

OFFICE OF THE
FIRST SELECTMAN

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

Email to: lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice
First Selectman

David K. Clune
Second Selectman

Michael P. Kaelin
Selectman

Lori A. Bufano
Selectman

Deborah McFadden
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN/BOARD OF FINANCE BUDGET REVIEW
Monday, March 13, 2018 at 7:30 PM
Meeting Room B, Town Hall

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

ABSENT: David Clune, Deborah McFadden (Excused)

GUESTS: Jeff Rutishauser, Warren Serenbetz, Richard Creeth, Peter Balderston, John Kalamarides, Walter Kress, Stewart Koenigsberg, Anne Kelly-Lenz,

OTHERS: Members of the Press and Members of the Public

A. Call to Order

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

B. Review of FY19 Board of Selectman Operating Budget

Ms. Vanderslice discussed the attached presentation for the proposed FY 2019 budget. Questions were asked and answered (see attached).

Having no further business, the meeting was adjourned at 9:45 PM

Jacqueline Rochester
Recording Secretary
Taken from Video

RECEIVED FOR RECORD
TOWN OF WILTON
2018 MAR 16 P 3:45
BY: (K)

**FY2019
BOS BUDGET REQUEST**

Board of Selectmen FY2019 Budget Request Summary

Budget Growth	2015	2016	2017	2018	2019
	Budget	Budget	Budget	Budget	Request
Operating Expenses	\$ 30,582,460	\$ 31,078,978	\$ 31,015,191	\$ 32,034,470	\$ 32,319,728
Operating Capital	\$ 1,071,324	\$ 1,353,217	\$ 1,186,689	\$ 1,174,406	\$ 1,182,271
Total Budget	\$ 31,653,784	\$ 32,432,195	\$ 32,201,880	\$ 33,208,876	\$ 33,501,999
2019 Request versus 2018		\$ 778,411	\$ (230,315)	\$ 1,006,996	\$ 293,123
% Change		2.46%	-0.71%	3.13%	0.883%
Three Year Average					1.10%

FY2019
BOS BUDGET REQUEST

The FY2019 budget request includes the following savings or cost avoidance versus the FY2018 budget:

- Consolidation of DPW Director and Facilities Director positions
- Shared CFO with Board of Education
- Elimination of one police officer mid-year
- Reduction in required OPED funding
- Favorable changes in employee benefits and employee contributions
- Reduction in the Wilton Library Association grant
- Reduction in the Trackside Teen Center grant

The major cost drivers in the FY2019 budget are:

- Medical costs
- Wage increases which ranged from

FY2019
BOS BUDGET REQUEST

Board of Selectmen FY2019 Budget Request Highlights				
Breakdown of Request		2019	2019	%
		Request	vs 2018	Increase
Wages	\$	14,171,809	\$ 83,841	0.59%
Medical	\$	3,830,208	\$ 262,712	6.86%
All Other Benefits	\$	3,629,714	\$ (195,612)	-5.39%
Workman's Comp & Other Ins	\$	812,922	\$ 83,237	10.24%
Utilities	\$	869,131	\$ 23,386	2.69%
Wilton Library Grant	\$	2,778,004	\$ 25,551	0.92%
All Other Operating Costs	\$	6,227,940	\$ 2,143	0.03%
Operating Capital	\$	1,182,271	\$ 7,865	0.67%
Total Increase in budget request	\$	33,501,999	\$ 293,123	

Budgeted Headcount-Positions with benefits

General Fund, Transfer Station, WPCA & P&R Self-Sustaining

	2016 Budget	2017 Budget	2018 Budget	2019 Request	FY19v FY16	2020 Projected	2020 v 2016
First Selectman's Office	3	3	2	2	-1	2	-1
Town Clerk*	4	4	4	4	0	4	0
Planning & Zoning	4	4	4	4	0	4	0
Human Resources	1	1	1	2	1	2	1
Finance	8	7	7	6.5	-1.5	6.5	-1.5
Assessor	3	3	3	3	0	3	0
Tax Department	2	2	2	2	0	2	0
Registrar	2	2	2	2	0	2	0
Building Department	3	3	3	3	0	3	0
Information Systems	2	2	2	2	0	2	0
Police, Dispatch and Animal Control	50	50	50	49.5	-0.5	49	-1
Fire	30	30	30	30	0	30	0
DPW and Facilities, including Transfer Station	22	22	22	21	-1	21	-1
Parks and Rec Admin and Programming	4	4	4	4	0	4	0
Dial-a-Ride	2	2	2	2	0	2	0
Parks and Grounds	5	5	5	5	0	5	0
Health	3	3	3	3	0	3	0
Environmental Affairs	3	3	3	3	0	3	0
Social Services and Senior Services	5	5	5	5	0	5	0
WPCA	1	1	1	1	0	1	0
Total	157	156	155	154	-3	153.5	-3.5
*includes floater							
Eliminated positions		-1	-1	-2	-4	-0.5	-4.5
Additional positions		0	0	1	1	0	1
Total Change		-1	-1	-1	-3	-0.5	-3.5

