

**BOARD OF FINANCE/BOARD OF SELECTMEN
BUDGET PRESENTATION – MARCH 16, 2016
MEETING ROOM B
WILTON TOWN HALL**

PRESENT: Jeff Rutishauser, Warren Serenbetz, Richard Creeth, Peter Balderston, John Kalamarides, Walter Kress

ALSO PRESENT:

Lynne Vanderslice, Michael Kaelin, David Clune, Lori Bufano, Anne Kelly-Lenz, Sarah Taffel, John Savarese, Tom Thirkettle, Steve Pierce, Police Chief Bob Crosby, Fire Chief Ron Kanterman, Vanessa Rossitto and Leslie Zoll of Blum Shapiro, members of the Board of Education, members of the Wilton Library Association, members of the press and public

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

Report from Auditors Blum Shapiro on the Final FY2015 Audit

Vanessa Rossitto reviewed the Audit, discussed the financial statements, and explained the new accounting standard GASB 68 Pension Standard that was implemented during the fiscal year. She commented that no difficulties were encountered in performing the audit nor were there any disagreements with management. She then responded to BOF questions. Jeff Rutishauser had questions on the audit notes, to which Ms. Rossitto responded. Richard Creeth requested a high-level explanation on audit procedures (as it related to an audit committee), and discussion followed.

Leslie Zoll spoke next with regard to the State and Federal Single Audit. She explained that they are required to opine on compliance of certain programs. A single deficiency from General Ledger financial reporting was discussed briefly, as was the Management Letter. Ms. Zoll stated the items noted for improvement were Health Care Claims and Sewer Assessment and Sewer Usage, both of which have need of better reconciliations. With no further questions, the Audit portion of the meeting concluded at 8:02 p.m.

Review of FY17 Board of Selectmen Operating Budget

First Selectman Lynne Vanderslice gave the presentation for the proposed FY 2017 budget (attached). The Board of Selectmen is requesting a Budget of \$32.4 million. Ms. Vanderslice discussed the major variances, the factors impacting future expense growth, and on-going initiatives for FY17 and beyond. Police staffing requirements and emergency response services were clarified. Lynne then reviewed IS projects for 2017 and revenue budgets. The proposed Budget also includes two bonded capital requests totaling \$2.45 million, and lengthy discussion of these followed. Economic development was brought up, and Ms. Vanderslice stated she is sending the message that Wilton is open to development and that the town needs to be of that mindset as well. Jeff Rutishauser spoke of the \$2.5 million shortfall and asked that Ms. Vanderslice put some contingencies together for the BOF to look at.

Having no further questions from the Board, this portion of the meeting concluded.

Other Business

None.

Executive Session – Status Update of Union Negotiations

Motion made by Warren Serenbetz to enter into Executive Session at 9:15 p.m. to discuss the status of Union Negotiations. His motion included inviting the entire BOS, as well as Sarah Taffel and Anne Kelly-Lenz. Motion seconded by Peter Balderston and carried unanimously; out of Executive Session at 10:15 p.m., with no action taken.

Adjournment

Having no further business, the meeting adjourned at 10:15 p.m.

Respectfully submitted,

Kris Fager
(from video recording)

Att: Budget Presentation

Board of Selectman
FY2017 Budget Request

Overview

- The Board of Selectmen is requesting a budget of \$32,414,880
 - Operating expenditures of \$31,018,191
 - Operating capital of \$1,396,689

- The budget represents a \$(17,315) decrease versus the FY2016 budget
 - Operating expenditure decrease of \$(60,787)
 - Operating capital increase of \$43,472

- The budget represents a \$(113,811) decrease versus the FY2016 forecast*
 - Operating expenditure increase of \$258,733
 - Operating capital decrease of \$(372,544)

