

OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectman

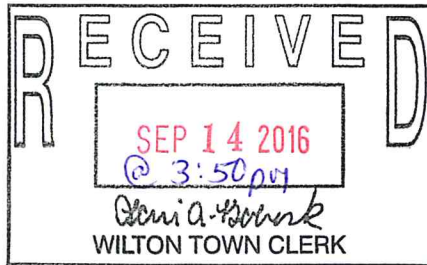
Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897



**BOARD OF SELECTMEN
SPECIAL MEETING
MONDAY AUGUST 8, 2016
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: First Selectman Lynne Vanderslice, Michael Kaelin, David Clune, Lori Bufano
Mr. Kaelin joined the meeting at 7:30PM

ABSENT: Richard Dubow (excused absence)

GUESTS: Glenn Hemmerle, Robert Kelso, Elaine Tai-Lauria and other members of the Wilton Library Association Board of Trustee and WLA, Mike Conklin, Chris Burney

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:01PM

B. Executive Session

Motion to enter into Executive Session to conduct candidate interview.

- Interview – James Jarvie – Economic Development Commission - 7:00PM

Out of Executive Session at 7:27 PM

Mr. Vanderslice made a motion to take a short break. Motion seconded by Ms. Bufano and unanimously carried.

Mr. Kaelin joined the meeting and meeting was resumed and called back into order at 7:30PM.

C. Consent Agenda

Motion made by Mr. Clune to approve the consent agenda as follows, seconded by Ms. Bufano and unanimously carried.

Refunds

-As per Tax Collector's Memo dated August 3, 2016

Gifts

- For Town of Wilton K-9 Unit

| | |
|---|--|
| Dean A. & Carol A. Corriveau - \$200.00 | Blue Buffalo Company, LTD – \$10,000 |
| Jeffrey J. & Valerie K. Hunger - \$200.00 | Jacqueline K. & William W. Bishop \$4,000 |
| Peggy Miller Furanna - \$25.00 | Lauren R. Pinchbeck - \$2,000 |
| Krasnow Family Foundation - \$1000.00 | Christopher Kehoe & Mary Louise McArdle - \$150.00 |
| Joan E. & Richard E. King- \$100 | Stephen W. Petit - \$50.00 |
| S L B - \$25.00 | |

Ms. Vanderslice thanked all the above citizens for their generous donations.

Ms. Vanderslice requested a motion be made to adjust the agenda to move the discussion of the appointments to the BOS Study Committee up to Item #1. Motion was being made as she intended to make a second motion to table the discussion of additional appointments to the study committee until the Board had a chance to authorize a written charge to the committee. Mr. Clune and Mr. Kaelin have a scheduled meeting on August 10, 2016 and she suggested they discuss a recommended charge at that time. Motion moved by Ms. Vanderslice, seconded by Mr. Clune before discussion. Mr. Kaelin questioned whether it was really necessary to postpone and develop a charge. Reason for questioning was because, his initial reaction is, are we over thinking this, and he will take the blame as he initially asked for the Study Committee. For benefit of the audience, he noted Ms. Vanderslice documented the procedures the Board had agreed to when reviewing candidates for appointed boards and commissions. His reason for asking for the Study Group was he had not had adequate time to review before that meeting and there were a lot of moving parts. Having had a chance to look at the documents, he felt the Board was 90% if not 100% there. He doesn't anticipate the Study Committee is going to do anything more than review what Ms. Vanderslice had already produced. His reason for inviting the Republican and Democratic Town Committee to appoint someone was because they have been involved in the process for years. His anticipation/expectation was to review procedures and confirm they made sense and then recommend them to the BOS for approval. Ms. Vanderslice noted that if that is the case, we probably don't need a committee as what was written down was the collective understanding of the BOS. Mr. Kaelin noted that meeting for the 10th has not been noticed, so best thing to do is make procedures available on the website and invite public to comment. Comments can be sent to Mr. Clune and Mr. Kaelin who will review and then the full Board will vote in September. It was agreed to cancel the August 10th meeting.

Motion to move additional appointments to the Study Committee to Item 1 made by Ms. Vanderslice. Motion seconded by Ms. Bufano and unanimously carried.

