

OFFICE OF THE
FIRST SELECTMAN

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Richard J. Dubow

James A. Saxe

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN BUDGET MEETING
January 31, 2012
Meeting Room B, Town Hall

PRESENT: William Brennan, Harold Clark, Richard Dubow, Ted Hoffstatter,
James Saxe

ALSO PRESENT Sandy Dennies, Richard McArdle, Robert Nerney, Steve Schole,
Pat Sesto, Tom Therkettle, David Lisowski, Phil Damato, Peter
Lucia, Warren Serenbetz, Kathy Leeds, Alissa Smith (Daily Wilton),
Craig Donofrio (Patch)

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

Land Use Departments

As Director, Robert Nerney spoke on behalf of the Planning & Zoning, Environmental Affairs, Health and Building Departments. He went over an overall presentation summary for FY 2013 (attached).

Planning & Zoning – The proposed budget has no major variances (more than \$5,000 ±) from the current fiscal year.

Building Department – The proposed budget has no major variances. Mr. Brennan suggested looking at fees for generator installation to make sure we are capturing our costs. As with all departments, it was suggested going back to look at revenue estimates to determine if they could be too conservative.

Environmental Affairs – The only variance is a \$11,108 increase in group insurance costs. A vacant position was filled with an employee who is participating in health insurance for a family.

Health Department – The only variance is a \$22,258 decrease in salaries due to a grant covering the part-time salary of a Public Health Emergency Preparedness Coordinator.

Finance Department

Sandra Dennies, CFO, advised that this department has been extremely busy over the past year, i.e. implementation of NexGen, a public safety system; initiation of changes in banking to reduce fees; implementation of a new tax software; working with the Board of Education on moving to a self-funding insurance plan; identifying a new auditing firm and producing the Comprehensive Annual Financial Report. As suggested by the auditors, they are working with the Board of Education and Library to look for any cost-saving that could be accomplished through consolidation.

The main variance in the proposed budget is the installation of New World Systems integrated software. There is an increase in Longevity with two new employees becoming eligible; a 30% savings in Telephone costs due to the efforts of Peter Lucia; and a 66.67% savings in bank fees due to the change to Webster Bank.

In Revenue, we will be receiving a Municipal Revenue Sharing Grant, estimated at \$240,000. This is a new program by the State in lieu of the MME (Manufacturing, Machinery and Equipment) tax that municipalities no longer collect directly from their commercial/industrial properties assessments. We expect a substantial net loss from this new State policy.

Also, we are beginning to see some increase in interest due to the new policy of investing undesignated fund balances.

Assessor – There is an increase in capital costs for the “partial” revaluation required this year. This involves an update of values based on sales, not an inspection of every property, which is much more costly and will be required in 2017.

Tax Collector – Overall budget request is 7% less than last year due to the retirement of a senior staff member, with savings in salary, longevity and pension benefits. Mr. Damato is requesting a part-time employee for peak collections during the summer to assure quality service to the public.

Information Systems – John Savarese, Director, gave an overview of the duties of the IS Department, which involves infrastructure and support of all departments. Increases in the budget requests reflect the period of change that we are in right now. The biggest increase is the Shared Data Link, involving the Town, Board of Education and Library. A fiber-optic steering committee has been meeting for several months. Those present tonight include:

Library – Kathy Leeds, Judy Higby, Whitney Janeway, Bob Kelso Dave Palmieri, Janice Hess, Elaine Tai-Lauria

Board of Education – Mathew Hepfer (Technology Director), Ken Post, and Laura Schwemm (BOE).

Town – Sandy Dennies, Tom Thurkettle, Peter Lucia and John Savarese

A unique opportunity has presented itself, offering the ability to save \$1.3 million in the cost of road openings to lay pipes in the ground for fiber-optics. Trenches are planned for the extension of the sewer lines to Miller Driscoll School, as well as plans by Yankee Gas for possible gas-line extension.

