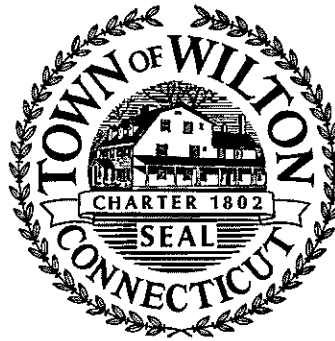
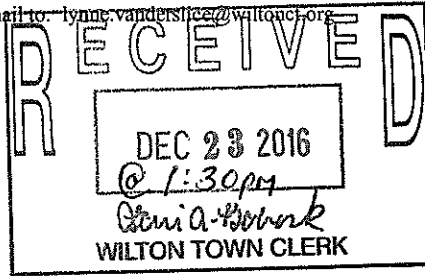


OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectman

Michael P. Kaelin
Second Selectman

David K. Clune
Selectman

Lori A. Bufano
Selectman

Richard J. Dubow
Selectman

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN
MONDAY DECEMBER 19, 2016
MEETING ROOM B, WILTON TOWN HALL ANNEX**

PRESENT: First Selectman Lynne Vanderslice, Michael Kaelin, David Clune, Lori Bufano, Richard Dubow

GUESTS: Debra Thompson-Van, Richard Creeth, Chris Burney, Ira Bloom-Town Counsel

OTHERS: Members of the Press and Members of the Public

A. Call to Order

Ms. Vanderslice called the meeting to order at 7:20PM.

B. Executive Session

Ms. Vanderslice called for a motion to go into Executive Session at 7:23PM to interview Jaclyn S. Coleman – Zoning Board of Appeals and invite Jaclyn Coleman. Motion moved by Mr. Kaelin, seconded by Mr. Dubow and unanimously carried.

Out of Executive Session at 7:32PM.

Ms. Vanderslice called for a motion to go into Executive Session at 7:33PM to interview Bonnee Pecquex – Historic District Historic Properties Committee and to invite Bonnee Pecquex

Out of Executive Session at 7:47PM.

- Ms. Vanderslice called for a motion to go into Executive Session at 7:48PM to interview Lori A. Fusco – Historic District Historic Properties Committee and to invite Lori Fusco.

Out of Executive session at 8:03PM.

Back in Regular session at 8:05PM.

C. Consent Agenda

Motion made by Mr. Kaelin, seconded by Mr. Clune, to approve all in the consent agenda with exception of the minutes of the Board of Selectmen Special Meeting on December 6, 2016 and the two meetings of the BOS Legal Search Committee. Motion carried unanimously.

Motion made by Ms. Bufano, seconded by Mr. Clune to approve all Legal Search Committee Meeting Minutes and BOS Special Meeting of December 6, 2016. Motion carried 4-0-1 with Mr. Kaelin abstaining.

Minutes

- Board of Selectmen Meeting – December 5, 2016
- Board of Selectmen Special Meeting – Legal Search Committee –December 5, 2016
- Board of Selectmen Special Meeting – Legal Search Committee –December 6, 2016
- Board of Selectmen Special Meeting –December 6, 2016

Gifts

- Stroup Family Fund (Chris Stroup) – Wilton Food Pantry \$500.00
- Kovak Foundation (Stanley H. Kovak) – Wilton Senior Center - \$1,000.00
- George H. Ongley – Kent Pond - \$75.00
- Christopher M. & Diana Isaacs – Fire Department Gift Fund - \$75.00
- William F. Brennan – Park Bench Town of Wilton Village Center - \$1,600.00

D. Public Comment

None.

E. Discussion and/or Actions

1. Introduction of Town Counsel

Ms. Vanderslice introduced new Town Counsel Ira Bloom of Berchem, Moses & Devlin. Mr. Bloom addressed the Board of Selectmen and thanked them for the appointment.

2. Police Station Study Committee – Chris Burney

Ms. Vanderslice introduced Chris Burney who reviewed the potential expansion and renovation of Wilton Police Headquarters (memo attached). Mr. Burney recommended a feasibility study be performed by him assisted a small group the proposed members of which he presented for consideration. After discussion, a motion was made by Mr. Kaelin to approve the request to form a Police Building Study Committee and approve the appointment of Keith Fordsman, Patti Temple and David Waters as members of that committee at the suggestion of Mr. Burney. Motion seconded by Ms. Bufano and unanimously carried.

