

**BOARD OF FINANCE
REGULAR MEETING – MARCH 10, 2020
TOWN HALL - ROOM B**

PRESENT: Jeff Rutishauser, Michael Kaelin, Peter Balderston, Kevin Gardiner, Stewart Koenigsberg (arrived at 7:30 pm), Chris Stroup

Others Present: CFO Anne Kelly-Lenz, First Selectwoman Lynne Vanderslice, Members of the Public

Call to Order

Chairman Jeff Rutishauser called the meeting to order at 7:01 pm.

Public Comment

Richard Creeth commented on the budget process the BOF survey and the Town of Wilton overall. On behalf of the board, Mr. Rutishauser thanked Mr. Creeth for his service to the Town and his service on the Board of Finance.

Approval of Minutes of February 11, 2020

Mr. Rutishauser reviewed the February 11, 2020 Meeting Minutes. After review, motion moved by Kevin Gardiner seconded by Mr. Stroup and carried 5-0 as amended (1) adding last name "Stroup" after Chris under PRESENT,(2) delete "Members of the press and Members of the Public under Others Present, (3) change vote under Approval of Minutes of January 21, 2020 to "5-0 with Mr. Balderston abstaining", and (4) under Business Operations Committee Meeting the phrase "Mr. Balderston gave an update "will be deleted in its entirety.

Mr. Rutishauser asked to scramble the agenda to add an Executive Session to Discuss Contract Negotiations and to move Discussion of FY21 BOS Budget after the Executive Session. Motion moved by Mr. Kaelin, seconded by Mr. Balderston and carried 5-0.

Executive Session – Discuss Contract Negotiations

Mr. Rutishauser asked for a motion to go int Executive Session at 7:10 pm to Discuss Contract Negotiations and invite Ms. Vanderslice and Ms. Kelly-Lenz. Motion moved by Mr. Balderston, seconded by Mr. Kaelin and carried 5-0.

Out of Executive Session at 7:30pm.

Discussion of FY21 BOS Budget – Lynne Vanderslice

Mr. Rutishauser began the Discussion of the FY21 BOS Budget including questions that were solicited in addition to questions that have not been asked. Ms. Vanderslice then reviewed the budget and questions (see attached).

Financial Report – Anne Kelly-Lenz

Ms. Kelly-Lenz reviewed the attached with the Board.

FY2021 Historic Document Preservation Grant

Ms. Kelly-Lenz reviewed the FY2021 Historic Document Preservation Grant (see attached). After review and discussion, Mr. Rutishauser asked for a motion to approve the FY2021 Historic Document Preservation Grant. Motion moved by Mr. Kaelin seconded by Mr. Balderston and carried 6-0.

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

FY20 Charter Authority Update

Mr. Rutishauser gave an update on FY20 Charter Authority.

Committee Reports

Business Operations Committee: No Report.

Investment Committee: No Report.

OPEB Committee: No Report.

Wilton Pension Trustees: No Meeting.

Public Participation

None

Having no further business, the board voted to adjourn meeting at 8:50 pm.

Respectfully submitted,
Jacqueline Rochester
(from video recording)

Questions on BOS FY21 Budget

Page 9 – Conveyance Tax Revenue down \$50,000 from last year's \$500,000 Why?

Page 10 – Alarm Registration Fee zeroed out. Last year was \$15,000. Has it been eliminated?

Page 10 – Investment Interest up by \$100,000 - is this realistic with interest rates down?

Page 11 – Back Taxes increased to \$640,000 (+\$180,000 over FY20). Good but why increase?

Page 11 – Interest and Lien Fees up \$30,000 from last year. This used to be in the \$400-530K range 2017-19. Why lower now?

Page 12 – Building Permits \$420,000. Seems low given past few years around \$600-800k/yr.

Page 13 – Why is "Rent: Town Houses" rent zeroed out at \$149,000 – Was it moved to new Sub-Fund with Marvin Tavern and all bldg. maintenance? (please explain new Town Property Fund to us)

Page 16 – Fire Dept Fees used to be about \$12-13k/yr. Now \$9k/yr. What happened?

Page 23 – Why are Consulting Arbitrations up by 33% (+\$5,000)

Page 24 – Why did HR Reserve change by \$107,994? This is a negative account. Does that mean we are more reserved for contract negotiations or less than last year? FY22 and FY23 for same account is much less.

Page 25 – Why did Group Insurances go up 50% (+\$25,277) from last year?

Page 25 – Why did ROV Computer Hardware jump \$5,000? Election year purchase? Shouldn't this purchase of IT equipment be in Operating Capital, not Operating?

Page 26 – Looks like ROV Temp. Help jumped \$9,000 this year and goes back down \$9,000 next year. Is the Presidential year voting issue?

Page 33 – IT Telephone is up about 26% to \$78,640. Why?

Page 34 – Computer Software Maintenance has gone up rapidly, up \$21,640 from last year, about a 10% increase. Why?