D. Discussion and/or Actions

1. BOS Study Committee
 - Paul Burnham – DTC
 - Al Alper – RTC

Motion to table the discussion on appointment to the BOS Study Committee made by Mr. Clune. Motion seconded by Mr. Kaelin and unanimously carried.

2. 2016 Controlled Deer Hunt Plan

Mike Conklin, Director of Environmental Affairs reviewed the 2016 Controlled Deer Hunt Plan. Mr. Conklin noted the Deer Committee presented the plan to the Conservation Commission the end of last week and the plan was approved

by the Conservation Commission. Mr. Conklin stated there were no significant changes to the program (copy of plan attached). He noted there were a few changes from the 2015 to the 2016 Plan. He explained all proposed changes are on Wilton Land Trust properties. Questions and discussion followed. Motion made by Mr. Clune to approve the 2016 Controlled Deer Hunt Plan; seconded by Ms. Bufano and unanimously carried.

3. Consideration of Approval of Revised Fire Marshal Fee Schedule

Mr. Vanderslice reviewed the Revised Fire marshal Fee Schedule effective Oct 1, 2016. Copy of the previous fee and the suggested revised fees are attached. Ms. Vanderslice noted that the fee schedule had not been revised for a number of years and the revised fees were approved by the Fire Commission. Motion made by Mr. Clune to approve the Revised Fire Marshal Fee Schedule. Motion seconded by Ms. Bufano and unanimously carried.

4. Consideration of Approval of Miller Driscoll Project Cleaning Contract – Champion Maintenance & Construction

Chris Burney, Director, Facilities and Energy Management reviewed the cleaning contract for the Miller Driscoll Project. Memo attached reviewing the contract with Champion Maintenance & Construction. Mr. Burney noted that the Miller Driscoll Building Committee is scheduled to meet on August 11th though a quorum may be an issue. Ms. Vanderslice, noting time is of the essence with the need to get the children back in school, asked that the Board authorize the First Selectmen to sign the contracts even if the MDBC does not meet on August 11th. She also noted the contract is being reviewed by Town Counsel and cost is in the budget. Motion made by Mr. Clune to have the First Selectmen approve the contract with Champion Maintenance & Construction regardless of whether the Miller Driscoll Building Committee is able to meet on August 11, 2016. Motion seconded by Mr. Kaelin and unanimously carried.

5. Consideration of Approval of Miller Driscoll Project Movers Contract – William B. Meyer, Inc.

Chris Burney, Director, Facilities and Energy Management reviewed the Movers contract for the Miller Driscoll Project. Memo is attached reviewing the contract with William B. Meyer, Inc. Mr. Burney noted that the movers would be moving the necessary supplies and equipment back into the classrooms. He also noted that the price on this contract is not a fixed priced as will need them again in the future to cover all of the moving as there will be more construction next year and more space to occupy. He noted that estimated cost at this time is approximately \$40,000. Motion made by Ms. Bufano to have the First Selectmen approve the contract with William B. Meyer, Inc. regardless of whether the Miller Driscoll Building Committee is able to meet on August 11, 2016. Motion seconded by Mr. Clune and unanimously carried.

6. Consideration of Approval of Miller Driscoll Project – Frontier

Chris Burney, Director, Facilities and Energy Management reviewed the contract for the Miller Driscoll Project for Frontier Communications. Memo is attached reviewing the contract for Frontier Communications. Motion made by Mr. Clune to have the First Selectmen approve the contract with Frontier Communications regardless of whether the Miller Driscoll Building Committee is able to meet on August 11, 2016. Motion seconded by Ms. Bufano and unanimously carried.

Mr. Burney noted that all is going well with the Miller Driscoll Project. Final inspection of the Project is on August 26, 2016. Incoming teachers come in on August 29, 2016 for orientation which is the Monday, remaining staff coming on Tuesday, Wednesday, Thursday and Friday (labor day weekend).

Ms. Vanderslice complimented Mr. Burney as it has been a very difficult time for residents who are in the area of the construction. Mr. Burney has been very responsive in trying to address concerns.