3. Approval of Contract for Special Inspections at Miller Driscoll – Chris Burney

Mr. Burney reviewed the contract for Special Inspections at Miller Driscoll School (memo attached). Mr. Burney is asking the Board to approve the contract with Special Testing Laboratories. He noted the contract, which was mislaid by Turner, was signed by Special Testing Laboratories in January 2016. Most of the work has already been completed. The contract was reviewed and approved by previous Town Counsel. Motion made by Mr. Kaelin to approve the contract with Special Testing Laboratories and allow the First Selectmen to execute. Motion seconded by Mr. Clune and unanimously carried.

4. Municipal Solar Letter of Intent – Debra Thompson-Van

Debra Thompson-Van reviewed the Municipal Solar Project Plan for the schools (highlight memo attached) and reviewed. The Energy Commission is seeking BOS to authorize an agreement with a vendor to write the RFP, assist the Commission in the vetting process with the technical and legal aspects of the RFP and the project management of installing solar on the schools as the project progresses. Richard

Creeth further reviewed the process the commission went through before choosing a vendor. Mr. Creeth noted that information was also presented to the Board of Education. Discussion followed review. After discussion, a motion was made by Mr. Clune to support the recommendation of the Energy Commission, subject to reference reviews and approval of Town Counsel, to enter into an agreement with MHR Development, LLC. Motion seconded by Mr. Kaelin and unanimously carried.

5. WVAC Agreement-Garage

Ms. Vanderslice reviewed the WVAC Agreement –Garage. Ms. Vanderslice noted that a number of years ago, WVAC installed a metal garage adjacent to the house they lease from the town. Neither the town nor WVAC intended for the town to be financially responsible for repairs or replacement of the garage. The agreement, which was drawn up by previous Town Counsel, formalizes that understanding. After discussion, a motion was made by Ms. Bufano to authorize the First Selectman to execute the WVAC Agreement. Motion seconded by Mr. Kaelin and unanimously carried.

6. Inland Wetland Commission Third Party Review Contract

Ms. Vanderslice reviewed the Inland Wetland Commission Third Party Review Contract. Motion made by Mr. Kaelin to authorized the First Selectman to execute the Third Party Review Contract. Motion seconded by Mr. Clune and unanimously carried.

7. State Department of Health-Proposal to Consolidate into Eight County Health Districts

Ms. Vanderslice noted that at the WestCOG meeting that took place the previous week, the CT Dept of Public Health COO was in attendance. She was there to address the CT Dept of Public Health's proposal to integrate the 72 local health districts and departments into eight districts drawn along county lines. Ms. Vanderslice reviewed the significant cost burden that the proposal would put on the taxpayers.

8. Authorization of Blight Prevention Officer

Ms. Vanderslice reviewed the request by the current employees serving as Blight Prevention Officer for a formal statement by the Board of Selectmen authorizing them as such. The Blight Ordinance states the three employees functioning as Blight Prevention Officer are authorized by the First Selectman and the Board of Selectmen. Although formal authorization is not required, the employees felt such will provide them with greater authority. Motion made by Ms. Vanderslice that the above named employees are confirmed and authorized as Blight Prevention Officers. Motion seconded by Ms. Bufano and unanimously carried

9. HDC-Prohibition on Town Employees Serving on HDC
Item tabled

10. Board and Commission Vacancies/Appointments/Reappointments

- New Vacancies

- o WPCA – 2 Vacancies
- o Historic District Commission – 2 Vacancies

DTC and RTC have been notified of the vacancies. Application deadline is January 30, 2016.

- Schencks Island Merwin Meadows Committee
 - o Proposal for BOS Appointment – Ben Couch, Trout Unlimited
Proposal received from Trout Unlimited to participate in the Schencks Island Merwin Meadows Committee and recommended Ben Couch for the appointment. Ms. Vanderslice reviewed the contributions Trout Unlimited has made in sustaining the health of the Norwalk River in Wilton. The Norwalk River Watershed Association and the Conservation Commission support this appointment. Board members agreed with the appointment in suggested it be voted on with all the recommended appointments at the January 9, 2016 BOS meeting.
- Other Reappointments – Motion made by Mr. Clune to approve the reappointments and appointment as attached. Motion seconded by Mr. Kaelin and unanimously carried.

Ms. Vanderslice asked for a motion to add the appointment of Jaclyn Coleman to the Zoning Board of Appeals-Alternate vacancy to the agenda. Motion made by Mr. Kaelin to add the item to the agenda, seconded by Ms. Bufano and unanimously carried.

