

**BOARD OF FINANCE
REGULAR MEETING – JUNE 18, 2013
MEETING ROOM B
WILTON TOWN HALL**

PRESENT: Warren Serenbetz Lynn Vanderslice, James Meinhold, Al Alper, Jeff Rutishauser, Andy Pforzheimer

ALSO PRESENT: Sandy Dennies, one member of media

Chairman Warren Serenbetz called the meeting to order at 7:30 p.m.

Approval of Minutes: Upon motion by Mr. Alper, the minutes of the 5/21/13 meeting were unanimously approved.

Town Status Report: Ms. Dennies prepared a written report (attached). She thanked Ms. Vanderslice for her recommendations on how to change the format of the report, which does clarify the tax portion. She will also consult the auditors about the best way to reflect the tax credits that are provided for the elderly and handicapped, and the ambulance volunteers.

In revenues, June collections have come in, bringing the tax revenues up to the budgeted amount. Education revenue is doing well but there is still \$500,000 in Special Ed revenue that will not be received. The BOE has taken steps to reduce expenditures to cover as much of that as possible.

In expenditures, most departments are doing well. At Comstock, due to necessary repairs to the roof and other systems, there will be a \$37,000 overage, and \$140,000 in the Fire Department due to overtime. In addition, we are now carrying the entire cost of paramedic services, although it was pointed out that the BOF approved using Charter Authority funds to cover the \$126,000 needed. Ms. Dennies will amend the numbers to reflect that.

Ms. Dennies stated that as of 6/12/13, we are \$2.8 million under budget. Until the books are closed on June 30, we don't know how much could be left in each department to offset a deficit. She would like to be able to come back to the Board of Finance in July or August, if we do not end the year in the black, to request Charter Authority funds to cover any shortfall.

FY 15 Budget Guidance to Board of Selectmen and Board of Education:

Chairman Serenbetz believes it would be useful to give the Board of Education and the Board of Selectmen some guidance early on since the schools administration will begin preparing the next budget during the summer. There was discussion about basing the guidance on operating budgets or mill rates. Mr. Serenbetz stated that the BOF needs to give guidance on operating budgets that we think will lead to a mill rate increase that the Board wants to support. It was decided that Ms. Vanderslice will review the mill rate model with what we know today to see the effect on operating increases. This will be discussed again at the next meeting.

Committee Reports: Mr. Meinhold is a member of the Miller Driscoll School Building Committee for renovations. They meet every two weeks and are ready to put out an RFP for the A&E. They are targeting a Town Meeting for next year to vote on the cost once it is determined.

Other Business:

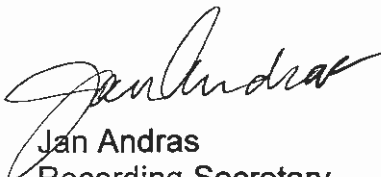
Roofs Replacement Project - Ms. Dennies distributed a summary of budget vs. actual costs for the Roof Replacement Projects at Middlebrook School and Comstock Community Center (attached). The early projections anticipated a budget of \$1,831,000. The low bid came in at \$1,652,186, however, another \$162,436 is needed to cover design fees, project management and contingency. She suggests using remaining balances in operating capital that would otherwise be swept into the general fund on June 30.

Board members had questions as to why design fees and project management were not included in the original budget. It was decided not to approve this request tonight. At the July meeting, someone involved with this project should be present to answer questions and request additional funds from Charter Authority.

Website - Ms. Vanderslice volunteered to update information on the Board of Finance webpage on the Town website.

Public Participation: None noted

Adjournment: Having no further business, the meeting was adjourned at 8:45 p.m.



Jan Andras
Recording Secretary
(taken from video)

