

**BOARD OF FINANCE  
REGULAR MEETING – MAY 21, 2013  
MEETING ROOM B  
WILTON TOWN HALL**

**PRESENT:** Warren Serenbetz, James Meinhold, Al Alper, Jeff Rutishauser

**ABSENT:** Andy Pforzheimer, Lynn Vanderslice

**ALSO PRESENT:** Sandy Dennies, Bill Brennan, Ken Post, Pat Sesto, Bob Kelso, Luisa Kelso, 2 members of press

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

**Recognition of Service – Bob Kelso**

Mr. Kelso was recognized by members for his ten years serving on the Board of Finance by being awarded a chair engraved with the Town Seal and his name. He also received a Certificate of Recognition from the Connecticut General Assembly, initiated by Senator Toni Boucher, Representative Tom O'Dea and Representative Gail Lavielle. First Selectman Bill Brennan read and presented a framed Proclamation on behalf of the Board of Selectmen and all Wilton citizens. Mr. Kelso thanked everyone, expressing that he had a very positive experience as a member, and Chairman, of the Board of Finance. He also gave credit to his wife, Luisa, for her patience.

**Approval of Minutes:** Upon motion by Mr. Alper, the minutes of the 4/2/13 meeting were unanimously approved. Upon motion by Mr. Meinhold, the minutes of the 4/16/13 meeting were unanimously approved.

**Recreational Trails Grant Application:** Ms. Sesto stated that the Recreation Trails Program represents Wilton, Norwalk, Danbury, Ridgefield and Redding. Wilton is facilitating the grant process, but with no cost to the towns. This is an 80-20 grant with the five town's 20% portion consisting of volunteer services, in-kind services and fund-raising (project description attached). Mr. Alper moved to approve the application to the CT Department of Energy and Environmental Protection for the Recreational Trails Program. Motion seconded and unanimously carried.

**Board of Education Status Report:** Mr. Post reported that since the last update two months ago, the special education deficit has remained at approximately \$1.4 million. The overall operating deficit is slightly less than \$800,000. He expects significant savings in reduced heating oil and electric usage; also salary savings due to employee turnover in non-certified staff and reduced overtime. These are in addition to savings in supplies, textbooks and equipment, due to the partial spending freeze that was implemented last fall. Excess costs have been submitted to the state in the amount of \$927,000. We have received \$475,000 and are expecting another \$200,000 by the end of May, totaling a 74% reimbursement rate. This should be more than enough to offset the operating deficit by the end of the year. Health benefit costs have been trending high all year but are lessening. The reserve account will absorb any deficits there.

**Town Status Report:** Ms. Dennies prepared a written report (attached). She reported that the biggest variance this year compared to the last fiscal year is that a lower rate of taxes has been collected; however, the tax collector feels confident that we will catch up in that area. Other revenues are on track, as are expenditures. We recently submitted a request for a LoCIP reimbursement in the amount of \$111,666. Regarding the Town Intergovernmental Assistance, we will know more when the legislative session ends on June 5. There are a few departments that may exceed their budgets and are being closely monitored.

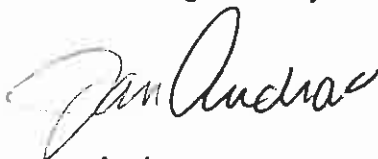
**FY 14 Budget Debrief:** Mr. Serenbetz distributed copies of voting statistics for the past four years, prepared by the Registrars. This year's turnout of voters was only 7%. It seems that voters come out when there are increases of over 3%.

**Committee Reports:** Mr. Serenbetz and Mr. Rutishauser attended the recent Investment Committee meeting and reported that we had a very good quarter. Mr. Serenbetz stated that the consultants we hired are doing an excellent job. He thanked Ms. Dennies for bringing that about.

**Other Business:** Charter Authority – First Selectman Bill Brennan advised that the Board of Selectmen have unanimously voted to request \$126,645 from the Charter Authority to cover paramedic costs. In the past several years, we have shared this cost with the Volunteer Ambulance Corps, but they have now declined to cover the one half cost that was budgeted in FY'13. By State Statute, the Town is responsible to provide paramedics. We are applying to the State for permission to bill for paramedic services and need to show that the costs for the current fiscal year are covered. Mr. Meinhold moved to approve the request for \$126,645 from Charter Authority. Motion seconded and unanimously carried.