DISCUSSION OF PREVIOUSLY SUBMITTED
BOARD OF FINANCE QUESTIONS

IS DEPARTMENT OVERVIEW

- *The IS department is a **24/7 operation**.*
- *It consists of **two full-time employees**: a director and a level one technician.*
- *There are also **part-time employees** who share responsibility for the **video taping** of meetings, maintaining the on-line meeting video files and one may perform up to 2 hours per week of website work. The hours for videotaping have increased as the number of meetings being videotaped has increased.*
- *The remaining work for the department is **outsourced**. It is more **cost effective** to **outsource the work** than to hire employees with specialized skills sets.*

IS OUTSOURCED WORK

Misc. Contract Services	IS	Purpose	2017				2018		2019	
			unique projects				unique projects		unique projects	
Vendor			2017				2018		2019	
Various		GIS	\$ 700						\$ 10,000	install DPW trucks
Consolidated Computing		Outsourced work:					\$ 65,000	Installation of	\$ 60,000	MD Fiber
		Sr Network Engineer	\$ 60,160	Assist w BOE				new PD host		
		(host servers, vmWare, & network storage		VOIP install				server & SAN		
				Assist w BOE						
		network issues								
Systems Integration		Outsourced work:	\$ 72,079	Assist w BOE			\$ 110,000	New body cams	\$ 102,000	MD Fiber
		Sr Network Engineer, acting as system administrator		network issues				New car cams		
		(network switches, servers, firewalls and systems software)		Major New World						Upgrade for Micro-soft Office (7 to 10)
				Upgrade				Upgrade Micro-soft operating system software		
				New Cott Land Records software (servers workstations, etc)						45 Servers upgraded to Windows Server 2016
								Installation of		6 SQL servers to SQL server 2016
								new software for workstation back up		
								Upgrade email		
								Upgrade the firewall		
								server to Exchange 2016		
Other Consultants		for unique projects					\$ 5,000			
Wiring Contractor		as required	\$ 293				\$ 5,000		\$ 2,000	
Total			\$ 133,232				\$ 185,000		\$ 174,000	

IS-Computer Software

Almost all software costs are accounted for in the IS department as they serve multiple departments. The three exceptions are the police and fire staffing software and the Parks & Rec program software. The cost of the latter is in the self-sustaining fund.

	<u>Vendor</u>	<u>Used by</u>	<u>Purpose</u>	<u>Actual</u>		<u>Budget</u>	
				<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
New World		All	PR, GL, Permitting	\$ 36,160	\$ 37,240	\$ 39,102	\$ 40,275
ARCGIS		Land Use, Assessor, DPW, ES	GIS	\$ 26,115		\$ 27,682	\$ 28,512
NexGen (120+ towns, State Police)		Emergency Services	Dispatching, Records Mgmt	\$ 21,000	\$ 21,000	\$ 21,630	\$ 22,279
Nex Gen Net Motion		Emergency Services	Tech in the fire & police vehicles	\$ -	\$ 3,936		2027 \$ 2,088
NexGen NEXWeb RMS		Emergency Services	Records Mgmt upgrade		\$ 5,000		
NexGen alarm data conv		Police	On time		\$ 3,750		
QDS		Tax & Assessor	Prop tax assessment and collection	\$ 19,000	\$ 17,225	\$ 17,742	\$ 18,274
Various		IS-Infrastructure	back up & recovery-all departments Infrastructure: , servers, network, VMWARE, windors server, SAN firewall, Datto	\$ 33,250	\$ 31,620	\$ 32,569	\$ 33,546
Various		IS-security	Security software (name withheld)	\$ 8,112	\$ 13,405	\$ 13,807	\$ 14,221
Logmein		all	remote login to work from home or on vacation	\$ 4,651	\$ 5,999	\$ 5,999	\$ 5,999
Kyocera		all	Laserfiche-document retention	\$ 8,175	\$ 8,550	\$ 8,807	\$ 9,071
Filemaker		all		\$ 2,265	\$ 5,132	\$ 5,286	\$ 5,445
New England Geo		all and public	New public access to GIS		\$ 2,500	\$ 2,500	\$ 2,500
SeeClickFix		all and public	New work request system		\$ 2,500	\$ 2,500	\$ 2,500
Other				\$ 3,110	\$ 2,415	\$ 4,350	\$ 4,811
Total				\$ 161,838	\$ 155,272	184000	189520
Encumbrances, incurred but not billed. Paid in the next year							
Net Motion				1968 \$ (1,968)			
ARCGIS				\$ 26,898			
Total				\$ 163,806	\$ 180,202	\$ 184,000	\$ 189,520
Budget				\$ 180,838	\$ 180,838	\$ 184,000	\$ 189,520