*forecast as of March 3/16/16 including capital appropriation carryovers

Board of Selectman
FY2017 Budget Request

Budget Expenditures

	<u>FY 13 Budget</u>	<u>FY 14 Budget</u>	<u>FY 15 Budget</u>	<u>FY 16 Budget</u>	<u>FY 17 Budget</u>
Operating Expenditures	+ 3.17%	+3.25%	+ 1.2%	+ 1.62%	- .20%
Operating Capital	-26.15%	-32.9%	+64.9%	+ 14.26%	+ 3.21%
Total Operating Exp. and Capital	<u>+ 1.75%</u>	<u>+1.98%</u>	<u>+2.65%</u>	<u>+ 2.09%</u>	<u>- .05%</u>

Board of Selectman
FY2017 Budget Request

Actual Expenditures

	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Forecast</u>	FY 17 <u>Budget</u>
Operating Expenditures	+ 4.56%	+ 1.46%	+ 2.59%	+ 2.74%	+ 1.05%
Operating Capital*	- 26.89%	- 36.62%	+45.72%	+ 23.9%	- 21.04%
Total Operating Exp. and Capital	<u>+ 2.44%</u>	<u>- 0.18%</u>	<u>+ 3.99%</u>	<u>+ 3.7%</u>	<u>- 0.16%</u>

*includes capital appropriation carryovers

Board of Selectman
FY2017 Budget Request

Major Variances FY2017 vs. FY2016 Forecast

- Increase in Wages due to GWI and Step increases
- Increase in Wages due to FY2016 short-term vacancies filled for FY2017
- Decrease in retirement costs
- Decrease in legal costs

Board of Selectman
FY2017 Budget Request

Factors Impacting Future Expense Growth

Prior changes impacting FY 2017:

- Retirements and employee turnover have had a favorable impacted on the budget as new employees were hired at a lower wage
- Changes to medical and retirement benefits have also favorably impacted the budget

Ongoing initiatives for FY 2017 and beyond:

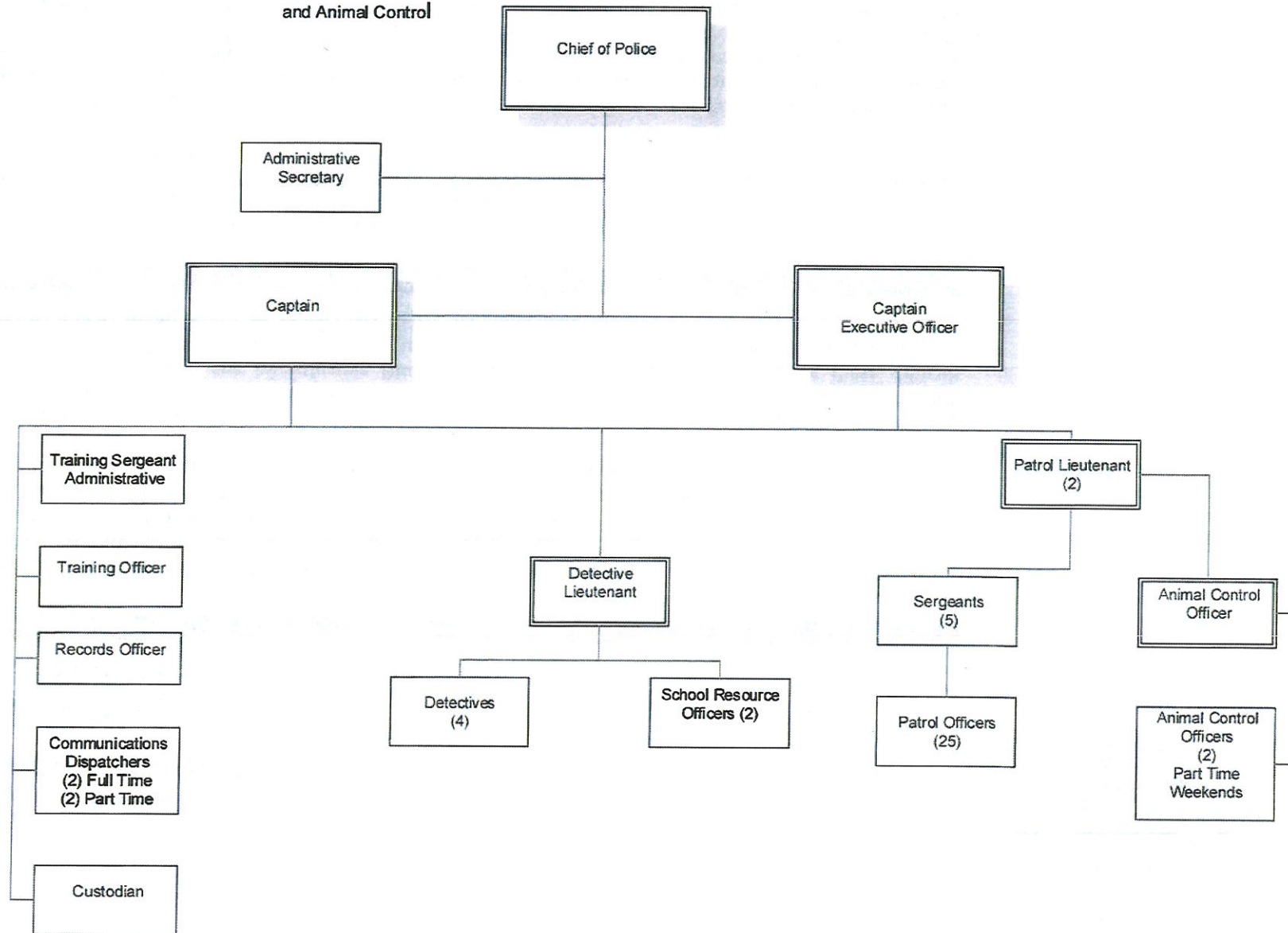
- Vacancies are being examined to ensure justification for replacements
- Formation of an IS advisory working group comprised of IS professionals
 - Began with a review of the structure of the department
 - Reviewing the need to replace existing communication lines between the BOS and BOE
 - Next will be reviewing disaster recovery
- Efforts to form a Public Private Partnership to fundraise and develop new revenues to fund future enhancements to athletic facilities
- Discussions with BOE to identify future joint cost savings
- Discussions with area First Selectmen to identify future joint cost savings initiatives

Board of Selectman
FY2017 Budget Request

Police Staffing

- Staff of 45 officers
- The BOS FY2017 budget reflects funding for 44.5 officers
 - 44- fully funded by the BOS budget
 - 1- (the2nd SRO) partially funded by the BOE, to be fully funded by the BOE going forward
- Prior to the hiring of the second SRO, staffing had been at 44 since July of 2000
- In most years we do not operate at full staffing due to:
 - New hires require 8.5 months of training
 - Extended illness or injury
- Short staffing results in overtime plus officer fatigue
 - Yes, overtime is nice, as long as it isn't excessive, especially since patrol officers work at least half of their eligible holidays

**Wilton Police Department
and Animal Control**



History of Wilton Police Officer Timeline

Date	Jan 2000	July 2000	Jan 2001	July 2001	Jan 2002	July 2002	Jan 2003	July 2003
Retired		2	1	3			3	
Hired		4		4			2	
Total	42	44	43	44	44	44	43	43

Date	Jan 2004	July 2004	Jan 2005	July 2005	Jan 2006	July 2006	Jan 2007	July 2007
Retired	3	1	1	1				1
Hired	3		1	2		1		1
Total	43	42	42	43	43	44	44	44

Date	Jan 2008	July 2008	Jan 2009	July 2009	Jan 2010	July 2010	Jan 2011	July 2011
Retired	1		1	1		1		
Hired	1					1	1	
Total	44	44	43	42	42	42	43	43