**Public Participation:** None noted

**Executive Session:** Mr. Alper moved to enter executive session to discuss property negotiations. Motion seconded and unanimously carried. Meeting entered executive session at 8:15 pm and returned to open session at 8:30 pm. No action was taken and the meeting was adjourned at this time.



Jan Andras  
Recording Secretary  
(taken from video)

Attachment A: Recreational Trails Grant – Project Description  
Attachment B: Town Status Report  
Attachment C: Voting Statistics



**1. Project Description:**

The Norwalk River Valley Trail is a proposed 38 mile, regionally significant multi-modal trail. The NRVt has the distinct advantage of connecting to 7 business districts, several schools, and 7 train stations. This high level of connectivity makes the NRVt not just a recreational asset, but also a legitimate transportation and educational option. From a recreational perspective, the trail will fill a void in southwestern Connecticut for a multi-purpose trail of a substantial length. There has been great support for the trail, noting it will provide a location for families to bike off street, provide a trail of consequence for equestrians, and off course, provide ample groomed trail length for those pedestrian uses not well suited for the more rugged woodland paths or on street exercise.

In September of 2012, the completed routing study was formally launched to a receptive regional audience, with tangible commitments for implementation from the Chief Elected Officials. The NRVt also received conceptual approval from the CT Department of Transportation to use land under their jurisdiction previously acquired for "Super 7". With these endorsements and authorizations in place, the five-town steering committee has recommitted itself to the next stage of implementation and is seeking funds from the Recreational Trails Grant program. The tasks in need of funding cover each of the five towns in various levels of intensity. The implementation tasks are as follows.

- A. Funding for unified signage and kiosks for existing and anticipated sections of the trail. It is the desire of the Steering Committee to embark on trail marking and kiosk building at new and existing portions of the trail. To date, the older sections of Norwalk and in Wilton have been signed. With permission to overlay the NRVt in Tarrywile Mansion and Park, and implementation on the near horizon, there is a strong need to integrate consistent, recognizable markings and signage to establish the expectation that the trail is a reality.
- B. Funding for the construction of the NRVt, Wilton Center Loop East. This is a 3.5 mile piece of the trail forming the east side of the 8-mile segment informally identified the Wilton Center Loop. To date, approximately \$11,000 has been privately raised to fund the development of construction drawings. This document will be completed by mid-April and will be the foundation for fund raising for this segment. The soft trail will be ADA compliant and will serve as a meaningful stand-alone segment until connections are made to the north and south. A full 98% of this eastern segment falls on DOT land. The owners of the remaining 2% have been contacted by the committee and early discussions appear promising.
- C. Funding for the construction drawings from Broad Street in Norwalk to the southern end of the NRVt Wilton Center Loop at Wolfpit Road. Construction drawings for this section will lay the foundation for the linkage between the NRVt Wilton Center Loop segment and the completed segment in Norwalk. Norwalk has secured a \$250,000 grant for the design work connecting Union Park to the segment at Route 123 and funds in their capital program for construction. As became abundantly clear, the construction drawings are essential for sections where funds must be raised by grant or donation. An investment of RTG for design will position the steering committee to engage in a funding raising campaign to build this critical link, creating a continuous trail from the Maritime Aquarium in Norwalk to Allen's Meadows in Wilton.

5.

- a. The major service area of the Norwalk River Valley Trail would directly be the two cities of Danbury and Norwalk and the towns of Redding, Ridgefield, and Wilton. Additionally, the towns of Bethel, Weston, Easton, Westport, New Canaan and Darien would be less than ten miles from the trail as well.

The 38 mile trail will easily appeal to towns beyond the host communities. Additionally, the NRVt intersects the anticipated Merritt Parkway Trail/East Coast Greenway and is considered an essential southern link of the Western New England Greenway.

- e. Expected user groups are pedestrians, cyclists, equestrians, cross-country skiers, and snow shoers. Stakeholder groups, such as Sound Cyclists, CT Horse Council, outdoor sports outfitters and others have been engaged to ensure users from beyond the five towns are aware of the NRVt. The level of intensity is expected to grow as more sections of the trail are completed.