SOCIAL SERVICES

INCREASE IN SPENDING OVER THE LAST FOUR YEARS

The community has never fully recovered since the recession. The long-time impact of such has resulted in the need for additional personnel to address the increasing needs:

- Adult services coordinator's hours were increased to a level to qualify for benefits
- Expanded hours for part-time adult services social worker
- Expanded hours for youth services coordinator and part-time social worker

In addition:

- The Director's position was vacant for 4 months in FY2017.
- Changes in employee selections on medical coverage (i.e. from one to family)
- Increase in programming at the Senior Center due to increasingly aging population.
- The Social Services Director has asked the BOS to reconsider the policy for benefit eligibility for non-union employees so as to allow her greater flexibility to size staffing up and down as needed. Sarah Taffel will be bringing a proposal to the BOS at an upcoming meeting.

INCREASES IN OTHER COSTS VERSUS PRIOR THREE YEAR ACTUALS

Medical costs are a major driver of increases in all departments.

- We are investigating alternative plans
- In addition, all new employees, with the exception of Teamsters, are eligible for only the HD-HSA plan.
- We achieved negotiated increases to contributions for PPO plans and the Teamsters plan.
- Upcoming contract negotiations for FY2020 and FY2021 provide additional opportunities

Non reoccurring savings in prior years include the following:

- General fund cost avoidance was achieved in the previous fiscal years as the cost of operating Comstock (utilities and such) where absorbed by the building project.
- There were numerous extended vacancies in prior years, which are filled or budgeted to be filled in FY2019 including positions within police, fire, DPW, parks& grounds, environmental affairs, finance and social services.

CONCERNS AS TO THE ADEQUACY OF THE

AMOUNT OF THE INCREASE IN THE LIBRARY GRANT

- **Prior to the new tax law**, residents were **indifferent** as to whether they funded the cost of the Library though **property taxes or charitable contributions** as both were tax deductible.
- The **proposed grant will have a \$2.778 million** cost to the taxpayers when paid through **property taxes**.
- If paid through **direct contributions**, the cost could be as low as **\$2.15million** assuming all residential taxpayers itemize.
- The Board of Selectmen wants to **encourage all residents to donate to the Library or to donate more if they are already a donor**.
 - *This will allow the local economy to **benefit from the federal subsidy** when the monies are paid as a contribution.*
 - *Will eventually allow the Town to **reduce the amount paid through property taxes**.*
- The **challenge grant** and the associated communications are the **beginning of that effort by the Board of Selectmen**.

CONCERNS EXPRESSED

ABOUT POSITION CONSOLIDATIONS AND ELIMINATIONS

We do not sure the concern expressed in this question.

- *When people are given more opportunity, it is motivating and brings out the best in people.*
- *We have seen that with every employee who has been given more responsibility, whether through promotion or reorganization.*
- *Historically there has been little opportunity for advancement.*
- *Reorganization has created not only those opportunities but also the opportunity for compensation that better reflects the employee's contribution to the town. As we all know that generally isn't the case in municipal government.*

TOWN OF WILTON							
5 YEAR OPERATING CAPITAL							
Department	Project	2019	2020	2021	2022	2023	Total
Town Clerk	Office Furniture	7,513		5,161			12,674
	Town Clerk Total	7,513	-	5,161	-	-	12,674
	Shared Vehicle P&Z and Env Affairs			30,000			30,000
	Planning & Zoning Total	-	-	30,000	-	-	30,000
Assessor	2017 Revaluation	74,000			100,000	-	174,000
	Assessor Total	74,000	-	-	100,000	-	174,000
Finance	TCM	20,000					20,000
	Finance Total	20,000	-	-	-	-	20,000
IS	Computer Software	50,000	37,500	37,500	37,500	37,500	200,000
	Computer Hardware	55,000	35,000	35,000	180,000	35,000	340,000
	GIS	20,000	20,000	20,000	20,000	20,000	100,000
	Fiber Backbone	10,000	10,000	10,000	10,000	10,000	50,000
	Information Systems Total	135,000	102,500	102,500	247,500	102,500	690,000