Page 34 – Please explain deferred Contribution. Why was it zero in the past and now \$10k/yr.?

Page 35 – Why are we now paying \$6,500/yr. in medical exams when we apparently weren't paying for them in prior years?

Page 35 – Why did Umbrella Liability jump by 35% (+\$10,961)? Was this due to recent lawsuits/settlements?

Page 40 – Why are we now paying \$3,000/yr. in educational assistance? What is it for? We paid nothing in the past.

Page 41 – Environmental Affairs – Why an increase in Part-time salaries of \$10,800 this year and into the future?

Page 49 – Other Town Properties – Bldg. Repairs is down \$25,000 but the Ambler Farm house needs repainting. Why the decrease?

Page 52 – Why the \$9,000 increase in Prof Services Engineer/Arch.

Page 53 – Group Insurances up \$24,062, about a 6-7% increase. Why?

Page 54 – “Road Materials - Rails” is up by \$27,550. What are they and why are they up?

Page 56 – Transfer Station charges up \$80,000. We understand the recycling and problem but is there a stable solution for this continued subsidy/loss?

Page 66 – Fire Dept Overtime is up \$20,400 and is currently \$634,400 and about 25% of full-time salaries. Seems awfully high. Is this an optimal situation or should we hire more full-time firefighters to reduce O/T? There is a trade-off between O/T for existing firefighters and salaries/benefits for new firefighters. (Police O/T is \$395K for a larger workforce)

Page 69 – Fire Dept purchase of \$5,000 of video equipment. What for?

Page 71 – Fire Misc. Contractual Services for \$26,000 after being zero last year. What is this for?

Page 86 – What are “Contractual Services – Entertainment” (\$40,278) under the heading BOE?

Page 87 – Looks like Library and Trackside are bundled together for \$2,879,146. What are they independently for FY20 and FY21? Why the \$77,041 increase? How much for Library and how much for Trackside? Has Trackside agreed to continue to reduce the operating subsidy as we have discussed in the past?

Page 90 – Georgetown Fire jumped up by \$30,000 or about 7.5% over FY20. Why?

Page 91 – Economic development jumped by \$15,000 from \$20,000 in FY20 to \$35,000 in FY21. Why?

Lynne,

Attached are my questions on the draft FY21 BOS budget. I am still prodding our other board members to put questions together for you but it seems like it always happens last minute with our group. As they send them in, I will forward to you.

A few larger topics my review uncovered for discussion, at least for me:

1. The new Town Property Fund – looks like the Town Residential properties have been moved out and segregated into a new sub-fund (as per our Property Committee recommendations). Is that true? **This is correct.** Could you explain it for us and where these numbers went? **In order to ensure that town properties are properly maintained, rental income from town properties is being segregated in a fund. The monies will be used to fund repairs, rather than recognized as general revenue of the general fund.**
2. Fire Department seems to have high overtime relative to full-time salaries. Is this more cost-effective than hiring new (expensive) firemen? **Yes. In order to maintain 24-hour coverage with six-man shifts, we require 29 to 30 firefighters. Instead, we employ 24 firefighters, who work required overtime. Each shift is 24 hours and the regular work week is comprised of two shifts. Because of the cost of benefits and the time required per man for training and certifications, it is more cost effective to operate in this manner. We periodically perform a cost analysis to ensure that this is still the case. A detailed analysis was performed about 4 years ago and will be done again once a new chief is hired and is able to assess current levels for training and other requirements. Does the large overtime affect the pension payout formula in the last five years of a fireman's employment that will boost our pension costs for firemen retiring with recent high overtime? Overtime is not included in the fire pension, nor the pension of any other union. This is done on NYC all the time. Also in many CT communities, but not Wilton.**
3. Need to update us a bit on the Transfer Station issue/problem. I watched your meeting last night and understand the problem but I am guessing our other members weren't watching. Chris Burney took a long time last night to explain the recycling problem in technical detail that we (BOF) don't necessarily need to understand. A shortened version would be helpful to

our board to explain the big jump in cost and what BOS is thinking about doing about it in the future. **I would recommend, BOS members review the attached PowerPoint. I can address questions at the meeting on the 10th.**

