

RECEIVED FOR RECORD  
TOWN OF WILTON

2018 APR 24 P 12:49

BY: LK

BOARD OF FINANCE  
REGULAR MEETING – APRIL 17, 2018  
MEETING ROOM B AT TOWN HALL

**PRESENT:** Jeff Rutishauser, John Kalamarides (arrived at 7:35 PM), Stewart Koenigsberg, Peter Balderston, Walter Kress, Richard Creeth

**Others Present:** Anne Kelly-Lenz-CFO, Lynne Vanderslice-First Selectman, Members of the Press

**Call to Order**

Chairman Jeff Rutishauser called the meeting to order at 7:30 p.m.

**Approval of Minutes of March 20, 2018 Regular Meeting, Minutes of Public Hearing on BoE Budget for March 26, 2018, Minutes of Public Hearing on BoS Budget for March 27, 2018, and Budget Meetings for April 3, 2018 and April 4, 2018**

Mr. Rutishauser asked for motion to approve the March 20, 2018 Regular Meeting Minutes as written. Motion moved by Mr. Kalamarides, seconded by Mr. Balderston and carried 5-0.

Mr. Rutishauser asked for a motion to approve the minutes of Public Hearing on BoE Budget for March 26, 2018 as written. Motion moved by Mr. Balderston, seconded by Mr. Creeth and carried 5-0.

Mr. Rutishauser asked for a motion to approve the minutes of Public Hearing on BoS Budget for March 27, 2018 as written. Motion moved by Mr. Balderston, seconded by Mr. Creeth and carried 5-0.

Mr. Rutishauser asked for a motion to approve the Minutes of Budget Meeting for April 3, 2018 as written. Motion moved by Mr. Kress, seconded by Mr. Creeth and carried 5-0 to approve the minutes as amended to correct comments made by Mr. Koenigsberg (third line of comments) should read, "not initially cutting expenses to the bone, but be more disciplined."

Mr. Rutishauser asked for a motion to approve the Minutes of Budget Meeting for April 4, 2018 as written. Motion moved by Mr. Kress, seconded by Mr. Creeth and carried 6-0.

**Public Comment**

None

**Bonded Capital**

First Selectman Vanderslice reviewed the BoS Bonded Capital Requests (presentation attached).

Mr. Rutishauser made a motion to recommend the bonding proposal of \$3,000,000 for Road Paving of 15 miles of road. Motion carried 6-0.

Ms. Vanderslice reviewed the bonding proposal for the replacement of the 10-year + Lilly Field crumb rubber infill turf with a coconut husk infill with shock padding. Mr. Rutishauser made a motion to recommend the bonding of \$700,000 for the replacement of the 10-year+ Lilly field crumb rubber infill turf with a coconut husk infill with shock padding. Motion carried 6-0.

***\*Minutes have not been reviewed by this Board and may be subject to revision in future minutes.***

Ms. Vanderslice reviewed the bonding proposal for repaving and installation of lights at the BoE bus barn on School Road. Mr. Rutishauser made a motion to recommend the bonding proposal of \$400,000 for the repaving and installation of lights at the bus barn on School Road. Motion carried 6-0.

Ms. Vanderslice reviewed information on the Police HQ/Town Campus Study Committee that has now transitioned into a Building Committee. She reviewed preliminary planning for Police Headquarters and the Town hall Campus. She further reviewed the Future Bonding schedule for 2020-2023.

#### **FY 18 Monthly Financial Report**

Anne Kelly-Lenz gave a monthly financial review as of March 2018 (Memo attached).

#### **Suspension List**

CFO Anne Kelly-Lenz presented the uncollectable tax accounts for transfer to the Town's Suspense Tax Book (memo attached). Ms. Kelly-Lenz noted the Tax Collector requires that the BoF Clerk Richard Creeth officially signs off on the list. Mr. Rutishauser made a motion to approve the transfer of \$7,321.55 to the Suspense List. Motion carried 6-0. Richard Creeth, as Clerk of the BOF, signed off on the list.

#### **2018 Distracted Driving High Visibility Enforcement (DDHVE) Grant**

Ms. Kelly-Lenz reviewed the 2018 Distracted Driving High Visibility Enforcement Grant. She noted the grant is for \$19,700.

After review, motion moved by Mr. Koenigsberg to approve the application for the 2018 Distracted Driving High Visibility Enforcement Grant in the amount of \$19,700, seconded by Mr. Creeth and carried 6-0.

#### **Consideration of Approval of Application of Historic Preservation Grant**

Ms. Kelly-Lenz reviewed the Application of Historic Preservation Grant and noted that the grant is the same as in previous year's, the only difference is that instead of putting documents on microfiche, documents will be scanned into the Cott system and at some point be made available online. After review, motion moved by Mr. Creeth to approve the application of Historic Preservation Grant for \$4,500 to be added with local funds of \$5,464.80 to do scanning updates of town records, seconded by Mr. Balderston and carried 6-0.