These links between buildings could allow for coordination and collaboration, especially between the Town and Schools, creating future opportunities for cost savings, i.e. combined payroll, human resources, finance functions. During recent lengthy power outages, it was learned that the Library has a dramatic role in providing services during times of emergency, and could serve as a back-up facility for the Town Hall and BOE.

Ms. Dennies pointed out that low interest rates for this project would amount to 1.6% over ten years. All neighboring towns are already benefiting from this type of technology link between public buildings.

Mr. Dubow agreed that even in difficult times, we have to move forward. This is a real service to the future of the town.

Annual Town Meeting

Mr. Saxe moved to hold the Annual Town Meeting on Tuesday, May 1, 2012 in the Clune Center and the Adjourned Town Meeting on Saturday, May 5, 2012 in the Clune Center.

Having no further business, the meeting was adjourned at 9:50 p.m.

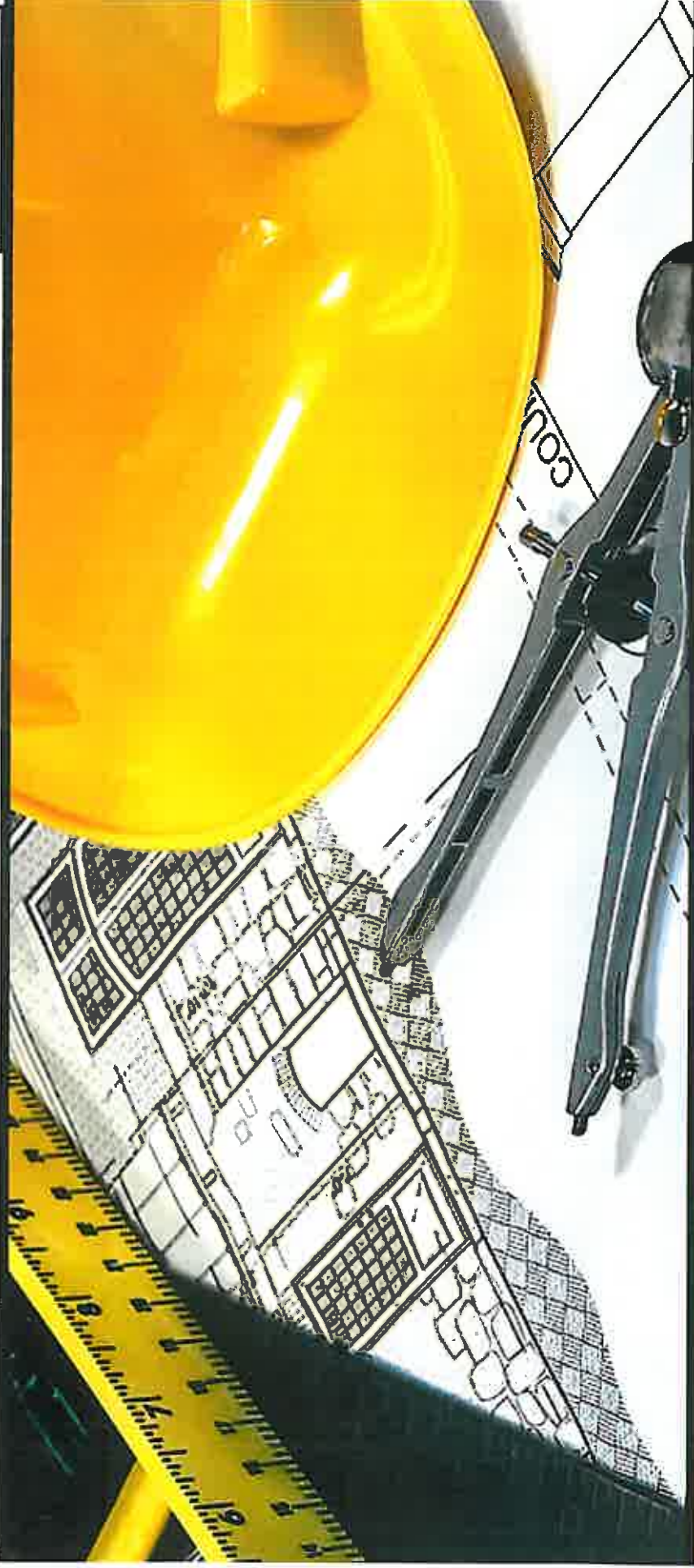


Jan Andras
Recording Secretary
(taken from video)