7. Consideration of Approval of Application for Historic Preservation Grant

Ms. Vanderslice reviewed the Historic Preservation Grant Application. Ms. Vanderslice stated that the grant is issued by the State and would be in the amount of \$4,000 and grant will be used to preserve various town minutes of boards and commissions. Motion made by Mr. Kaelin to approve the Historic Preservation Grant Application for the Town of Wilton. Motion seconded by Mr. Clune and unanimously carried

8. Consideration of Approval of the Annual Computer Lease for Board of Education

Ms. Vanderslice reviewed the 36 Month Lease to Purchase Computer Equipment for the Wilton Public Schools. Town Counsel has reviewed the lease. Ms. Vanderslice noted that she received the documents this morning and will review and confirm that the Board of Education has approved. Mr. Kaelin made the motion the First Selectman sign the lease as long as one of the approvals is the Board of Education. Motion seconded by Mr. Clune and unanimously carried.

9. Wilton Library Association – Quarterly Update

Glenn Hemmerle, President of the Wilton Library Association gave the quarterly update for the Wilton Library Association. Mr. Hemmerle praised the many volunteers, staff and patrons that work with the Wilton Library Association. Mr. Robert Kelso reviewed the financials (attached) and Ms. Elaine Tai-Lauria commented further. Ms. Tai-Lauria thanked the Board of Selectmen for their support of what the Wilton Library Association is doing and have done in past years.

Mr. Hemmerle noted to the Board of Selectmen that still awaiting appointment of BOS member to fill the vacancy on the WLA board. Ms. Vanderslice note that it will likely take place at September Board of Selectmen meeting.

Mr. Kaelin thanked Mr. Hemmerle for his dedicated service to the Town.

10. Appointments/Reappointments

- Ray Tobiassen – Water Commission (Reappointment)

Mr. Kaelin moved to reappoint Ray Tobiassen to the Water Commission. Motion seconded by Mr. Clune and unanimously carried.

11. Miscellaneous Other Business

None

D. Reports

First Selectman's Report

Ms. Vanderslice gave an update on Solar. Energy Commission talked about coming back to this evening's meeting but based on dollar value of consulting fees an RFP

needs to be done. RFP expected to be out shortly with the Commission returning to the Board with a recommendation in mid September/early October. (This would include engineering work on the roofs to determine capacity.). Richard Creeth has undertaken an examination of an outright purchase by the Town versus the PPA contract.

New turf is in at the High School. Steve Pierce, Mark Ketley, Doug Katz all did a great job in getting it done (completion was two weeks early and on budget). Spoken to a few football players that have been on it and they are excited to begin using the field. Details to follow on ribbon cutting.

Parks and Recreation had a great event last evening with a concert featuring the Helium Brothers. Concert was amazing. Individual who started the band is a Wilton resident.

Selectmen's Reports

Mr. Kaelin

Mr. Kaelin complimented Ms. Vanderslice and Mr. Burney for the tremendous job they are doing with the Miller Driscoll School Project in terms of keeping the Town informed of the progress being made and issues being addressed. He also complimented the media for articles on the project.

Mr. Clune

Helium Brothers concert was fantastic and hopes it is a precursor to other events to come at Merwin Meadows and other places in town. Mr. Clune had a chance to walk on the Turf field at the High School and it is fantastic.

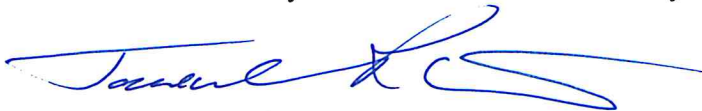
Ms. Bufano

Ms. Bufano noted that she has seen numerous people walking throughout Town, enjoying restaurants and other venues and friends have commented on Schencks Island. She is delighted to see more people taking advantage of the Town and its amenities.

HAPPY BIRTHDAY to Mr. Kaelin.

E. Public Comment
None.

F. Adjournment – Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Kaelin to adjourn meeting at 9:06 PM. Motion was seconded by Mr. Clune and unanimously carried.