#### **FY19 Budget Discussion**

Mr. Rutishauser started the discussion on the FY19 Budget. Board members reviewed thoughts on topics to be discussed and presented at the Annual Town Meeting.

#### **Committee Reports (MDBC, BOE Bus Ops, Pension, Survey)**

*John Kalamarides:* Miller Driscoll Building Committee – No meeting held

*Peter Balderston:* Board of Education Business Operations Meeting – No meeting held. The next meeting will be held on April 26, 2018. Hopeful to learn positive feedback on hiring a consultant to build database that provides broader look at the school district from different angles.

*John Kalamarides:* Investment Committee – No meeting held

*Richard Creeth:* Survey Committee – Mr. Creeth noted that the committee met once on March 28, 2018. Meeting was constructive and framed out the survey a little bit more and will meet again in May to try and come up with some thoughts on potential vendors and approaches.

Mr. Balderston brought up several topics to be discussed. Mr. Rutishauser noted that those topics will be discussed at a future BoF meeting.

**Public Participation**

None.

Mr. Rutishauser noted that the next POCD meeting takes place on Thursday April 19, 2018 and that the subject matter is Community Facilities and Infrastructure.

Having no further business, the meeting adjourned at 9:07 p.m.

Respectfully submitted,  
Jacqueline Rochester

## BONDED CAPITAL REQUESTS

### *FY 2019 Requests*

- \$3,000,000 for the repaving of 15 miles of roads
  - Year two of a five year program
  - Goal of all roads being 10-years old or less after the 5 years
- \$700,000 for the replacement of the 10-year+ Lilly field crumb rubber infill turf with a coconut husk infill turf with shock padding
  - Same material and vendor as used for the Stadium replacement two years ago
- \$400,000 for the repaving and installation of lights at the BOE bus barn on School Road
  - This was requested last year and was put off a year
  - Significant depressions in the pavement
  - Currently has no lighting. Bus drivers arrive in the dark
  - Safety concerns



**TOWN OF WILTON**  
**5 YEAR BONDED CAPITAL REQUESTS - WORK IN PROGRESS**

Department	Project	2019	2020	2021	2022	2023	Total
Public Works	Road Restoration	3,000,000	3,090,000	3,180,878	3,268,070	2,252,000	14,790,948
Police	Building		11,394,000				11,394,000
Fire	Update/Remodel Fire Station 2 Refurbish Truck 5		910,000		350,000		910,000
		0	910,000	0	350,000	0	1,260,000
Parks & Recreation	Lilly Field	700,000					700,000
	Stadium Track Replacement		100,000				100,000
		700,000	100,000	0	0	0	800,000
BOE	District Roof Replacements		600,000	300,000	300,000	300,000	1,500,000
	Cider Mill - repave parking lot		200,000				200,000
	Flooring replacement		300,000	400,000			700,000
	Bus Barn - Repave and Add Lights	400,000					400,000
	Middlebrook and Cider Mill HVAC Replace		100,000	1,000,000	1,000,000		2,100,000
		400,000	1,200,000	1,700,000	1,300,000	300,000	4,900,000
	Total Bonded	4,100,000	16,694,000	4,880,878	4,918,070	2,552,000	33,144,948



April 17<sup>th</sup>, 2018

To: Board of Finance

From: Anne Kelly Lenz 

Re: FY 2018 Financial Reporting March 2018

Below I have listed the key items of the FY 2018 forecast versus the budget.

FY 2018 revenues are currently forecasted \$986,708 higher than the budget, mainly due to:

- Education – up \$522,067 due to State ESC funds that were not expected or budgeted in FY 18 but currently slated to be received from State.
- Building permits are expected to bring in an additional \$300,000
- Potential loss of 50% of the Town road aid (\$158,000)
- Renewal Contract signed for Cell Tower lease. \$125,000 in signing bonus and \$6,667 additional in annual lease income.
- Interest Income - slight increase in rates giving Town additional income - \$135,000
- Loss of FY 18 LOCIP funds from the General Funds but being picked up as additional funds for the road program in the Capital Fund – (\$225,524)

FY 2018 expenses are currently forecasted \$1,850,961 lower than budget, mainly due to:

- Favorability in the BOS budget was due to open positions in the Police Dept., Assessor's office and DPW along with lower funding level needed for the OPEB ARC.
- Charter Authority – savings of \$1,255,490 as the Town is forecasting it to be unused at this time.