att: Land Use Budget Summary



Town of Wilton Board of Selectmen Fiscal Year 2013 Budget Presentation Summary



Land Use Division

Building Department
Health Department

Department of Environmental Affairs
Planning and Zoning Department

January 31, 2012



Planning & Zoning Department

Proposed FY'13 Budget:	\$ 531,382
FY'12 Revised Budget:	\$ 529,492
Budget Change from FY '12:	+\$ 1,890
Notable Areas of Budget Reduction:	
Group Ins., Medical, Dental Life, Disability	-\$2,148
Notable Areas of Budget Increase:	
Retirement	+\$ 4,070
Major Variances:	None

Capital Projects (FY '13):	None
State/Federal Funding Share:	N/A
Revenues:	
(FY '11 Actual):	\$ 15,813
(FY '12 Year to Date):[1]	\$ 4,168
(FY '12 Revised):	\$ 6,885
(FY '13 Requested):	\$ 7,985

[1] Represents collected revenues between July 1, 2011 through December 31, 2011.



Building Department

Proposed FY'13 Budget: \$ 353,973

FY'12 Revised Budget: \$ 346,790

Budget Change from FY '12: +\$ 7,183

Notable Areas of Budget Reduction:

None

Notable Areas of Budget Increase:

Group Ins., Medical, Dental
Life, Disability
Retirement

+\$ 4,099

+\$ 2,960

Major Variances:

None

Capital Projects (FY '13): None

State/Federal Funding Share: N/A

Revenues:[1]

(FY '11 Actual): \$ 618,416

(FY '12 Year to Date):[2] \$ 325,934

(FY '12 Revised): \$ 357,500

(FY '13 Requested): \$ 407,000

[1] Includes permit and reproduction fees.

[2] Represents collected revenues between July 1, 2011 and December 31, 2011. (includes deposit dated 1/3/11 for the month of December and all debit/credit activity through 1/5/12.)



Department of Environmental Affairs

Proposed FY'13 Budget: **\$ 402,858**

FY'12 Revised Budget: **\$ 394,192**

Budget Change from FY '12: **+\$ 8,666**

Notable Areas of Budget Reduction:

Legal Expenses **-\$2,000**
Retirement (Defined Benefit) **-\$3,474**

Notable Areas of Budget Increase:

Group Ins., Medical, Dental **+\$11,108**
Life, Disability **+\$ 2,977**
Salaries

Major Variances:

Group Ins., Medical, Dental **+\$11,108**
Life, Disability

Capital Projects (FY '13):

None

State/Federal Funding Share:

N/A

Revenues:

(FY '11 Actual):

\$ 20,786

(FY '12 Year to Date):[1]

\$ 14,190

(FY '12 Revised):

\$ 12,500

(FY '13 Requested):

\$ 19,000

[1] Represents collected revenues between July 1, 2011 and December 31, 2011.(includes deposit dated 1/3/12 for the month of December)



Health Department

Proposed FY'13 Budget: **\$ 381,940**

FY'12 Revised Budget: **\$ 405,777**

Budget Change from FY '12: **-\$23,837**

Notable Areas of Budget Reduction:

Salaries Part-Time[1] **-\$22,258**

Notable Areas of Budget Increase:

Group Ins., Medical, Dental
Life, Disability **+\$2,218**

Major Variances:

Salaries Part-Time[1] **-\$22,258**

[1] Part-Time Public Health Emergency Preparedness Coordinator's salary has been transferred from expenditures to The Other Town Grants Account 750-5100-330.25-60