Attachment A: Town Status Report

Attachment B: Roof Replacement Projects

Town of Wilton
Fiscal Year 2013

6/17/2013 17:01

Revenues

	Fiscal Year 2013 Data as of 06/12/13				
	Original Budget	Adjusted Budget	Actual	Variance	vs adj budget
Taxes	106,701,524	106,701,524	107,028,798	327,274	100.31%
Education Intergovernmental Assistance	2,295,034	2,295,034	2,367,834	72,800	103.17%
Town Intergovernmental Assistance	758,175	758,175	826,759	68,584	109.05%
Licenses, Permits & fees	1,235,840	1,235,840	1,540,113	304,273	124.62%
Other	330,126	330,126	422,992	92,866	128.13%
Interest	115,000	115,000	176,502	61,502	153.48%
Total Revenue	111,435,699	111,435,699	112,362,998	927,299	100.83%
Expenditures					
Debt Service	8,617,950	8,617,950	8,457,459	160,491	98.14%
Board Of Education	74,051,216	74,051,216	72,196,544	1,854,672	97.50%
Board of Selectmen Operating	29,278,099	29,290,804	26,461,766	2,829,038	90.34%
Board of Selectmen Capital	1,069,224	2,508,687	1,316,758	1,191,929	52.49%
Sub Total Board of Selectmen	30,347,323	31,799,491	27,778,524	4,020,967	87.36%
Charter Authority	1,130,165	894,986	0	894,986	0.00%
Total Expenditures	114,146,654	115,363,643	108,432,527	6,931,116	93.99%

Charter Authority:
Conduit Installation

235,179

	Fiscal Year 2012 Data as of 6/13/12				
	Original Budget	Adjusted Budget	Actual	Variance	vs adj budget
	105,189,433	104,996,241	105,253,669	257,428	100.25%
	2,606,400	2,606,400	2,854,824	248,424	109.53%
	574,127	574,127	602,165	28,038	104.88%
	1,180,200	1,180,200	1,341,928	161,728	113.70%
	330,636	330,636	437,986	107,350	132.47%
	100,000	100,000	153,483	53,483	153.48%
	109,980,796	109,787,504	110,644,055	856,451	100.79%
	8,421,249	8,421,249	8,400,268	20,981	99.75%
	72,777,608	73,427,238	69,468,286	3,958,952	94.61%
	28,377,594	28,424,102	25,898,735	2,525,367	91.12%
	1,447,785	2,703,015	1,807,851	895,164	66.88%
	29,825,379	31,127,117	27,706,586	3,420,531	89.01%
	1,110,242	882,028	0	882,028	0.00%
	112,134,478	113,857,632	105,575,140	8,282,492	92.73%

Charter Authority:
Elderly Tax Relief
Comstock
Comstock/Mbrook Roof

193,192
31,291
3,731
228,214

Revenue by Type	FY 2013 Budget	FY 2013 Actual
Intergovernmental - BOE		
Education Cost Sharing	1,557,195	1,651,020
Transportation	311	295
Special Education	500,000	478,006
Excess Special Education	683	
Adult Education		
School Construction - Interest	35,925	39,666
School Construction - Principal	197,920	198,847
Private School Health/Welfare	3,000	
Construction Progress Payments		
	<u>2,295,034</u>	<u>2,367,834</u>
Intergovernmental - Town		
Finance		
LOCIP	111,140	111,666
Municipal Revenue Sharing	240,000	295,256
Elderly Tax Relief	50,000	59,423
Veteran Exemption	3,000	3,594
New Mfg Equip		
State Property Tax Refund	94,843	99,247
Pequot Pilot	9,257	6,214
Boat Tax		
Telephone Line Tax	80,000	81,535
Town Aid Roads	155,935	155,824
Youth Services Bureau Grant	14,000	14,000
	<u>758,175</u>	<u>826,759</u>
Taxes		
Current Property Taxes	106,854,220	
Less Credits	-1,132,696	
sub total	<u>105,721,524</u>	<u>105,832,886</u>
Motor Vehicle Supplemental	450,000	541,408
Back Taxes	300,000	344,451
Interest & Lien Fees	230,000	310,053
	<u>106,701,524</u>	<u>107,028,798</u>
Licenses, Permits & Fees		
Town Clerk		
Sport Licenses	40	80
Marriage Licenses	300	396
Recording Fees	120,000	135,328
Conveyance Taxes	400,000	570,735 S&S Cir sale \$86,125
Farm Fund Fees	10,000	12,696
Vital Statistics	15,000	19,326
Other Fees	30,000	31,167
Application Fees	6,000	3,774
Application Fees	1,900	2,936
Extra Duty Admin Fees	14,000	18,660
Alarm Registrations	10,000	21,650
Fees	2,600	2,564
Permits	500,000	587,639
Planning & Zoning		
Zoning Board of Appeals		
Finance		
Assessors		
Building		

