salary Recommendations. Motion seconded by Mr. Saxe, unanimously carried 5-0-0.

F. Adjournment – Having no further business, motion made by Mr. Brennan to adjourn meeting. Seconded by Mr. Dubow, unanimously carried. The meeting was adjourned at 11:05 p.m.



Jacqueline Rochester, Recording Secretary

B

*CAPITAL PROJECTS BUILDING COMMITTEE
MONTHLY BOARD of SELECTMEN REPORT*

PROJECT NAME: COMSTOCK RENOVATION

TOTAL BUDGET: \$10,802,000**

ESTIMATED COMPLETION DATE: 1/31/16

STATUS REPORT: 9/1/15

1. FINANCIAL SUMMARY a/o 8/31/15

• Hard cost budget	\$ 8,731,060	Encumbered: \$7,794,946	Balance: \$ 936,114
• Soft cost budget	\$ 1,059,817	Encumbered: \$ 657,545	Balance: \$ 402,272
• <u>Contingency budget</u>	<u>\$ 1,011,123</u>	<u>Encumbered: \$ 0</u>	<u>Balance: \$ 1,011,123</u>
• Total	\$10,802,000**	Encumbered: \$8,452,491	Balance: \$2,349,509

**Total budget is a combination of \$902,000 bonding and \$9,900,000 bonding

2. WORK IN PLACE 3/9/15 – 8/31/15: \$5,019,890. 57% of hard cost budget (\$8,731,060)

3. PROJECT SCHEDULE.

Phase 1 –Start 3/9/15. Project started as scheduled.

Phase 1 – Complete 9/28/15.

Phase 2 – Start 10/5/15.

Phase 2 – Finish 1/22/16.

4. STATUS / ACTIVITY REPORT.

- Boiler room: power provided to new HVAC equipment on 8/28/15.
- Filling and testing of chilled water system underway in anticipation of 9/11/15 start-up of chiller. Commissioning of HVAC systems to follow chiller start-up.
- Power switchover complete. HVAC panels energized; lighting panels pending.
- Natural gas detector approved for installation in downstairs mechanical room.
- New lower level toilet room in senior center awaiting door installation.
- Phase 1 exterior wall system & exterior doors complete; awaiting installation of colored glass in main entry.
- In northwest wing, unit ventilators and flooring installed; painting and millwork underway.
- New fire protection/sprinkler assembly being installed.
- New sidewalks, curbs, and paving complete for phase 1.
- Sitework at north side awaiting topsoil and seed; new storm drain system on west side underway.
- Phase 1 completion date extended two more weeks to allow sufficient time for HVAC systems start-up and to accommodate changes in Parks & Rec offices.

5. ISSUES / CONCERNS / REMEDIES

- Maintaining existing mechanical, electrical and plumbing systems while installing new systems.
- Safety of users/occupants of the building during renovation. Signage and barriers in place. No incidents to date.
- Switchover of phone and data systems from old equipment to new with minimal downtime.

FINANCE DEPARTMENT

Tel (203) 563-0114

Fax (203) 563-0299



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

September 3, 2015

To: William F. Brennan, First Selectman

From: Sandra L. Dennies, CFO

Re: FY 15 Year End Status

Attached please find the Budget Status Report for FY 15. Audit adjustments are anticipated. However, as you will see, the overall budget did well. Revenues received were beyond budget by \$2,372,419. Taxes came in .37% beyond target. The Special Education reimbursement of \$1,347,000 was the major driver of the overage as it was not budgeted based upon the need to offset costs of that program. The revenue overage also reflects the sale of the fire truck and the close out of the 2002 school construction grants as well as the final receipt of FEMA reimbursement for storm activity from over two years ago.

Expenses show that the budget for debt service was on target coming in at 99.79% of anticipated expenses. The Board of Education came in at 99.85% of budget, and the Board of Selectmen spent within their overall budget coming in at 97.68%. Capital in the amount of \$326,234 will move into next year and the Charter Authority was only needed to support the \$18,000 cost of the additional audit work requested by the Board of Finance.

All departments closely monitored their budget allocation such that unplanned expenditures with regard to replacement of the garage lifts, the Police Department's lead issue and costs for Worker's Comp Claims could be addressed without the use of Charter Authority. Also of note were the savings from reduced health claims experience, the position of Facilities Manager which went unfilled in FY 15; one half year's cost for the lease on the new telephone system remained as final selection of a vendor was not made by year end, and the Transfer Station needed less Town funds than originally budgeted; all of which in concert with department savings allowed the Town to complete the year in the black. The vigilance of the Town's department personnel in this difficult year should be commended.