## Attachment H

### 7. Scope of Work

Project Tasks and Anticipated Completion Timeline		
Task	Completed By	Completion Date
Task A – Signage & Klosks	Prof. Sign Maker & Volunteers	June 2015
Task B – NRVt Wilton Loop E.	Prof. Trail Bullder & Volunteers	September 2014
Task C – Construction Documents, Broad -Wolfpit	Professional Trail Builders	March 2014

## Attachment I

### 8. Funding Mechanism

The 20% match will be met through volunteer labor, donation of services and supplies, and financial awards from private and corporate funders. The NRVt Fundraising Committee has initiated discussions with donors. They successfully raised \$11,000 to fund the construction documents of the Wilton Loop East section of the NRVt and are in line to secure further funding once the documents are completed in April, 2013.

The match will also be met through the abundance of volunteer time needed to implement the various tasks to design and build the trail.

## Attachment J

### 9. Project Cost Estimates

Applicant: Norwalk River Valley Trail

8 Klosks with map holders, including construction and installation. Estimated at \$2000 ea. based on similar projects	\$16,000
<b><u>Signs and Markers:</u></b>	
5000 Trail markers 3 3/4 x 3 3/4 .024 ga plastic	\$1,020
300 Intersection signs 6"x 8" .050 ga plastic	\$ 532
150 signposts. Nails, nuts and bolts.	<u>\$1,000</u>
Signs and trail markers would be installed with volunteer labor.	
Total Estimated Cost	\$18,552
Construction of NRVt, Wilton Loop East	\$1,555,262
Construction Documents for Broad Street, Norwalk to Wolfpit Road, Wilton	\$26,932
<b>Total Project Cost</b>	<b>\$1,600,746</b>
20% Match	\$ 320,149
Grant Amount	\$1,280,596

## Attachment L

### 11. Maintenance

Trail Maintenance is the responsibility of each host municipality. The municipalities already have in place equipment and personnel capable of handling the needs of the trail. Further, a 501(c)3, Friends of the NRVt has been established and includes a membership component. It is anticipated that the membership will work in partnership with the municipalities to address the more minor, laymen friendly tasks such as litter clean up, vegetation management, etc.

Town of Willon  
Fiscal Year 2013

5/16/2013 11:02

	Fiscal Year 2013 Data as of 05/16/13				
	Original Budget	Adjusted Budget	Actual	Variance	vs adj budget
Revenues					
Taxes	107,834,220	107,834,220	105,703,373	(2,130,847)	98.02%
Education Intergovernmental Assistance	2,295,034	2,295,034	2,367,834	72,800	103.17%
Town Intergovernmental Assistance	758,175	758,175	715,093	(43,082)	94.32%
Licenses, Permits & fees	1,235,840	1,235,840	1,383,166	147,326	111.92%
Other	330,126	330,126	416,417	86,291	126.14%
Interest	115,000	115,000	164,450	49,450	143.00%
Total Revenue	112,568,395	112,568,395	110,750,333	(1,818,062)	98.38%
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	63,083,426	10,967,790	85.19%
Board of Selectmen Operating	28,278,089	29,290,804	25,316,400	3,974,404	86.43%
Board of Selectmen Capital	1,069,224	2,508,687	1,315,372	1,193,315	52.43%
Sub Total Board of Selectmen	30,347,323	31,799,491	26,631,772	5,167,719	83.75%
Charter Authority	1,130,165	894,986	0	894,986	0.00%
Total Expenditures	114,146,654	115,363,643	98,172,657	17,190,986	85.10%

	Fiscal Year 2012 Data as of 5/10/12				
	Original Budget	Adjusted Budget	Actual	Variance	vs adj budget
Taxes	106,064,433	105,871,241	104,599,068	(1,272,173)	98.80%
Education Intergovernmental Assistance	2,606,400	2,606,400	2,459,165	(147,235)	94.35%
Town Intergovernmental Assistance	574,127	574,127	540,215	(33,912)	94.09%
Licenses, Permits & fees	1,180,200	1,180,200	1,220,807	40,607	103.44%
Other	330,636	330,636	416,395	85,759	125.94%
Interest	100,000	100,000	136,041	36,041	136.04%
Total Revenue	110,855,796	110,662,604	109,371,691	(1,290,913)	98.83%
Expenditures					
Debt Service	8,421,249	8,421,249	8,322,301	98,948	98.83%
Board Of Education	72,777,608	73,427,238	60,756,823	12,670,415	82.74%
Board of Selectmen Operating	28,377,594	28,424,102	23,963,885	4,460,217	84.31%
Board of Selectmen Capital	1,447,785	2,703,015	1,801,559	901,456	66.65%
Sub Total Board of Selectmen	29,825,379	31,127,117	25,765,444	5,361,673	82.77%
Charter Authority	1,110,242	882,028	0	882,028	0.00%
Total Expenditures	112,134,478	113,857,632	94,844,588	19,013,064	83.30%