Fire	Reproduction Fees	7,000	6,560
	Fees	500	4,230
	Inspection Fees	14,500	17,625
Advance Life Support	Road Opening Permits	3,000	3,000
Public Works	Fees	5,000	5,259
Dial A Ride	Fees	32,000	22,532
Merwin Meadows	Application Fees	17,000	16,582
Environmental Affairs	Dog Licenses	4,500	2,476
Animal Control	Fees	27,000	39,212
Health Department	Tuition Senior Net	15,500	15,686
Senior Center	Senior Center Fees	1,235,840	1,540,113
Other			
Planning & Zoning	Sales of Regulations/Maps	85	150
Finance	Sale of assets		
	Miscellaneous Revenue	1,000	87,661
Registrar of Voters	Miscellaneous	250	5
Comstock	Other	6,000	3,882
Other Town Properties	Rent	294,258	299,782
Police	Police Permits	2,300	4,395
	Judicial Branch Revenue	10,000	6,535
	Police Reports	1,083	1,074
	Fingerprinting	1,170	2,220
	Parking Fines	2,750	1,100
	Dog Ordinance Violations	50	
Environmental Affairs	Fines	2,000	3,100
	Sale of Trail Guides	250	138
Animal Control	Dog Redemption/Quarantine	900	1,150
	Sale of Pets	30	25
Paramedic	Advanced Life Support		3,985
Board of Education	Athletic Fees	8,000	7,790
		330,126	422,992
Interest	Interest	115,000	176,502
		111,435,699	112,362,998

Expenditures	FY 2013 orig budget	FY 2013 adj Budget	FY 2013 Obligations
Board of Education	<u>74,051,216</u>	<u>74,051,216</u>	<u>72,196,544</u>
Debt Service	<u>8,617,950</u>	<u>8,617,950</u>	<u>8,457,459</u>
Board of Selectmen Operating:			
Board of Selectmen	419,822	421,726	367,494
Town Clerk	450,416	452,445	423,789
Planning & Zoning	531,382	534,656	491,959
Board of Finance	55,953	55,953	49,189
Human Resources	482,408	485,635	268,910
Reserve for Negotiations	281,132	200,445	
Finance	880,762	892,971	797,986
Assessor	366,220	372,862	344,278
Tax Collector	240,796	242,800	220,392
Town Counsel	179,000	179,000	118,379
Probate Court	42,000	42,000	9,536
Registrar of Voters	202,793	204,776	185,961
Town Hall & Annex	294,529	294,529	226,420
Town Wide Utilities	251,364	251,364	171,627
Comstock	245,882	245,882	282,085
Other Town Properties	132,174	132,174	109,354
Ambler Farm	32,135	32,135	25,919
Code Enforcement	353,973	356,040	336,559
Information Systems	549,424	552,461	433,897
Police Department	6,898,916	6,928,815	6,459,516
Fire Department	4,618,636	4,624,345	4,440,483
CERT	6,000	6,000	2,395
EMS			
Paramedic Service	126,645	126,645	243,214
Georgetown Fire	316,363	316,363	298,544
Central Dispatch	326,468	326,468	298,842
Public Works Administration	456,429	462,101	423,793
Highway	2,296,233	2,298,381	2,036,095
Transfer Station	275,000	275,000	0
Parks & Rec Administration	251,970	254,104	239,881
Parks & Rec Programs	219,382	219,382	198,185
Dial A Ride	173,016	173,016	161,752
Swimming/Merwins	93,195	93,195	59,673
Tennis	10,860	10,860	7,397
Parks & Grounds	809,692	811,518	768,336
Environmental Affairs	402,858	405,194	369,570
Animal Control	160,445	160,445	141,279
Health Department	381,940	381,940	338,027
Nursing & Homecare	906,447	906,447	898,271
Private School Welfare	31,000	31,000	27,361
Social Services	426,561	430,123	399,124
Senior Center	145,599	147,329	135,631
Tracksides	143,963	143,963	143,963

Employee Benefits	691,051	691,051	535,137
Insurance	602,778	602,778	460,815
Library	2,506,487	2,506,487	2,506,487
Wilton Energy Commission	3,000	3,000	94
Route 7 Bus Service	5,000	5,000	4,167
	<u>29,278,099</u>	<u>29,290,804</u>	<u>26,461,766</u>
Board of Selectmen Charter	141,271	141,271	
Board of Finance Charter	988,894	753,715	
Charter Authority	<u>1,130,165</u>	<u>894,986</u>	<u>0</u>

Board Of Selectman Capital:

Town Clerk			
Assessors	174,000	234,000	94,350
Tax	20,848	20,848	20,848
Town Facilities			
Information Systems	207,990	464,321	156,794
Police	190,386	301,486	242,783
Fire	52,500	115,004	42,412
Central Dispatch	22,653	22,653	16,955
Public Works	265,000	696,204	537,572
Education		400,000	76,532
Parks & Recreation	133,000	200,324	126,313
Animal Control	2,847	2,847	2,199
Transfer Station	<u>0</u>	<u>51,000</u>	<u>0</u>
Capital	<u>1,069,224</u>	<u>2,508,687</u>	<u>1,316,758</u>
	<u>114,146,654</u>	<u>115,363,643</u>	<u>108,432,527</u>

Town of Wilton
Fiscal Year 2013 Capital

		<u>Budget</u>	<u>FY 13 Actual</u>
Town Clerk	Land Records	<u>0</u>	
Assessor	Assessment/Appraisal Service	<u>234,000</u>	<u>94,350</u>
Tax Collector	Software	<u>20,848</u>	<u>20,848</u>
Information Systems	Computer Hardware	125,350	23,418
	Computer Software	249,941	130,876
	GIS	89,030	2,500
Total Information Systems		<u>464,321</u>	<u>156,794</u>
Police	Computer Hardware	54,020	44,371
	Protective Equipment	9,000	8,890
	Radar Equipment	7,031	7,643
	Communications Equipment	7,702	5,502
	Computer Software	27,605	27,037
	Police Vehicles	196,128	149,340
Police Total		<u>301,486</u>	<u>242,783</u>
Fire	Communications Equipment	70,004	7,500
	Staff Vehicles	45,000	34,912
Total Fire		<u>115,004</u>	<u>42,412</u>
Central Dispatch	Communications Equipment	<u>22,653</u>	<u>16,955</u>
Public Works	Dump Trucks - Large	140,000	136,586
	Dump Trucks - Small	60,000	55,788
	Sanders	25,000	
	Plows	20,000	20,000
	Building Renovation	12,500	
	Pavement Management	56,192	56,192
	Hot Asphalt Box	20,000	14,946
	Wilton Center Streetscape		17,252
	Conduits	362,512	236,808
Total Public Works		<u>696,204</u>	<u>537,572</u>
Parks & Recreation	Staff Vehicles	40,000	40,000
	Passenger Van	93,000	86,313
	Pond Dredging	67,324	
Total Parks & Recreation		<u>200,324</u>	<u>126,313</u>
Animal Control	Equipment Trailer	<u>2,847</u>	<u>2,199</u>
Transfer Station	Building Renovation	<u>51,000</u>	
Education	Building Renovation	<u>400,000</u>	<u>76,532</u>
	Total Capital	<u>2,508,687</u>	<u>1,316,758</u>

Summary – Roof Replacements

Middlebrook School and Comstock Community Center

	<u>Budget</u>	<u>Actual</u>
• Comstock Roof	\$ 716,000	\$ 543,348
• Middlebrook School Roof	<u>\$1,115,000</u>	\$ 844,806
Subtotal	\$1,831,000	\$1,388,154
• Plumbing/HVAC/Electrical	<u>0</u>	<u>\$ 264,032</u>
	\$1,831,000	\$1,652,186
• Design Fees	0	\$ 107,250
• Construction Manager (Project Management)	0	\$ 154,000
• Contingency	<u>0</u>	<u>\$ 80,000</u>
	\$1,831,000	\$1,993,436
Shortfall		<u>\$ 162,436</u>

Roof Project Appropriations:

Middlebrook Roof

\$150,000
965,000
\$1,115,000

Comstock Roof

716,000
\$1,831,000

Expenditures:

	Roof	% of Total Project	Plumbing/HVAC/Electrical	Design	Project Management	Contingency	Total	Funds Available	Charter Authority
Total	\$ 1,388,154.00	100%	\$ 264,032.00	\$ 107,250.00	\$ 154,000.00	\$ 80,000.00	\$ 1,993,436.00	\$1,831,000.00	\$ 162,436.00
Middlebrook	\$ 844,806.00	61%	\$ 160,685.21	\$ 65,270.46	\$ 93,721.68	\$ 48,686.59	\$ 1,213,170.54	\$1,115,000.00	\$ 98,170.54
Comstock	\$ 543,348.00	39%	\$ 103,346.79	\$ 41,979.54	\$ 60,278.32	\$ 31,313.41	\$ 780,266.46	\$716,000.00	\$ 64,266.46
Combination	\$ 1,388,154.00	100%	\$ 264,032.00	\$ 107,250.00	\$ 154,000.00	\$ 80,000.00	\$ 1,993,436.00	\$1,831,000.00	\$ 162,436.00