Police	Vehicles	155,000	157,000	159,000	161,000	163,000	795,000
	Protective Equipment	7,000	9,150	9,200	9,250	9,300	43,900
	Computer Equipment	20,300					20,300
	Medical Equipment	5,000	5,100	5,100	5,200	5,200	25,600
	Communications Equipment	11,000	11,000	11,000	11,000	11,000	55,000
	Radar Equipment	6,000	8,000	6,500	8,100	7,000	35,600
	Weapons	2,200	2,250	2,300	2,350	2,400	11,500
	Police Total	206,500	192,500	193,100	196,900	197,900	986,900
Fire	Staff Vehicle		30,000	30,000	30,000	30,000	120,000
	Computer Hardware		9,780				9,780
	Radio Equipment	69,250					69,250
	SCBA and Scuba Air Compressor		79,000				79,000
	Resurface HQ Apparatus Floor			125,000			125,000
	Dive Truck		150,000				150,000
	Fire Total	69,250	268,780	155,000	30,000	30,000	553,030
Paramedic	Medical equ - Life pak		24,662		27,995		52,657
	Paramedic Fly Car 500-11 Replacement		46,728				46,728
	EMS Total	-	71,390	-	27,995	-	99,385
Central Dispatch	Radio	30,000	31,000	32,000	32,000	33,000	158,000
	Central Dispatch Total	30,000	31,000	32,000	32,000	33,000	158,000

Questions for BOS-BOF Meeting (March 13)

Revenue Analysis Questions

- Recording Fees (#31502) for last 3 years actual and FY18 adopted budget are all in the \$100,000 range, yet the FY19 Budget Request is only \$50,000 when we anticipate an uptick in some known development in the coming months. Shouldn't this revenue be moved up to \$100,000 – an increase of \$50,000 and consistent with past experience?

Please note the \$35,000 budgeted in MERS recording fees. Previously these amounts were included in recording fees (#31502). The total of \$85,000 was budgeted lower than the FY2018 due to slower collections in FY2018. Will be looked at again prior to April budget deliberations.

- Other Town Clerk Fees (#31508) have exceeded \$30,000 for past three years and FY 18 adopted budget was \$30,000. Shouldn't this revenue be moved up to \$30,000 – an increase of \$10,000 and consistent with past experience?

The FY2019 budget reflects the drop in revenues seen in the first 6 months of FY2018. This will be reconsidered prior to April budget deliberation.

- Building Permits (#31015) has been around \$500,000 for two of the past three years and we are expecting a slight increase in development this year. Shouldn't this revenue be \$500,000 like the current year, an increase of \$100,000 over the FY19 request and in line with this year's budget?

There are FY 2019 projects that may possibly have their permits issued in this fiscal year and thus they have not been budgeted. This budget recommendation will be reconsidered prior your April discussions. At that time, we hope to know more about timing of those permits.

Library Grant

- You are asking the Library in a time of real stress over the new Tax Bill to raise an extra \$25,000, which the Town will then match with \$25,000 rather than giving them the \$50,000 they requested. Is this not creating a problem for the Library, which is the one universal outstanding resource for all Wiltonians. We do not want to force them to cut back on their hours open or their personnel.

Prior to the new tax law, residents were indifferent as to whether they funded the cost of the Library through property taxes or charitable contributions as both were tax deductible.

The proposed grant will have a \$2.778 million cost to the taxpayers when paid through property taxes.

If paid through direct contributions, the cost could be as low as \$2.15million assuming all residential taxpayers itemize.

The Board of Selectmen wants to encourage all residents to donate to the Library or to donate more if they are already a donor. This will allow the local economy to benefit from the federal subsidy when the monies are paid as a contribution and allow the Town to reduce the amount paid through property taxes.

The challenge grant and the associated communications are the beginning of that effort by the Board of Selectmen.

Staffing level concerns

- The suggested Town Budget continues to cut back on personnel. Are you not concerned that you are overburdening our workforce--that this is too slim a budget, one that will create problems going forward a la the exit of the tax assessor?

When people are given more opportunity, it is motivating and brings out the best in people. We have seen that with every employee who has been given more responsibility, whether through promotion or reorganization.

Historically there has been little opportunity for advancement. Reorganization has created not only those opportunities but also the opportunity for compensation that better reflects the employee's contribution to the town. As we all know that generally isn't the case in municipal government.