Jacqueline Rochester
Recording Secretary
Taken from Video

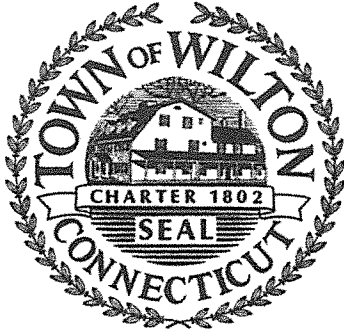
Wilton Deer Committee - 2016 Controlled Hunt Plan

| Town | Wilton Deer Committee - 2016 Controlled Hunt Plan | | | | Deer Tally | |
|---------------------------------|---|----------------|---|----------|-------------------------------|----------------|
| | Beginning of Hunting | End of Hunting | Days of No Hunting | Other | Changes from 2015 Request | 2013 2014 2015 |
| Vista | September 15 | December 31 | November 24 & 25 and December 24 & 25 | | | 5 2 1 |
| Belknap | November 1 | December 31 | November 24, 25, 26 & 27 and December 24 & 25 | | | 5 5 9 |
| Sackett | November 1 | December 23 | November 24, 25 & 26, Sundays | | | 4 N/A 7 |
| Wrens Thicket | September 15 | January 31 | | Bow Only | | 2 1 2 |
| Wild Duck | November 1 | January 31 | November 24, 25, 26 & 27 and December 24 & 25 | Bow Only | | N/A 2 1 |
| WLT | | | | | | |
| Vista surrounding properties | September 15 | December 31 | November 24 & 25 and December 24 & 25 | Bow Only | | * * * |
| Gregg | November 1 | December 31 | November 24, 25, 26 & 27 and December 24 & 25 | | | * * * |
| Van Haelewyn-Richards (Sackett) | November 1 | December 23 | November 24, 25 & 26, Sundays | | | * * * |
| Slaughter Field | October 1 | December 31 | November 24, 25, 26 & 27 and December 24 & 25 | Bow Only | Requested January in the past | 2 4 5 |
| Tito Lane | September 15 | January 31 | November 24 and December 24 & 25 | Bow Only | | 0 0 0 |
| Coulhane | September 15 | January 31 | November 24 & 25 and December 24 & 25 | Bow Only | | N/A 4 1 |
| Chessor Lane parcel | September 15 | January 31 | November 24 and December 24 & 25 | Bow Only | | N/A N/A 1 |
| St. Johns / Chicken St. parcel | September 15 | January 31 | November 24 and December 24 & 25 | Bow Only | | N/A 1 1 |
| Seeley Road/Pen Central Parcel | September 15 | January 31 | November 24 and December 24 & 25 | Bow Only | New property | N/A N/A N/A |
| Quail Ridge / Honey Hill | September 15 | January 31 | November 24 and December 24 & 25 | Bow Only | New property | N/A N/A N/A |

SNEW

| | | |
|------------------|--------------|------------|
| City Lake | September 15 | January 31 |
| Popes Pond | September 15 | January 31 |
| Crystal Lake | September 15 | January 31 |
| Diversion Parcel | September 15 | January 31 |
| Comstock | September 15 | January 31 |

- Days of No Hunting above includes change in 2015 which allowed hunting on Sunday.
 * Indicates that total for the corresponding adjacent parcel includes the tally for the combined property as they are managed jointly.
 N/A - Indicates that parcel was not hunted.



OFFICE OF THE FIRE MARSHAL
236 Danbury Road
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203-834-6249
203-563-0191 Fax
www.wiltonfire.org

Wilton Fire Marshal Office Inspection and Permit Fee Schedule

On August 3rd 2006 the Wilton Board of Selectman approved implementation of the policy “Wilton Fire Marshal’s Office Schedule of Inspection & Permit Fees”.

Effective October 1st 2006 inspections conducted and certificates or permits issued by the Wilton Fire Marshal’s Office will be subject to the fees listed in the attached schedule.

Prior to inspections of occupancies that require certificates or permits, the appropriate fees must be paid. Fees for inspection of other occupancies will be invoiced to the business owner and/or the building owner payable upon receipt and within 10 days of invoice .

The fees associated with plan reviews must be paid prior to the issuance of any permits for the project.

Wilton Fire Marshal Schedule of Inspection & Permit Fees

1. Purpose

The purpose of this fee schedule is to allow the Fire Marshal's Office of the Town of Wilton to collect fees in connection with their inspection and plan review responsibilities.