Date	Jan 2012	July 2012	Jan 2013	July 2013	Jan 2014	July 2014	Jan 2015	July 2015	Jan 2016	
Retired			1	1	2	2	4		1	
Hired				1	3	2	4	2		
Total	43	43	42	42	43	43	43	45	44	

Board of Selectman
FY2017 Budget Request

Staffing Requirements for Patrol Officers

- The Department operates three 8-hour patrol shifts per day, 7 days per week, staffed by
 - 1 Sergeant
 - 1 Desk Patrol Officer
 - 3 Patrol Officers
- Officers work a 22 day cycle: 5 days on, 2 days off, 5 days one, two days off, 5 days on, three days off
- By contract, officers work no more than 249 days per year
- On average Patrol Officers are available for patrol work on 181 of the 249 day work year, or 73% of the year
 - Patrol Days 181
 - Training Days 27
 - Holiday, Sick, Personal, Court, etc. 23
 - Vacation 18
- 4 Patrol Officers per shift, for three shifts for 365 days requires requires 4380 man days or just over 24.20 Patrol Officers, thus 25 officers

Board of Selectman
FY2017 Budget Request

Why 25 Patrol Officers rather than 24?

- Historical short staffing
- Many types of arrests require 2 or more officers, leaving only 1 officer or no officers available to patrol the rest of the town:
 - Domestic incidents typically require all 3 officers-we average 114 domestics a year or 1 every 3 days
 - DUIs require 2 officers-we average 69 DUIs per year or 1 every 5 days
 - Motor vehicle accidents with injuries require 2 officers-we average 79 motor vehicles with injuries per year or 1 every 4.6 days
 - Depending on the severity, the following require 1 or 2 officers:
 - Motor vehicle accidents -we average 634 motor vehicle accidents or 1.74 accidents a day
 - Motor vehicle stops-we average 4614 motor vehicle stops or 12.64 per day
 - EMS assists-we average 1148 EMS assists or 3.15 EMS assists per day
- 25 is the minimal level to ensure officer safety

Board of Selectman
FY2017 Budget Request

Emergency Response Services

- The Police Department is the State designated first responder, meaning they respond to all EMS call
- Protocols are in place as to when to also
 - Dispatch the ambulance
 - Dispatch the Fire Department (see attached)
 - Dispatch the Paramedic
- Medical calls are up 10% since 2011
 - Calls involving the Fire Department are up at a higher rate
 - Calls to the three assisted living facilities are up 28%, 200% and 26% during that same time period, resulting in a daily call rate of 1.24.
 - We are investigating the reasons behind the increase at those facilities

OPERATION OF AMBULANCE

The Two Wilton Ambulances are garaged at the Wilton Fire Department Headquarters Building and are normally operated by members of the Ambulance Corps (WVAC). The Georgetown Ambulance is garaged at the Georgetown Volunteer Fire Department and operated by members of the Georgetown Ambulance Corps.

DISPATCHING OF THE WILTON AMBULANCE

When a call is received at the communications center for EMS service in the WVAC district, the Communications Officer/Dispatcher will obtain all essential information necessary to render assistance (i.e., name, address, nature of illness or injury, condition of patient, history, etc.).

They will then page out simultaneously a police unit, the WVAC and, if needed, the Paramedic. **ALWAYS ADVISE OF CROSS STREETS.**

The Wilton Fire Department will be dispatched in addition to the Paramedic to the following types of calls as per FD Dispatching protocols:

- chest pain or cardiac arrest
- difficulty breathing or shortness of breath
- apparent stroke or seizure
- anaphylactic reaction
- unconscious or unresponsive patient
- Hazardous Substance, which may include liquid or gaseous chemicals, electrical hazards, commercial accidents or motor vehicle collisions
- Any instance when dispatch is unable to determine the severity of the injury or illness, or when the nature is potentially life threatening.
- The FD will respond to all EMS calls in the northern fire district. The northern fire district is roughly outlined geographically by: In the North - the Ridgefield Town line from Silver Spring Rd to Nod Hill Rd, In the West along the State and New Canaan lines to Cheese Spring Rd as well as all of Thayer Pond Rd; In the South and East – Nod Hill Rd to the Ridgefield Town line as well as Olmstead Hill Rd from Nod Hill Rd to Hemmelscamp Rd.