FY20 and FY21 Forecasted Increases seem high

- The forecast for FY20 is a 3.2% increase over FY19 and the FY21 forecast is a 2.31% over FY20. How much attention were paid to the forecasts? Are these roll-ups likely?

The forecasts reflect negotiated wage increases or our best estimate of expected future negotiations. Teamsters' and Firefighters' contracts expire on 6/30/19. Police and ASFME on 6/30/20.

Medical cost increases are forecasted at 10% and 7% respectively. We are investigating opportunities to reduce the growth in medical costs including considering the plan for municipalities organized by the State and holding discussions with other First Selectmen and women about shared opportunities.

All other costs are the departments' best forecast.

Other than the additional half reduction of a police officer, there are not further staff reductions in either budget. Nor have we budgeted for any savings associated with the filling of a vacancy other than those vacancies known at the time the budget was developed.

- Insurance is up 11.4% over last year. Are there any strategies to reduce the rate of increase going forward?

The major driver of the insurance increase is workman's compensation. Claims activity is up across DPW, police and fire departments. The latter two have regular training. DPW generally has not. We will be increasing safety training for DPW.

Our workman's comp insurance is as follows: Self-insured for the first \$250,000 and then aggregate insurance up to \$650,000. That policy, which is with CIRMA, is increasing 5%.

General business insurance is a forecast based on the related increase in insurance covered lawsuits, primarily BOE lawsuits. The insurance has been rebid for FY2019. We are awaiting those numbers.

- Parks & Rec – Recreation Programs is up 11.2% over last year but is much lower than FY15-FY17. Is this a dip caused by Comstock being closed for renovation and the programs ramping up again? Or another reason?

The Park & Rec programs were organized to be self-sustaining, but the accounting has not reflected that. The costs associated with employees who develop the program and oversee program were previously not charged to the self-sustaining fund. Instead those costs were charged to the general fund. As such the pricing of programs did not reflect the full cost of the program and the taxpayers, not the program participants paid those cost.

In fiscal year 2018 we budgeted to transfer the cost of one full-time programming employee to the self-sustaining fund and some hours of another employee who spends 75% of their time on programming. Those costs were taken into consideration when developing FY2018 program costs. We will evaluate the impact, if any on FY2018 participation rates, and determine if the entire cost should be transferred for future years.

Large 3-Yr Increases

- Shown below are the largest 3-yr. increases in dollar amounts, most of them largest in percentage increase amounts as well. What can be done to slow their growth, especially the non-Police and non-Fire accounts:

Department	Cost Center	Actual Amount	2016 Actual Amount	2017 Actual Amount	2018 Adopted Budget	2019 Request	FY19 vs FY18	% Chge	3 Yr. % Chge	3 Yr. \$ Change
Police	Police	7,191,269	\$ 7,018,488	\$ 7,335,445	\$ 7,770,420	\$ 7,962,952	\$ 192,532	2.48%	10.73%	\$ 771,684
Fire	Fire	4,778,590	\$ 4,737,179	\$ 4,569,127	\$ 4,833,257	\$ 4,922,635	\$ 89,378	1.85%	3.01%	\$ 144,045
Benefits/Insurance, Insurance	Insurance	566,832	\$ 570,587	\$ 675,433	\$ 729,685	\$ 812,922	\$ 83,237	11.41%	43.42%	\$ 246,090
Parks and Recreation	Parks & Grounds	856,163	\$ 829,540	\$ 812,830	\$ 940,637	\$ 996,260	\$ 55,623	5.91%	16.36%	\$ 140,097
Finance	Information Systems	669,173	\$ 738,487	\$ 668,581	\$ 781,631	\$ 828,849	\$ 47,218	6.04%	23.86%	\$ 159,676
Public Works	Administration	487,062	\$ 501,591	\$ 518,003	\$ 564,777	\$ 599,431	\$ 34,654	6.14%	23.07%	\$ 112,369
Social Services	Social Services	422,969	\$ 459,752	\$ 503,465	\$ 561,545	\$ 590,028	\$ 28,483	5.07%	39.50%	\$ 167,059
Library		2,597,856	\$ 2,692,972	\$ 2,738,453	\$ 2,752,453	\$ 2,778,004	\$ 25,551	0.93%	6.93%	\$ 180,148
Public Works	Town Hall & Annex	209,352	\$ 272,862	\$ 264,352	\$ 297,925	\$ 314,640	\$ 16,715	5.61%	50.29%	\$ 105,288
Georgelown Fire District		328,404	\$ 330,873	\$ 387,962	\$ 407,360	\$ 414,233	\$ 6,873	1.69%	26.14%	\$ 85,829
Public Works	Transfer Station	187,241	\$ 275,000	\$ 375,000	\$ 275,000	\$ 275,000	\$ -	0.00%	46.87%	\$ 87,759
Human Resources	Human Resources	240,900	\$ 233,395	\$ 259,253	\$ 344,252	\$ 331,102	\$ (13,150)	-3.82%	37.44%	\$ 90,202
										\$ 2,290,247

Budgeted increases compared actuals:

Medical costs are a major driver of increases in all departments.