2. Fire Marshal's fees

A. Inspections . When the Office of the Fire Marshal performs an inspection the fees for such inspection will be as noted below. When any such inspection requires certification an additional twenty five dollar (\$25.00) fee will be collected. Where inspections require certification, payment must be made prior to inspection. All other fees for inspection are payable within 10 days of invoice. If a reinspection is required, for any reason, an additional twenty five dollar (\$25.00) fee will be required. Government, public education and non-profit organizations are exempt from fees but are subject to inspection.

| | |
|--|------------------|
| Places of Assembly | \$50.00 |
| Educational | \$50.00 |
| Institutional | \$100.00 |
| Nursing & Convalescent Homes | \$100.00 |
| Lodging/Rooming & Bed/Breakfast | \$50.00 |
| Residential Board and Care (Small) | \$50.00 |
| (Large) | \$100.00 |
| Day Care Facilities | \$100.00 |
| Group Day Care Home | \$50.00 |
| Residential Buildings with 3 or more dwelling units | \$25.00 per unit |
| Business | \$25.00 |
| Mercantile | \$25.00 |
| Storage (except explosives, fireworks or other hazardous materials) | \$25.00 |
| Industrial | \$50.00 |

| | |
|---|--------------------------|
| Hotels/Motels & Dormitories | \$100.00 |
| Dry Cleaning Plants | \$50.00 |
| Hazardous Materials Transportation Vehicles | \$25.00 per unit |
| Flammable, Combustible Liquid & LPG Storage Installations | \$50.00 per installation |

B. Other Permits and Inspections. When the Office of the Fire Marshal performs an inspection the fees for such inspection will be as noted below. Government, public education and non-profit organizations are exempt from fees but are subject to inspection.

| | |
|---|--|
| Blasting Permits | \$20.00 (set by State Statute) |
| Exhibitions | \$75.00 – plus cost of personnel hired per regulations |
| Explosives/Fireworks Storage & magazines | \$50.00 |
| Fireworks/Special Effects | \$75.00 - plus cost of personnel hired per regulations |
| Underground Flammable/Combustible Liquid Tank Removal | \$50.00 each Commercial \$25.00 each Residential |
| Fuel Tank Installation (Commercial) | \$50.00 per tank |
| Tents/Canopies (for assembly purposes over 100 persons) | \$25.00 |
| Carnival | \$50.00 |
| Vendor (LP systems, concession equipment, etc) | \$20.00 |
| Open Burning | \$10.00 |

C. Plan Review. When any person, firm, business or other entity submits a plan, application or other document in connection with a building permit for review and/or approval to the Office of the Fire Marshal, the fees for said review and/or approval shall

be based on aggregate square footage as set out below. At the discretion of the Fire Marshal, plans for buildings/systems exceeding 5,000 square feet may be required to have an independent plan review conducted by a pre-approved reviewer of the applicant's choice with any costs of such review borne by the applicant. Reports developed by the independent review must be reviewed for acceptance by the Fire Marshal and all fees connected with said review paid prior to approval for permit.

| | | |
|---|---------------------------------------|---------------------|
| Building | up to 2,000 sq.ft. | \$50.00 |
| | 2,000 to 4,999 sq.ft. | \$100.00 |
| | 5,000 to 9,999 sq.ft. | \$350.00 |
| | 10,000 to 25,000 sq.ft. | \$500.00 |
| | 25,000 to 50,000 sq.ft. | \$750.00 |
| | over 50,000 sq.ft. | \$1500.00 |
| Fire Alarm System | up to 5,000 sq.ft. | \$50.00 |
| | 5,000 to 9,999 sq.ft. | \$100.00 |
| | 10,000 to 49,999 sq.ft. | \$200.00 |
| | Greater than 50,000 sq.ft. | \$300.00 |
| Fire Sprinkler System | up to 5,000 sq.ft. | \$50.00 |
| | 5,000 to 9,999 sq.ft. | \$100.00 |
| | 10,000 to 49,999 sq.ft. | \$300.00 |
| | Greater than 50,000 sq.ft. | \$500.00 |
| Food Service Hood & Exhaust Systems | | \$100.00 per system |
| Other Special Fire Protection Systems (FM200, CO2, Halon, etc) | | \$100.00 per system |
| Additions or Alterations to Existing Fire Alarm & Fire Protection Systems | | ½ base fee |
| Resubmittal Fees: | a) for previously rejected plans | ½ base fee |
| | b) for modification of approved plans | 1/3 base fee |

D. Enforcement

Enforcement for failure to pay fees will be in accordance with Connecticut General Statute Sections 7-148 and 7-152c and the Town Ordinance adopted pursuant to those statutory sections, as amended.