4. Likewise a brief update on Library subsidy and Trackside subsidy. They look bundled together in your FY21 budget report. Can they be separated into two line items? **They are separate line items in the budget.** Is Trackside moving towards self-sustainability as we discussed last year? **Yes. Beginning with FY2017, the grants have been \$154,000, \$125,920, \$98,000, 98,000. FY2021 was approved as \$65,334, with the expectation that the grant will be reduced to \$32,667 in FY2022 and no future grants.**
5. Georgetown Fire is expensive. Has there ever been BOS discussion on folding or merging it with one of the other larger municipalities and allocating costs out? May be more cost efficient. **The Georgetown Volunteer Fire District is authorized by CT statutes and has the tax authority of a municipality. Property taxes are levied on the assessed value at a mil rate approved by the property owners within the district at the District's annual meeting. The Town of Wilton has elected to pay the Georgetown Fire District property taxes of the Wilton property owners within the district. We do that because those same property owners, through their Wilton property taxes, pay the cost of the Wilton professional fire department, which doesn't serve their district. We don't have any authority to force a merger, though the legislature is considering a bill which may help facilitate such. There are approximately 315 fire districts in CT.**
6. Although not part of the BOS Other Revenues, I read in the Wilton Bulletin that CT is going to be sending us **\$461,796** in ECS for FY21. With BOE up a lot in their FY21 budget request, I would like us to add ECS back into the budget this year as Gail told me two weeks ago we can be more confident we will see the ECS come to us next year. **Agree and will do.**
7. Let's try to get both BOS and BOE to return Charter Authority used in FY20 with surplus funds from each budget so that it can be incorporated in the Fund Balance Adjustment calc for FY21. If BOS offered to return Charter

and have a smaller BOS budget savings, that is fine – both have the same effect on FBA. I know the BOE had hard cash savings from Genesis and I am trying to get them to do the right thing and return the unexpected outplacement savings to budget back to the Charter Auth. We can discuss further. Because we have FY2020 savings, the Board of Selectmen does not require the previously authorized BOF funds from the charter authority for the purchase of the fire truck. At last night's meeting, we instructed Anne as to that fact. She is making the adjustment. We also discussed that we expect to reinstate approximately \$200,000 of the BOS charter authority we authorized to be used for the fire truck purchase, as it too is not needed due to budget savings. We expect to authorize that as we get closer to year end.

8. No discussion in last night's meeting about BOS Operating Capital – is that a topic for a later BOS meeting? Or did I miss it? I was jumping around the TV channels last night and may have missed your discussion of it. Operating capital for each department was discussed during each department's budget presentation. There was no change to the operating capital requests. Bonded capital will be discussed at our meeting on March 16th and possibly April 6th.

FY 20 Estimated Savings BOS Budget

June 2020 Estimated savings	<u>503,000.00</u>
Parking at Schenck's Island	(45,000.00)
Transfer Station	(70,000.00)
Ambler	(50,000.00)
Fire Truck	(137,000.00)
Net Savings FY 2020	<u><u>201,000.00</u></u>

**APPLICATION
TARGETED GRANT FY 2021**
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2020)



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:
Use full name, i.e. 'Town of ___'
or 'City of ___'

Town of Wilton

Name of Municipal CEO: Lynne A. Vanderslice

Title: First Selectman

Phone with Area Code: 203-563-0100

Email: lynne.vanderslice@wiltonct.org

Name of Town Clerk: Lori A. Kaback

Title: Town Clerk

Phone with Area Code: 203-563-0107

Email: lori.kaback@wiltonct.org

Check if Designated Applicant: ☐

TC Mailing Address: 238 Danbury Road, Wilton, CT 06897

MCEO Address if Different:

Grant Application Deadline: ☒ Cycle 1: April 30, 2020

☐ Cycle 2: September 30, 2020

Grant Contract Period: The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 5,500

Grant Category(ies):

- ☐ Inventory and Planning
☐ Program Development
☐ Preservation/Conservation

- ☒ Organization and Indexing
☐ Storage and Facilities

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 5500.00	\$ 0	\$ 5500.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 5500.00	\$ 0	\$ 5500.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
 - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
1. **Describe the project:** State what will be done and why. Where applicable, identify the specific records involved, including volume numbers and date ranges.
 2. **Provide vendor/personnel info & timeframe:** For vendors: Identify the company and the timeframe for completing the work within the grant period. For town personnel: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
 3. **State what will be accomplished:** Explain how the project will impact the records, the office and/or the municipality.
 4. **Provide a detailed budget:** If applying for more than one project – show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
 5. **Attach supporting documents:** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY2021 Targeted Grant Guidelines* have been met.



Signature of Applicant (MCEO or Town Clerk if Designated)

9/26/2020

Date (must be same as or later than above date)

Lynne A. Vanderslice, First Selectman

Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

TOWN CLERK
Telephone (203) 563-0106
Fax (203) 563-0130



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

February 25, 2020

Narrative

1. The Town of Wilton will use this grant to continue the work of backfile conversion. The older images of the land records will be scanned into the land record system. With this grant volumes 984 to 1065 will be scanned which includes the dates of March 20, 1996 – November 3, 1997.
2. Cott Systems will be the vendor I will use since they are our vendor for the land records. Cott Systems will come in and scan the volumes then the images will be linked to the indexes. The project will be completed before June 30, 2021.
3. Once the images are scanned into the Cott System they are available electronically instead of using the books. Title searchers, lawyers, the staff and others will be able to view more documents using the computers. This will be less wear and tear on the land record books and more convenient, as they can be printed from the computer right away. This also allows more images to be viewed online.