We are investigating alternative plans

In addition, all new employees, with the exception of Teamsters, are eligible for only the HD-HSA plan. We achieved negotiated increases to contributions for PPO plans and the Teamsters plan. Upcoming contract negotiations for FY2020 and FY2021 provide additional opportunities

Non reoccurring savings in prior years include the following:

General fund cost avoidance was achieved in the previous fiscal years as the cost of operating Comstock (utilities and such) were absorbed by the building project.

There were numerous extended vacancies in prior years, which are filled or budgeted to be filled in FY2019 including positions within police, fire, DPW, parks& grounds, environmental affairs, finance and social services.

Information Systems

- Explain how the IT budget is broken down by in-house staff, outside consultants, software purchase/maintenance and computer hardware. Assuming the IT number above does NOT include software purchases and equipment that is in Operating Capital budget?

Small software purchases are not in the operating capital budget.

The IS department is a 24/7 operation. It consists of two full-time employees, a director and a level one technician. There are also part-time employees who share responsibility for the video taping of meetings, maintaining the on-line meeting video files and one may perform up to 2 hours per week of website work. The hours for videotaping have increased as the number of meetings being videotaped has increased.

The remaining work for the department is outsourced. What those tasks are and to whom they are outsourced is contained in the attached document.

Details on computer software maintenance are contained in a document previously provided and attached.

- Why did Telephone (#41230) rise by more than 100%, an increase of \$32,430? It is 2/3 of the total increase in IT expense. Explain?

Department wide the net increase in telephone expense is an increase of \$12,044.

In September 2015, the Town entered into a contract to replace an old system with a new VOIP system. The system install was installed this year and the total cost of the system including Internet costs, is included in the IS budget. The new system is less costly to operate in FY2019 than the cost to operate the old system would have been as it was increasing for FY2019.

- What is included in Computer Software Maintenance (#46310)?

The details on computer software maintenance are contained in a document previously provided and attached. Virtually all software maintenance costs are included in the IS budget because virtually all software is used by more than one department. The three exceptions are police scheduling software, fire dept scheduling software and P&R programming software, which is charged to the self-sustaining fund.

- What is included in Misc. Contractual Services (#49650)?

Misc. Contractual Services are the work that has been outsourced.

- In Operating Capital, large \$35,000 increase in Computer Hardware (#53015). Why is that?

This is a larger amount than usual budgeted for prior fiscal years because we have a large number of replacements for core network and server hardware and desktop replacement. Also require a second hardware firewall. Half of the additional monies are for the server which is sunsetting this year, ie company is withdrawing support.

- **Increase of \$20,000 for GIS (#54299), also why?**

Digitize existing data in paper form and collect additional data to add to GIS to modernize and provide more usual information to departments and the public. Impacts P&Z, Emergency Services, Assessor and real estate development.

- Fiber Backbone increase of \$10,000 after three years of zero. We thought that project was dead.

By "that project", I am assuming you are referring to a project proposed in 2011 and 2012 for a bonded redundant town-wide network, which included the schools the library and the town. Yes, On May 11, 2013, Bill Brennan announced that project was abandoned. On February 14th, you

were provided with a copy of my 2/10/18 detailed email to Ed Papp on the history of the subject. It is attached.

Included within this email is information about pulling of fiber through existing conduit to strengthen the connection between Miller Driscoll and the HS where the CEN enters the town and to strengthen the connection from Comstock and HS as the town also utilized the CEN network. The funding for such was included in the FY2015 BOS operating capital and has been carried over as is allowed for five years in anticipation of a decision of whether or not to proceed.

Transfer Station

- What is the long-term strategy for this operation? What is the total cost? If this is Enterprise Fund, what does the P&L look like?

Yes, this is an enterprise fund. The P&L is attached. We plan to hire a consultant to review our operations and make recommendations.

Public Works – Town Hall and Annex

- Public Works – Town Hall and Annex is up 5.6% over last year but, more importantly is up over 50% since FY15 Actual of \$209,352. That is a very large increase over three years. Why?

Building maintenance had been neglected as is evidenced by the reoccurring issues in a number of buildings. Both the FY2018 and FY2019 budgets reflect spending for long needed repairs. Repairs are focused on buildings which will remain after the anticipated Town Hall Complex work.