E. Effective Date

Effective date of this policy is October 1, 2006



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| Lodging/Rooming & Bed/Breakfast | \$65.00 |
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| (Large) | \$125.00 |
| Day Care Facilities | \$125.00 |
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| Industrial | \$65.00 |

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| Dry Cleaning Plants | \$65.00 |
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| | | |
|---|---------------------------------------|---------------------|
| Building | up to 2,000 sq.ft. | \$65.00 |
| | 2,000 to 4,999 sq.ft. | \$125.00 |
| | 5,000 to 9,999 sq.ft. | \$440.00 |
| | 10,000 to 25,000 sq.ft. | \$625.00 |
| | 25,000 to 50,000 sq.ft. | \$940.00 |
| | over 50,000 sq.ft. | \$1875.00 |
| Fire Alarm System | up to 5,000 sq.ft. | \$65.00 |
| | 5,000 to 9,999 sq.ft. | \$125.00 |
| | 10,000 to 49,999 sq.ft. | \$250.00 |
| | Greater than 50,000 sq.ft. | \$375.00 |
| Fire Sprinkler System | up to 5,000 sq.ft. | \$65.00 |
| | 5,000 to 9,999 sq.ft. | \$125.00 |
| | 10,000 to 49,999 sq.ft. | \$375.00 |
| | Greater than 50,000 sq.ft. | \$625.00 |
| Food Service Hood & Exhaust Systems | | \$125.00 per system |
| Other Special Fire Protection Systems (FM200, CO2, Halon, etc) | | \$125.00 per system |
| Additions or Alterations to Existing fee Fire Alarm & Fire Protection Systems | | 1/2 base |
| Resubmittal Fees: | a) for previously rejected plans | 1/2 base fee |
| | b) for modification of approved plans | 1/3 base fee |

D. Enforcement

Enforcement for failure to pay fees will be in accordance with Connecticut General Statute Sections 7-148 and 7-152c and the Town Ordinance adopted pursuant to those statutory sections, as amended.

E. Effective Date

Effective date of this policy is ~~October 1, 2006~~

MEMORANDUM

TO: Lynne Vanderslice, First Selectman
FROM: Chris Burney, Director of Facilities and Energy Management
DATE: August 8, 2016
SUBJECT: Miscellaneous Contract Approval Requests for Miller Driscoll.

On behalf of the Miller Driscoll Building Committee I am seeking approval of three contracts detailed below.

Frontier Communications

Amount \$25,907.09

Relocate Existing Telephone Cable

There is a 50 pair existing telephone cable that provides what is known as a "Copper" or "Hard" connection to the Miller Driscoll School. This cable is presently routed through a section of the building that will be demolished. We are required to maintain this service to support such items as Fax lines, 911 connections, Fire Alarm monitoring, and other services that are not appropriate for the new Voice Over Internet Protocol (VOIP) phone system. This is not a biddable process because Frontier owns the cable and the connections at both ends.

Champion Maintenance & Construction

Amount \$74,100.00

Final Cleaning of School before Opening

This award is the result of a public bid request. The bids ranged from \$44,686 to \$144,935. At the bid opening the low bidder made a comment that he thought that he had forgotten something. At the subsequent diligence meeting he confirmed that he had not included all of the required work and was allowed to withdraw his bid. Champion Maintenance and Construction was the lowest, qualified bidder. The work entails the cleaning of all of the areas of the school, including those areas where no work has been done this summer such as the portable classrooms.

Meyer's Moving

Amount \$40,000.00

Replacing all Furniture, Equipment, and Supplies into School

Moving companies in Connecticut are regulated by the Department of Transportation and are required to have their tariffs approved and on file. Myers is on the state approved vendor list so we were able to negotiate the cost of bringing of all of the furniture and equipment out of storage and back into the school. The final number will depend upon the specifics of what is required at the time of the move, but will not exceed \$40,000.