Capital Projects (FY '13): **None**

State/Federal Funding Share: **\$35,126**
(Public Health Preparedness /Block Grant)

Revenues:

(FY '11 Actual): **\$ 39,532**

(FY '12 Year to Date):[2] **\$ 13,495**

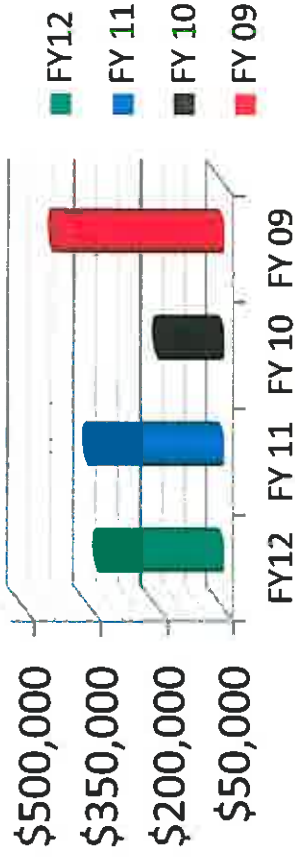
(FY '12 Revised): **\$ 25,000**

(FY '13 Requested): **\$ 27,000**

[2] Represents collected revenues between July 1, 2011 and December 31, 2011

Revenues Collected**

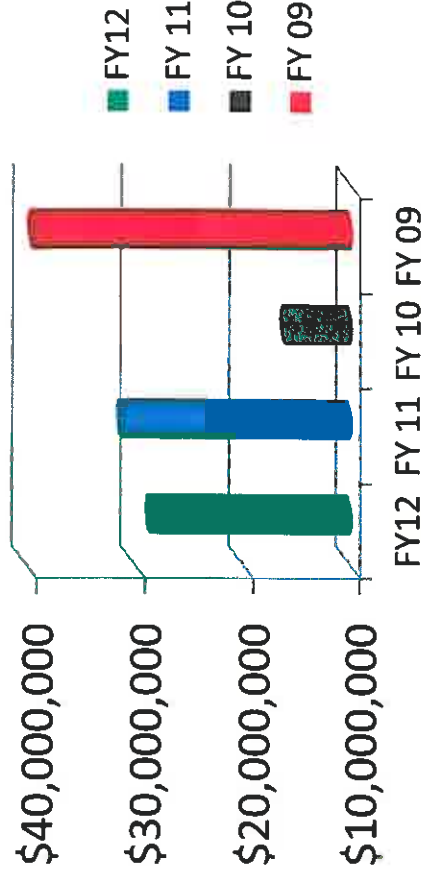
YTD (July 1st through Dec. 31st Including 1st Jan deposit)



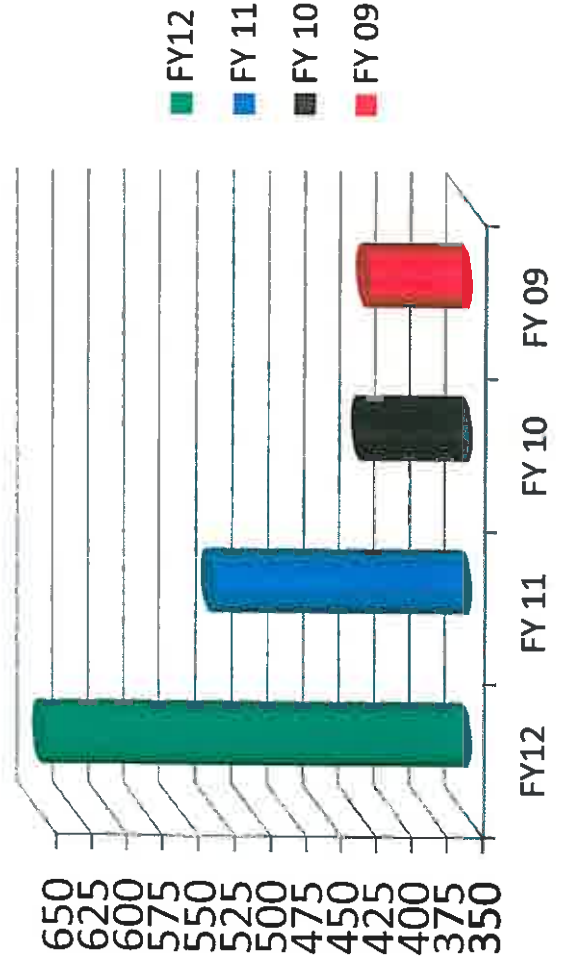
** The revenues are based on Permits and Reproduction fees. There are some miscellaneous minor fees retained from state contributions that are not reflected in these figures.