Revenue by Type		FY 2013 Budget	FY 2013 Actual
<b>Intergovernmental - BOE</b>			
	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		
		2,295,034	2,367,834
<b>Intergovernmental - Town</b>			
Finance	LOCIP	111,140	
	Municipal Revenue Sharing	240,000	295,256
Assessors	Elderly Tax Relief	50,000	59,423
	Veteran Exemption	3,000	3,594
	New Mfg Equip		
Tax Department	State Property Tax Refund	94,843	99,247
	Pequot Pilot	9,257	6,214
	Boat Tax		
	Telephone Line Tax	80,000	81,535
Public Works	Town Aid Roads	155,935	155,824
Social Services	Youth Services Bureau Grant	14,000	14,000
		758,175	715,093
<b>Taxes</b>			
	Current Property Taxes	106,854,220	104,564,838
	Motor Vehicle Supplemental	450,000	536,992
	Back Taxes	300,000	312,227
	Interest & Lien Fees	230,000	289,316
		107,834,220	105,703,373
<b>Licenses, Permits &amp; Fees</b>			
Town Clerk	Sport Licenses	40	69
	Marriage Licenses	300	374
	Recording Fees	120,000	124,095
	Conveyance Taxes	400,000	493,428
	Farm Fund Fees	10,000	11,685
	Vital Statistics	15,000	17,902
	Other Fees	30,000	27,915
	Application Fees	6,000	3,724
Planning & Zoning	Application Fees	1,900	2,784
Zoning Board of Appeals	Extra Duty Admin Fees	14,000	16,992
Finance	Alarm Registrations	10,000	19,475
	Fees	2,600	2,564
Assessors	Permits	500,000	541,700
Building	Reproduction Fees	7,000	6,040
Fire	Fees	500	3,410
			S&S Ctr sale \$86,125

Advance Life Support	Inspection Fees	14,500	11,850
Public Works	Road Opening Permits		
Dial A Ride	Fees	3,000	3,500
Mervin Meadows	Fees	5,000	5,259
Environmental Affairs	Application Fees	32,000	22,532
Animal Control	Dog Licenses	17,000	15,124
Health Department	Fees	4,500	1,509
Senior Center	Tuition Senior Net	27,000	36,412
	Senior Center Fees	15,500	14,823
		<u>1,235,840</u>	<u>1,383,166</u>
Other			
Planning & Zoning	Sales of Regulations/Maps	85	135
Finance	Sale of assets		
	Miscellaneous Revenue	1,000	88,860
Registrar of Voters	Miscellaneous	250	5
Comstock	Other	6,000	3,882
Other Town Properties	Rent	294,258	292,920
Police	Police Permits	2,300	3,890
	Judicial Branch Revenue	10,000	6,535
	Police Reports	1,083	967
	Fingerprinting	1,170	2,010
	Parking Fines	2,750	1,025
	Dog Ordinance Violations	50	
	Fines	2,000	3,100
Environmental Affairs	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
		<u>330,126</u>	<u>416,417</u>
Interest	Interest	115,000	164,450
		<u>112,568,395</u>	<u>110,750,333</u>