The first two contracts, Frontier and Champion, will be presented to the Miller Driscoll Building Committee for the first time on August 11, 2016. The third item, Myers Moving, was presented to the Building Committee at the May 12, 2016 meeting by Michael Douyard (Turner Construction) with a request for approval to issue a contract. A review of the meeting video shows that the discussion started at 96:27 minutes, with the formal request at 99:00 minutes. At 100:30 minutes, the committee vice chair gave the opinion that since it was already in the budget, no formal action was required by the committee. Unfortunately, this level of detail was not incorporated into the minutes.

Thus for the record, I am presenting this, along with the first two items, to the Board of Selectmen with the request that the First Selectman be authorized to enter into the three contracts describe contingent upon the Miller Driscoll Building Committee approving the contracts on August 11. All of the costs associated with these contracts are included in allowances within the soft costs. There will be no change to any bottom line budget as a result of these contracts.

Thank you.

Summary of Contracts for Miller Driscoll School

Board of Selectmen, August 8, 2016

| Bid Package #24 Post Construction Cleaning Services | | Bid Amount |
|---|---|--------------------|
| Horizon Services | Vendor did not have the complete scope in his bid and was allowed to with | \$44,686.00 |
| Champion Maintenance & Construction | This is the lowest qualified bid. | \$74,100.00 |
| K&P Facilities Maintenance | | \$107,250.00 |
| Jaxon Maintenance | | \$117,913.00 |
| Premier Maintenance | | \$144,936.00 |

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| William B Meyer Moving Company Contract for the provision of labor and materials for Moving Services. | Moving company rates are regulated by the State DOT. This vendor is on the State's approved vendor list and this contract is based upon an estimate of the services required now. There will probably be additional services required under a new contract in the future. | \$40,000.00 |
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|---|--|-------------|
| Frontier Communications Contract to Relocate an existing 50 pair telephone line | There is no bid possible on this cost. This is an existing cable that is owned by Frontier. It needs to be re-routed because the building is being demolished. | \$25,907.09 |
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WLA Annual Meeting

June 5, 2016

Executive Director's Report

Good afternoon and thank you for joining us today -- in spite of the rainy weather.

On May 10th of this year, Wilton Library Association completed 120 years of service to this community. Indeed, this marked a very special milestone in our history.

On April 2nd, at the 120th anniversary gala, we celebrated the evolution of library over those many years -- reflecting on the fact that the humble opening circulating collection of 150 books had grown to our current ½ million items of print and non-print resources -- used by over ¼ million patrons who now walk through our doors each year.

Along with these resources, we offer a wide variety of FREE programs, ranging from very practical sessions such as teaching how to use Excel, 3D printing, or various social media, to the somewhat "academic" programs such as Shakespeare's soliloquies in Hamlet, or Homer's epic poem "The Odyssey," or a presentation on the United States' entry into WW1.

Just yesterday afternoon in this room, we held a special 40th anniversary 'mini-reenactment' of the famous 1976 winetasting event when a handful of relatively unknown California wines were selected over several top French wines in a blind tasting by French judges in Paris. Almost 100 people attended this program. We were very fortunate through a local contact, to able secure George Taber, author of the book "Judgment of Paris." Mr. Taber was the only journalist present at that historic wine tasting, and essentially documented the point at which modern winemaking in California became internationally recognized.

I refer to some of these programs, not because they illustrate the caliber of our programming; rather, that they are tangible examples of how Wilton Library continues to enrich the QUALITY OF LIFE in this community.

The past year was noteworthy in many ways. Each month was marked by accomplishments, surprises, opportunities, as well as challenges. Some of the highlights of the year included:

Our first Innovation Day in July at which we hosted local inventors and makers to participate. We also held our first local authors showcase during the Wilton Street Fair.

We dedicated our new Children's Library entrance in October. The commissioned jungle-themed entrance was designed by Ed MacEwan, Chair of our Art committee, which he

painted along with his daughter and grand-daughter. I should note that fabrication and construction was done in-house by our building operations team.

In November, our telephone system failed, which prompted us to move forward with plans to replace the outdated system, and in December, we upgraded the infrastructure for our phone system. We also hosted "Hour of Code" in which we participated in a global initiative to introduce people to coding.