Value of Construction

(July 1st through Dec. 31st)



of Permits Issued (July 1st through Dec. 31st)



Planning and Zoning Department

- Conduct and coordinate detailed review of site plan, special permit and subdivision applications.
- Provide advisory services to various land use boards, including Planning and Zoning Commission., Zoning Board of Appeals, Village District Consultant Committee and Aquifer Protection Agency.
- Interface and coordinate development applications with local, state and federal agencies
- Administer federally-mandated floodplain program.
- Administer certain aspects of Wilton's affordable housing program.
- Oversee zoning permit review process, compliance inspections and zoning enforcement proceedings.
- Participate in development and partial implementation of POCD.
- Preparation of grant application as directed by administration.

Building Department

- Conduct complex commercial plan reviews and work with Fire Marshal regarding projects.
- Conduct thorough and lengthy residential plan reviews for code compliance
- with new energy codes and issuance of building permits.
- Provide technical and practical information to the public and guidance through the permitting process.
- Conduct on average 10-15 site visits per day varying in complexity and time on both residential and commercial projects of all sizes
- Serves as the code compliance and life safety office for the Town of Wilton under the authority of the State of Connecticut, Office of the State Building Inspector
- Issue Building Permits, Demolition Permits and Certificates of Occupancies (on average 20-30 per day).
- Work collaboratively with the land-use departments towards same goal on ensuring compliance with town regulations.
- Provide essential written , electronic and verbal regulatory information.
- Responsible for enforcing over 11 various required codes including the more restrictive energy code requirements and ensuring the safety of the residents and buildings in town.
- Educate and update the public on potential safety hazards and new code requirements

Department of Environmental Affairs

- Provide permit determinations and assist in permit coordination
- Provide technical and administrative support to the Wetlands and Conservation Commissions, and the Deer Management and Tree Committees
- Provide detailed reviews of applications and oversee/enforce permit conditions including site evaluations and compliance inspections.
- Assist other town departments on natural resource decisions and projects.
- Assist residents in managing their natural resources
- Coordinate and implement town-wide spring clean-up, hazardous waste day, and other community events
- Represent the town on regional projects and committees
- Provide expert testimony to legislators and presentations to civic groups

Health Department

- Provide Ct. Health Code information pertaining to land usage and building.
- Document soil testing/percolation tests for proposed septic systems.
- Regulate the design & construction of septic systems.
- Plan review of proposed septic systems, food service establishments, building additions/alterations, oil tank/propane tank locations & swimming pools.
- Review land use permits/building proposals, demolition permits & private wells along with food service licensing.
- Site inspections for septic installations, violations, community swimming pools, Food Service Establishments & Child Day Care Programs.
- Monitor water quality at public bathing areas.
- Investigate potential child lead poisoning cases & watershed contamination
- Investigate health complaints regarding unsanitary conditions
- Forward Deer Ticks for Lyme disease organism testing & manage a catch basin larvicide Program .
- Supervise the Ground Water Monitoring Program from the closed Wilton Landfill.
- Organize and staff Flu Vaccination Clinics.
- Implement Public Health Emergency Preparedness /Pandemic Flu plans procedures.
- Provide Communicable Disease (TB) follow-up.



New House Permit Trend

Permits issued from July 1st through December 31st