Fiscal Year 2015**Revenue**

Percent of FY: 100.00%

	Original Budget	Amendments	Adjusted Budget	Actual	Variance	Percent of FY:
Taxes	112,387,875.00	0.00	112,387,875.00	112,805,994.57	418,119.57	100.37%
Education Intergovernmental	1,730,129.00	0.00	1,730,129.00	3,259,441.98	1,529,312.98	188.39%
Town Intergovernmental	859,570.00	0.00	859,570.00	873,731.94	14,161.94	101.65%
Licenses, Permits & Fees	1,463,900.00	0.00	1,463,900.00	1,611,957.97	148,057.97	110.11%
Other Revenues	459,681.00	0.00	459,681.00	713,571.14	253,890.14	155.23%
Interest	205,000.00	0.00	205,000.00	209,011.71	4,011.71	101.96%
Investments	0.00	0.00	0.00	5,086.28	5,086.28	
Capital	112,983.00	0.00	112,983.00	112,762.00	-221.00	99.80%
	117,219,138.00	0.00	117,219,138.00	119,591,557.59	2,372,419.59	102.02%

Expense

Debt Service	9,102,764.00	0.00	9,102,764.00	9,083,680.00	19,084.00	99.79%
Board of Education	78,401,125.00	718,619.00	79,119,744.00	79,000,328.71	119,415.29	99.85%
Board of Selectmen Operating	30,582,460.00	57,815.00	30,640,275.00	29,930,115.32	710,159.68	97.68%
Board of Selectmen Capital	1,184,307.00	561,948.00	1,746,255.00	1,420,020.13	326,234.87	81.32%
Charter Authority	1,192,707.00	-18,000.00	1,174,707.00	0.00	1,174,707.00	0.00%
	120,463,363.00	1,320,382.00	121,783,745.00	119,434,144.16	2,349,600.84	98.07%

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FOR IMMEDIATE RELEASE

**Contact: First Selectman William F. Brennan
(203) 563-0100**

September 8, 2015 -- Bill Brennan, First Selectman, Town of Wilton, announced the hiring of Christopher M. Burney as Director, Facilities and Energy Management for the Town, effective September 1, 2015.

Brennan stated, "Chris is exactly the person we need to provide the technical expertise and vision to develop energy conservation and capital project management initiatives for the Town-owned facilities, one of the Town's greatest assets. Chris's responsibilities will include planning, implementing, and evaluating comprehensive public facility plans, monitoring public facility construction and renovation projects, and overseeing the Town of Wilton Energy Management Plans. The goal is to achieve net long-term cost savings for the Town by reducing capital expenditures and lower energy costs over time. We believe the depth of Chris's experience and proven leadership skills make this goal achievable."

Chris earned a Master of Science degree in Engineering Management from Rensselaer Polytechnic Institute and has over 30 years of experience working for some of the largest healthcare institutions in Connecticut and most recently at the University of Mississippi Medical Center in Jackson, Mississippi. Chris has typically held Director of Engineering or Facilities Management positions tasked with addressing the complex management and plant challenges inherent in the operations of hospitals and trauma centers. Chris brings technical, financial, and personnel management expertise gained from these past employment experiences to the newly-created Director, Facilities and Energy Management in Wilton.

Brennan stated, "It has been a goal of my administration to put a management structure in place that will ensure responsible, fiscally-sound maintenance of the Town's facilities, now and for the future. Chris's hiring is key to the success of this essential Town objective."

#

Bill Brennan
First Selectman
Town of Wilton
238 Danbury Rd.
Wilton, CT

*Took to
Afford to
BOS meeting
minutes
B*

September 8, 2015

Bill-

With regret I am writing to inform you that my work obligations are impacting my ability to effectively serve on the Board of Selectman. I have taken on a new position with greater responsibility which requires an increasing amount of my time being spent Northern VA. I plan to resign from my current position as a Selectman effective September 8th 2015

I really appreciate the opportunity to work with you and my fellow colleagues on the Wilton Board of Selectman where I believe we have made a very positive influence on making the Town a better place to live for our citizens.

It has been an honor to serve the Town for the past 13 years on the Board of Selectman, Board of Education and Wilton Library Association Board.

Sincerely,

James Saxe

James Saxe
Second Selectman

CC: Wilton Town Clerk, Lori Kaback