The fire department will also be notified to respond upon the request of the officer at the scene, or if dispatch believes additional manpower will be required to extricate, move or transport the victim.

Board of Selectman
FY2017 Budget Request

New World Implementation – Status

- **Modules previously implemented**
 - Financial Management
 - General Ledger, Budget Management, Annual Budget Preparation, Purchasing, Accounts Payable, Revenue/Cash Receipting, Asset Management, Project Accounting, Miscellaneous Billing & Receivables
 - Community Development
 - Parcel Management, Permits, Municipal Inspections, Code Enforcement, Business Licensing
 - Business Analytics
- **Modules currently being implemented**
 - Human Resources & Payroll (Go Live by 1/1/17)
 - Payroll Processing, Personnel Management, Position Control, Benefits Administration, Applicant Tracking, Position Budgeting, FMLA Leave, Personnel Action Forms
- **Modules implementation to be scheduled**
 - Financial Management
 - Grants Management
 - eSuite (Portal)
 - eHR (eEmployee, eTimesheets, eRecruit), eCommunity (ePermits, eLicenses, eRequests)

Board of Selectman
FY2017 Budget Request

IS Projects for FY 2017

- Upgrade of core software (Windows 7, Office 2007, Windows Server 2007 R2, SQL Server 2007 R2, Exchange Server 2010)
- Support the installation of VOIP telephone system (based on virtual phone management and messaging servers, Ethernet phone connections, and VOIP carrier services)
- Integration of VOIP telephone system and renovated Miller Driscoll into inter-building network
- Upgrade of vmWare servers and SAN storage
- Documentation and testing of comprehensive Disaster Recovery procedures, across departments and agencies
- Expansion of use of existing document management system (Laserfiche) across departments and agencies (example: conversion of fuel tank removal records to searchable digital format, scan plans in Land Use departments, integrate Town building plans and as-builts)
- Add layers to GIS and provide ease-of-use portal access to features such as abutters list.
- Participate in replacement and enhancement of department software: Parks & Rec registration and billing system, Police department Police Officer Scheduling System, integrating Fire Department FirstResponder tablet software and Police Department NexGen software with Town GIS data, etc.
- Data conversion for the New World HR/Payroll implementation.
- Assisting with other projects as requested by departments and agencies (This is not an inclusive list, but is representative)

Board of Selectman
FY2017 Budget Request

Revenue Budgets

- **Uncertainty surrounds State grants**
 - PILOT grant eliminated in FY2016
 - Educational Cost Sharing Grant decreased by approximately \$100,000 for FY 2017
 - Health Department grant eliminated
 - Governor has recommended a additional \$20 million reduction in municipal aid to assist with the FY2017 state budget deficit
 - COST and CCM have reported back numerous potential program for the cuts
 - We have not budgeted the new additional sales tax sharing grant which was to begin in FY2017 due to uncertainty. Our share would be \$547,000

- **Opportunity for additional FY2016 or FY2017**
 - We will continue to monitor collections over the next few weeks and update the FY2016 forecast as appropriate
 - \$200,000 proceeds from upcoming foreclosure, date to be determined
 - Possible favorable outcomes from two large tax appeals

Board of Selectman
FY2017 Budget Request

Bonded Capital Requests

- Year 5 of the five year road restoration project.....\$1,800,000
- Replacement of the 10+ year old Stadium crumb rubber infill turf with a new coconut husk infill turf plus concussion padding.....\$ 650,000
- Both projects would be bonded with a 10 year payback period