Tax Collector  
Telephone (203) 563-0127  
Fax (203) 563-0293



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

Memorandum

March 27, 2018

TO: Jeffrey Rutishauser, Chairman of the Board of Finance  
FROM: Philip J. Damato, Tax Collector  
RE: Transfer of Uncollectible Taxes to Suspense

The Connecticut General Statutes, Sec. 12-165, require the Tax Collector to submit to the Town's budget making authority, before the end of the fiscal year, an estimate of uncollectible taxes for transfer to the Town's Suspense Tax Book.

Attached for your review is the Fiscal Year 2018 Suspense Tax Transfer Summary of uncollectible taxes by Grand List Year type, along with a detailed list of each tax delinquent. The total proposed 2018 transfer to suspense is \$7,321.55 compared to \$5,791.94 in 2017 and \$10,221.17 in 2016.

Taxes transferred to suspense are not written off; rather they are reclassified on the General Fund Balance Sheet. Hence, unpaid taxes in suspense have the same effect as an allowance for uncollectible accounts.

If the Board of Finance approves the transfer, the annual Collectors' Certification to the Board recommending the transfer can then be signed by the Clerk of the Board of Finance for my filing with the Town Clerk

cc: Members, Board of Finance  
Lynne Vanderslice, First Selectman  
Anne Kelly-Lenz, Chief Financial Officer



**Town of Wilton**  
**Suspense Tax Transfer Summary**  
**FISCAL YEAR 2018**

GRAND LIST YEAR	MOTOR VEHICLE	MOTOR VEHICLE SUPPLEMENTAL	PERSONAL PROPERTY	REAL ESTATE	TOTAL
2016	-	-	-	-	\$0.00
2015	-	-	-	124.40	\$124.40
2014	-	-	511.12	-	\$511.12
2013	-	-	2,107.04	-	\$2,107.04
2012	-	-	1,591.89	-	\$1,591.89
2011	231.82	-	545.15	-	\$776.97
2010	724.75	-	31.48	-	\$756.23
2009	688.66	693.38	-	-	\$1,382.04
2008	71.86	-	-	-	\$71.86
2007	-	-	-	-	\$0.00
2006	-	-	-	-	\$0.00
2005	-	-	-	-	\$0.00
2004	-	-	-	-	\$0.00
2003	-	-	-	-	\$0.00
2002	-	-	-	-	\$0.00
TOTALS	<u>\$1,717.09</u>	<u>\$693.38</u>	<u>\$4,786.68</u>	<u>\$124.40</u>	<u>\$7,321.55</u>



## Process Suspend Report

TOWN OF WILTON Date: 03/27/2018 Time: 10:19:05  
 Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