Social Services

- There is a large 3-year increase of \$167,059 up 39.5% over three years. What is going on here to justify such a large increase?

The community has never fully recovered since the recession. The long-time impact of such has resulted in the need for additional personnel to address the increasing needs:

- *Adult services coordinator's hours were increased to a level to qualify for benefits*
- *Expanded hours for part-time adult services social worker*
- *Expanded hours for youth services coordinator and part-time social worker*

In addition:

- *The Director's position was vacant for 4 months in FY2017.*
- *Changes in employee selections on medical coverage (i.e. from one to family)*

- *Increase in programming at the Senior Center due to increasingly aging population.*

The Social Services Director has asked the BOS to reconsider the policy for benefit eligibility for non-union employees so as to allow her greater flexibility to size staffing up and down as needed. Sarah Taffel will be bringing a proposal to the BOS at an upcoming meeting.

Insurance

- Why did Workers Comp (#50915) jump by \$67,800, or 15% over last year?

See above answer to previous question on insurance

Administration

- Looks like Administration salaries Full Time (#40305) went up by \$43,718, an increase of 12% over last year?

You are referring to DPW Administration. That line item now includes Chris Burney's salary as Director of Public Works and Facilities for the Town and the amount he is paid by the BOE to act as their Director of Facilities. Just under the salary line is a BOE reimbursement of \$26,520, which you will note is new for this department. The two numbers net to \$17,198, which is a 4.72% increase. The Board of Selectmen budget reflects a savings of \$124,295 on the full time line.

EMAIL TO ED PAPP RE HISTORY OF FORMERLY PROPOSED TOWNWIDE FIBER OPTIC PROJECT:

Ed,

I'm not in the office, but the idea of reliving the history of the failed redundant fiber optic project gave me such a headache that I figured better to document it on a gray Saturday rather than a sunny Monday. I am providing this level of detail, not only for your benefit, but also for Anne's since she wasn't here. Info related to your other questions is provided below within your email. I still owe you more for which I need to be in the office.

First some background:

- Long ago, a state agency installed a statewide network on telephones poles across the state for use by the schools. That network is currently connected to town facilities as follows:
 - o WHS is the entry point for Wilton's connection to the network
 - o Comstock is connected to WHS via two strands pulled through buried conduit in the 1990s
 - o Miller Driscoll is connected to WHS through a leased line buried without conduit. The owner of the line has provided the town with an approximation as to where the fiber is located.
 - o Middlebrook and Cider Mill are connected to WHS through fiber in buried conduit. The schools updated the fiber in the early 2000's.
 - o The Town Hall Campus joined the network in February 2015, after the State provided a grant to allow the Town access to a telephone pole entry point for 20 years
- For a number of years including prior to 2007, the town had installed conduit whenever roads connecting town facilities were open for another purpose. The work was performed or overseen by DPW, but in many cases charged to IS.
 - o When RT 7 was widened, DPW installed conduit
 - o When sewer was installed on Wolfpit, DPW installed conduit.
 - o When sewer was installed on lower River Rd, DPW installed conduit.
 - o During the Wilton Center "streetscapes" project, DPW installed conduit

The following is the history of the proposed \$1.6 million Town wide Fiber Network. I began looking at the BOF minutes to refresh my memory. I've prepared this as much for myself as for you, so as to construct a definitive history.

- In 2011/2012 Bill and Sandy were aware of possible upcoming road openings; River Road by Yankee Gas for a natural gas pipeline and Wolfpit by the WPCA for a sewer installation. They decided to piggy bank on the two projects to place conduit in the trenches to be dug by Yankee Gas and the WPCA in order to facilitate a proposed town wide redundant fiber network.
- The BOS voted to bring this bonded town wide fiber network to the May 2012 Annual Town Meeting. The cost was approx. \$1.6 million. The network would connect all town facilities and the Library. The Library would serve as the hub of the network. The Library would receive a \$300,000 generator and other

enhancements to serve as the hub. The network would have a primary and secondary connection for each facility. Sandy presented a number of reasons why she felt it was critical to have such a network.

- At the 4/17/2012 BOF meeting, we took two votes on the redundant fiber network project.

- o The first was to support the bonding. Two members, myself included voted no, the remaining abstained, so that it did not pass.

- o A second motion was made by me to vote against the project. Again two of us, voted yes, the rest abstained.