Expenditures	FY 2013 orig budget	FY 2013 adj Budget	FY 2013 Obligations
<b>Board of Education</b>	<u>74,051,216</u>	<u>74,051,216</u>	<u>63,083,426</u>
<b>Debt Service</b>	<u>8,617,950</u>	<u>8,617,950</u>	<u>8,457,459</u>
<b>Board of Selectmen Operating:</b>			
Board of Selectmen	419,822	421,726	345,884
Town Clerk	450,416	452,445	404,228
Planning & Zoning	531,382	534,656	458,659
Board of Finance	55,953	55,953	48,500
Human Resources	482,408	485,635	247,452
Reserve for Negotiations	281,132	200,445	
Finance	880,762	892,971	772,138
Assessor	366,220	372,862	325,112
Tax Collector	240,796	242,800	208,896
Town Counsel	179,000	179,000	104,447
Probate Court	42,000	42,000	9,536
Registrar of Voters	202,793	204,776	176,207
Town Hall & Annex	294,529	294,529	218,996
Town Wide Utilities	251,364	251,364	170,073
Comstock	245,882	245,882	280,018
Other Town Properties	132,174	132,174	84,453
Ambler Farm	32,135	32,135	13,169
Code Enforcement	353,973	356,040	319,156
Information Systems	549,424	552,461	422,155
Police Department	6,898,916	6,928,815	6,124,615
Fire Department	4,618,636	4,624,345	4,122,335
CERT	6,000	6,000	2,395
EMS			
Paramedic Service	126,645	126,645	327,644
Georgetown Fire	316,363	316,363	298,544
Central Dispatch	326,468	326,468	282,428
Public Works Administration	456,429	462,101	396,306
Highway	2,296,233	2,298,381	1,904,604
Transfer Station	275,000	275,000	0
Parks & Rec Administration	251,970	254,104	228,114
Parks & Rec Programs	219,382	219,382	187,670
Dial A Ride	173,016	173,016	164,606
Swimming/Merwins	93,195	93,195	56,519
Tennis	10,860	10,860	7,382
Parks & Grounds	809,692	811,518	722,604
Environmental Affairs	402,858	405,194	351,391
Animal Control	160,445	160,445	133,856
Health Department	381,940	381,940	319,007
Nursing & Homecare	906,447	906,447	895,719
Private School Welfare	31,000	31,000	23,452
Social Services	426,561	430,123	377,614
Senior Center	145,599	147,329	126,596
Tracksides	143,963	143,963	143,963

Employee Benefits	691,051	691,051	534,788
Insurance	602,778	602,778	464,421
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>25,316,400</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			2,415
Assessors	174,000	234,000	94,350
Tax	20,848	20,848	20,848
Town Facilities			
Information Systems	207,990	464,321	155,169
Police	190,386	301,486	236,939
Fire	52,500	115,004	42,476
Central Dispatch	22,653	22,653	17,880
Public Works	265,000	696,204	537,572
Education		400,000	76,532
Parks & Recreation	133,000	200,324	128,992
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>1,315,372</u>
	<u>114,146,654</u>	<u>115,363,643</u>	<u>98,172,657</u>

**Town of Wilton**  
**Fiscal Year 2013 Capital**

		<u>Budget</u>	<u>FY 13 Actual</u>
<b>Town Clerk</b>	Land Records	<u>0</u>	<u>2,415</u>
<b>Assessor</b>	Assessment/Appraisal Service	<u>234,000</u>	<u>94,350</u>
<b>Tax Collector</b>	Software	<u>20,848</u>	<u>20,848</u>
<b>Information Systems</b>	Computer Hardware	125,350	21,793
	Computer Software	249,941	130,876
	GIS	89,030	2,500
<b>Total Information Systems</b>		<u>464,321</u>	<u>155,169</u>
<b>Police</b>	Computer Hardware	54,020	45,996
	Protective Equipment	9,000	
	Radar Equipment	7,031	7,643
	Communications Equipment	7,702	5,502
	Computer Software	27,605	27,037
	Police Vehicles	196,128	150,761
<b>Police Total</b>		<u>301,486</u>	<u>236,939</u>
<b>Fire</b>	Communications Equipment	70,004	7,500
	Staff Vehicles	45,000	34,976
<b>Total Fire</b>		<u>115,004</u>	<u>42,476</u>
<b>Central Dispatch</b>	Communications Equipment	<u>22,653</u>	<u>17,880</u>
<b>Public Works</b>	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
<b>Total Public Works</b>		<u>696,204</u>	<u>537,572</u>
<b>Parks &amp; Recreation</b>	Staff Vehicles	40,000	42,679
	Passenger Van	93,000	86,313
	Pond Dredging	67,324	
<b>Total Parks &amp; Recreation</b>		<u>200,324</u>	<u>128,992</u>
<b>Animal Control</b>	Equipment Trailer	<u>2,847</u>	<u>2,199</u>
<b>Transfer Station</b>	Building Renovation	<u>51,000</u>	
<b>Education</b>	Building Renovation	<u>400,000</u>	<u>76,532</u>
	<b>Total Capital</b>	<u>2,508,687</u>	<u>1,315,372</u>

Swampy & boggy ground

### Budget Referenda Vote Results

\* June, 1986 Town Meeting on reconsidered budget was held in VHS Fieldhouse, with 2,328 in attendance. A motion to reduce the Board of Education budget by \$500,000 was decisively defeated by a standing vote. This key vote is shown here.

Since the reconsidered budget was not amended, no second machine vote was required in 1986.