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Bill #	Dst Name	Code	Reason	Date	Town Due/SuspDist Due/SuspSewer Due/Susp	Total
2008-03-0230426 0 MOTOR VEHICLE	WILLIAMS RICHARD V # Of Acct: 1	43	UNABLE TO LOCATE	03/20/2018	71.86 71.86	
YR : 2008	TOTAL : 1				71.86	
2009-03-0140149 0	NICHOLAS SCOTT C	43	UNABLE TO LOCATE	03/20/2018	69.35	
2009-03-0160467 0	POWELL JANE D	43	UNABLE TO LOCATE	03/20/2018	87.09	
2009-03-0190308 0	SCHLUETER WILLIAM R	42	MOVED OUT OF STATE	03/20/2018	277.60	
2009-03-0230403 0	WILLIAMS DEIRDRE OR	43	UNABLE TO LOCATE	03/20/2018	254.62	
MOTOR VEHICLE	# Of Acct: 4				688.66	
2009-04-0010058 0	ARKINSMURRAY ANNE OR	43	UNABLE TO LOCATE	03/20/2018	164.34	
2009-04-0010062 0	ARRIAGA AMANDA	43	UNABLE TO LOCATE	03/20/2018	306.59	
2009-04-0070084 0	GOTTLIEB ILMIJA	43	UNABLE TO LOCATE	03/20/2018	115.36	
2009-04-0130169 0	MITCHELL THOMAS E	43	UNABLE TO LOCATE	03/20/2018	30.64	
2009-04-0190030 0	SAUER BRYAN R	43	UNABLE TO LOCATE	03/20/2018	48.55	
2009-04-0230058 0	WILLIAMS ANNA L	43	UNABLE TO LOCATE	03/20/2018	27.90	
SUPP MOTOR VEHICLE	# Of Acct: 6				693.38	
YR : 2009	TOTAL : 10				1,382.04	
2010-02-0008015 1 PERSONALPROPERTY	KEY ESTATE SERVICES # Of Acct: 1	45	OUT OF BUSINESS	03/20/2018	31.48 31.48	
2010-03-0010348	ARKINSMURRAY ANNE OR	43	UNABLE TO LOCATE	03/20/2018	184.11	
2010-03-0070564	GOTTLIEB ILMIJA	43	UNABLE TO LOCATE	03/20/2018	113.84	
2010-03-0080288	HEGLAND EIVIND	41	DECEASED	03/20/2018	58.80	
2010-03-0160490	POWELL JANE D	43	UNABLE TO LOCATE	03/20/2018	83.82	
2010-03-0230401	WILLIAMS ANNA L	43	UNABLE TO LOCATE	03/20/2018	34.61	
2010-03-0230412	WILLIAMS DEIRDRE OR	43	UNABLE TO LOCATE	03/20/2018	249.57	
MOTOR VEHICLE	# Of Acct: 6				724.75	
YR : 2010	TOTAL : 7				756.23	
2011-02-0007908 3	WIRTH SALANDER STUDIOS INC DBA	45	OUT OF BUSINESS	03/20/2018	27.61	
2011-02-0008015 1	KEY ESTATE SERVICES	45	OUT OF BUSINESS	03/20/2018	41.06	
2011-02-0008106 1	VINTAGE OF WILTON LLC	45	OUT OF BUSINESS	03/20/2018	31.79	
2011-02-0008114 1	TEN CHINA BISTRO	45	OUT OF BUSINESS	03/20/2018	388.26	
2011-02-0008171 1	WILTON QUALITY CLEANERS	45	OUT OF BUSINESS	03/20/2018	56.43	
PERSONALPROPERTY	# Of Acct: 5				545.15	
2011-03-0010341	ARKINSMURRAY ANNE OR	43	UNABLE TO LOCATE	03/20/2018	179.18	
2011-03-0010411	AUSTIN PENELOPE E	41	DECEASED	03/20/2018	4.00	
2011-03-0021981	RICHARD BEATRICE V	41	DECEASED	03/20/2018	48.64	
MOTOR VEHICLE	# Of Acct: 3				231.82	
YR : 2011	TOTAL : 8				776.97	
2012-02-0006435 1	CHRISTOPHER FINE FLOORING	45	OUT OF BUSINESS	03/20/2018	409.08	
2012-02-0006543 1	HARRIS YOLANDA L DBA	45	OUT OF BUSINESS	03/20/2018	132.30	
2012-02-0007908 3	WIRTH SALANDER STUDIOS INC DBA	45	OUT OF BUSINESS	03/20/2018	109.16	
2012-02-0007977 1	VINTAGE FINE WINES	45	OUT OF BUSINESS	03/20/2018	537.73	

## Process Suspense Report

TOWN OF WILTON Date: 03/27/2018 Time: 10:19:05

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Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2012-02-0008015	1	KEY ESTATE SERVICES	45	OUT OF BUSINESS	03/20/2018		55.88		
2012-02-0008106	1	VINTAGE OF WILTON LLC	45	OUT OF BUSINESS	03/20/2018		54.06		
2012-02-0008171	1	WILTON QUALITY CLEANERS	45	OUT OF BUSINESS	03/20/2018		95.90		
2012-02-0008265	1	GREEN LEAF ORGANIC BAKERY	45	OUT OF BUSINESS	03/20/2018		197.78		
PERSONALPROPERTY		# Of Acct: 8					1,591.89		
YR : 2012		TOTAL : 8					1,591.89		
2013-02-0006435	1	CHRISTOPHER FINE FLOORING	45	OUT OF BUSINESS	03/20/2018		459.48		
2013-02-0006543	1	HARRIS YOLANDA L DBA	45	OUT OF BUSINESS	03/20/2018		148.22		
2013-02-0007977	1	VINTAGE FINE WINES	45	OUT OF BUSINESS	03/20/2018		1,206.36		
2013-02-0008015	1	KEY ESTATE SERVICES	45	OUT OF BUSINESS	03/20/2018		63.10		
2013-02-0008106	1	VINTAGE OF WILTON LLC	45	OUT OF BUSINESS	03/20/2018		60.72		
2013-02-0008265	1	GREEN LEAF CAPE LLC	45	OUT OF BUSINESS	03/20/2018		169.16		
PERSONALPROPERTY		# Of Acct: 6					2,107.04		
YR : 2013		TOTAL : 6					2,107.04		
2014-02-0006435	1	CHRISTOPHER FINE FLOORING	45	OUT OF BUSINESS	03/20/2018		511.12		
PERSONALPROPERTY		# Of Acct: 1					511.12		
YR : 2014		TOTAL : 1					511.12		
2016-01-0070428	3	DEMELIS MARIO	52	ABANDONED SUBDIV	ACC03/20/2018		124.40		
REAL ESTATE		# Of Acct: 1					124.40		
YR : 2016		TOTAL : 1					124.40		
Grand Total: 42							7,321.55		