- o As the BOF members knew Wolfpit Rd would soon be opened, it was suggested the BOS return to discuss Wolfpit conduit. <http://techjohn.com/wordpress2/wp-content/uploads/2008/10/Minutes-Final1.pdf>

- Without BOF support, the BOS decided not to bring the project to the ATM. The BOS decided to engage Blum Shapiro to perform a risk assessment of the town and schools network existing at the time.

- Bill attended the 7/17/2012 BOF meeting to request \$231,400 from Charter Authority to lay conduit in anticipation of the proposed network being supported by the forthcoming Blum Shapiro study. He agreed to only spend the \$60,000 to \$70,000 for conduit on Wolfpit and wait on the rest until the Blum report. The vote was 5-1. I was the no vote. <http://techjohn.com/wordpress2/wp-content/uploads/2008/10/July-17-2012-revised-minutes4.pdf>. I have check in the office as to how much of that \$231,400 was spent.

- A Town wide Network Committee was formed with members from BOE, BOS and BOF. Al Alper was the BOF's rep.

- o They met on Sept 13, 2012 http://techjohn.com/wordpress2/wp-content/uploads/2012/09/Minutes-9_13_121.pdf.

- o They met again on Oct 11, 2012 http://techjohn.com/wordpress2/wp-content/uploads/2012/09/Minutes-10_11_12.pdf.

- o On Nov 14th, the Town Network Committee held a well-attended public hearing. I remember the following individuals spoke in opposition: Paul Lourd, Christopher DiMatto, Steve Roberts, Dave King and myself. There may have been others. The first two have a professional background in IS. <http://techjohn.com/wordpress2/wp-content/uploads/2012/09/Townwide-Network-Committee-Agenda-11-14-12-2.pdf> I didn't see the minutes for this meeting on the town website so again will check when in the office.

- At the 12/17/12 BOS meeting, the BOS voted to request bonded funds for the town wide redundant network and hold a special Town meeting in March. http://techjohn.com/wordpress2/wp-content/uploads/2008/09/20121217_bosM1.pdf

- At the 12/21/12 BOF meeting, Blum Shapiro presented their findings recommending the town wide redundant network. The BOF had many unresolved questions. <http://techjohn.com/wordpress2/wp-content/uploads/2008/10/Minutes24.pdf>

- At the Feb 12, 2013 BOF meeting, the BOF voted not to support the bonded redundant fiber project. Warren was to report such to the March 12, 2013 special town meeting. <http://techjohn.com/wordpress2/wp-content/uploads/2008/10/Minutes-February-122.pdf>

- At the February 19, 2013 BoS meeting, it was announced that the conduit could no longer be placed within the natural gas trenches. The special town meeting was cancelled. http://techjohn.com/wordpress2/wp-content/uploads/2008/09/20130219_bosM.pdf

- At the May 11, 2013 BOS meeting Bill announced that conduit could not be installed in the Yankee gas trenches and \$1.6m town wide redundant network project was being abandoned.

- With the abandonment of the Town wide redundant network, three concerns remained:

- The unprotected fiber which connected Miller Driscoll
- Town Hall Campus was not connected to WHS and thus any of the other facilities. Sandy was planning to purchase a shared Town and Schools VOIP phone system with a hub within Town Hall. The phone system for the Town was very old and maintenance was escalating. VOIP would avoid future failures and cost increases and possibly save money.
- The quality of the Comstock fiber if the facility is to house administrative functions

The FY2014 BOS budget included \$120,060 to lay conduit. In the fall of 2014, \$74080 was expended. I need to check at the office where that occurred.

As noted above, in 2014 the Town received a Nutmeg grant to connect and use the State's school network for 20 years.

The FY2016 BOS budget included \$225,000 for the installation of fiber in existing conduit to 1-replace the unprotected fiber connection from Miller Driscoll to WHS and 2-connect new fiber from Town Hall to the new Miller Driscoll/WHS fiber through existing conduit from Schencks to Town Hall. The bulk of the monies were for #1. Prior to my taking office, the project was bid and a contract was approved by the then BOS.

Upon taking office, I initially put the fiber spending on hold for two reasons: 1-so I could obtain a better understanding and 2-so I could speak with Paul Lourd and Christopher DiMatto, the two professional who had previously spoke in opposition at the Network public hearing. Approved operating capital can be carried for five years.

It has been my expectation that the fiber will be pulled should we relocate to Comstock and to eliminate the risks associated with Miller Driscoll relying on fiber buried without a conduit. Though at the time of the decision, there was the expectation that the state network would always be free to the schools. Based on the State increasingly pushing costs down and reducing aid, we need to redo the analysis with and without that assumption. This will be done before the BOF makes their budget decisions in the first week of April