In January, we launched a health literacy series: "Get Well, Stay Well -- presented by Norwalk Hospital and Wilton Library, and moderated by one of our own trustees - Dr. Saras Nair.

In February, Wilton Library was mentioned in the magazine US News in an article titled: "Beyond Books..." and our robotics team won the *THINK Award* for the best Engineering Notebook.

In March, we met with members of the Wilton Economic Development Commission to discuss ways in which Wilton Library could collaborate with the commission to showcase our services, resources and programs to assist the Town in attracting potential residents and real estate investors.

In April, we held our 120th Anniversary Benefit and renamed our Innovation Station in honor of the late Thomas T. Adams, Esq.

During April, we were also delighted to receive four publicity awards at the Connecticut Library Association Conference, taking 1st place for our annual report, and 1st place for our new library cards designs.

As the year drew to a close in May, the Board finalized our strategic plan for the next two years -- reaffirming our mission to be:

"The cultural and intellectual center of Wilton" where
"We inform, enrich, connect, and inspire our community."

Throughout the year, we continued to improve and enhance our services and resources -- making new resources available to our patrons. For example: a circulating telescope kit, and an Optelec portable magnifier kit for the visually-impaired. Programs continued to include presentations by internationally acclaimed authors such as Erik Larsen, Diana Nyad, Matt Davies, Gretchen Rubin, and Paula McLain - our *2016 Wilton Reads* author who was also presented the 6th Grodin Family Fine Writers Award.

As done previously, we hosted many Hot & Cool Jazz concerts, however this year, we hosted the very special "The Brubecks Play Brubeck" concert which required two performances to accommodate 300+ registered attendees. We also collaborated with The New Haven

Symphony for the *Brothers in Arts Concert with Chris Brubeck* at the Clune Center; the Brubeck Room was the venue for the post-concert reception.

Fund raising efforts continued in earnest throughout the year with 3 book sales, the Ladies Soiree, the Wine Tasting Benefit, the Annual Appeal, the Spring Benefit, as well as sponsorships, private donations, and commemorative gifts.

In order to do what we do, we must continue to reinforce our staff with new talent. In July, we hired Michael Bellacosa as our Community Engagement Manager. Several new staff members and interns also joined our team in the Children's Library, Teens Services, the Innovation Station, and the Circulation Desk. In Administration, Suzanne Verrilli will join us on a full-time basis -- supporting me, our Development Director, and assisting with Board of Trustees matters.

Throughout the year, several of our staff members held offices, or chaired roundtable groups in professional library organizations. Some of us also served on the Boards of local organizations such as the Rotary & Kiwanis clubs.

The accomplishments over the past year were many; however they would not have been possible without outside support. So, on behalf of the staff and trustees and indeed our community, I would like to thank the Board of Selectmen for providing 75% of our budget which covers operational expenses, and to YOU - our Friends, for providing the remaining 25% of our budget which sustains our collection and programs. Our very special thanks also to:

- The Amadeo Family for supporting our STEAM programs for the Children's Library and Teens Services
- Mr. Rich Mason and the late Thomas Adams, Esq. (via the Shoff Foundation), for funding enhancements to the Children's Library Entrance and other initiatives
- Catherine & Ed Romer (via the Tell Foundation) for supporting our Hot & Cool Jazz Series
- The Davatzes Family Foundation
- The Board of Trustees, our many dedicated volunteers, the local businesses and community organizations
- AND TO YOU, the *Friends of the Wilton Library Association*, for your loyal support and for making our 120th year the success it was.

We are indeed gratified by the support of our loyal Friends, and welcome new ones! I would be remiss, however, if I did not take a moment to acknowledge the support and contributions of some of Wilton Library's dearest friends who left us this year:

- Thomas T. Adams, Esq.
- Jeanette Duke
- David Canary
- Fred Herot
- Alice Levin

- Dick Moore
- Jean Schlesinger

Their dedicated efforts truly helped to sustain our library over the years.

As we begin a new chapter in our history, Wilton Library will continue to be, what I call, "Great Equalizer" in our community. We are honored to be that place where everyone is welcomed.

In concluding, I would like to borrow the words of one of my favorite poets, T.S. Eliot, who wrote:

"...to make an end is to make a beginning"

So, I invite you to join us as we begin another exciting year. Thank you.