Motion made by Mr. Dubow to appoint Jaclyn Coleman to the Zoning Board of Appeals-Alternate vacancy. Motion seconded by Mr. Clune and unanimously carried.

11. Miscellaneous Other Business

None.

F. Reports

First Selectman's Report

On this day a group of families decorated the gazebo on the Town Green as a Hanukkah Hut. This is thought to be a first in Wilton. Ms. Vanderslice wished all Happy Holidays.

Selectmen's Reports

Mr. Dubow

Mr. Dubow wished all Merry Christmas, Happy Hanukkah and Happy New Year.

Mr. Kaelin

Mr. Kaelin announced in October he had changed his party affiliation from republican to unaffiliated. He noted he did not make a public announcement at that time as he did not want his change of voter registration to be misinterpreted as being against any party or person. He stated he will continue to do what he can to support all his friends (republican, democrat, unaffiliated). Mr. Kaelin wished all good health and happiness and looks forward to working with everyone in the New Year.

Mr. Clune

Mr. Clune attended Wreaths across America hosted by the Wilton Congregational Church. It was a very nice program. After the holidays Trout Unlimited is accepting Christmas Trees to help with the river restoration. Drop off is at Merwin Meadows.

Ms. Bufano

Ms. Bufano wished all Happy Holidays and thanked her fellow board members.

G. Public Comment

None


Adjournment – Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Kaelin to adjourn meeting at 9:06 PM. Motion was seconded by Mr. Clune and unanimously carried.



Jacqueline Rochester
Recording Secretary
Taken from Video

E-2

MEMORANDUM

TO: Lynne Vanderslice
FROM: Chris Burney 
DATE: 12/16/16
SUBJECT: Police Headquarters

We have discussed the potential expansion and renovation of the Police HQ for some time and I would like to begin the project. I suggest that the first step should be a feasibility study by a small group supported by an architect with experience in the design of such facilities.

I see the charge to the study group including the following:

- Review previous needs assessments
- Review the condition of the present HQ, what works, what doesn't, etc.
- Review future needs of the Annex building to see if additional space can be allocated within an expanded HQ.
- Look at the blocking of the proposed building. Will it be adjacent to the existing, will it be above but self supported, will it be above and supported by the old building, or will it be some combination of all.
- Review proposed changes to ensure that PD activities are never compromised.
- Ensure that whatever approach is chosen, new construction will not prevent future construction/demolition on the Town Hall Campus.

What the committee will not do is design the building, determine its appearance, or create a Statement of Requirements.

At the conclusion of the study I envision the study group presenting an opportunity to the Board of Selectmen that if approved, would then require the appointment of a full building committee.

I am requesting that this project start soon because I have a window of opportunity. The Miller Driscoll project is not as busy as it was, the Fire House #2 project is moving very slowly, and I am almost complete with my 3 month assessment of the Facilities Management and Custodial programs for the Board of Education.

I have identified 3 Wilton residents who I have worked with on the Miller Driscoll Building Committee and the Fire House #2 Building Committee and recommend their consideration for appointment to the feasibility study group. They are as follows in alphabetical order.


- **Keith Fordsman:** Keith sits on the Miller Driscoll Building Committee. He is presently the head of Capital Planning for Yale University, and prior to that the head of Construction and Planning for Starwood Hotels. Keith is an engineer with a career in project development and execution.
- **Patti Temple:** Patti is presently the First Selectman's representative on the Miller Driscoll Building Committee. She was also a major part of the development of the furniture program for MD and about a year ago, Patti assumed the responsibilities for managing and updating the MD Project web site. Patti brings a strong PR background, good organizational skills, and an extremely strong work ethic to the group.
- **David Waters:** David is a member of the Police Commission as well as the recording secretary for the Fire House #2 Building Committee. By day he is an attorney with the largest property development company in Stamford. His knowledge of police operations will be an invaluable resource to this project.

\$10,000 is in the budget to retain an architect with experience in Police facilities to assist with the development of the feasibility study.

My suggested time line is as follows.

- January 2017. Distribute existing reports and literature to study group members. Develop and issue an RFP for professional services.
- February 2017. Award contract and begin meetings to map out a course of action.
- Summer 2017 Present report to BOS
- Fall 2017. Appoint full building committee and solicit proposals for design services.
- Spring 2018. Ensure that design services are well enough along that an accurate project estimates can be presented for bonding approval at the 2018 town meeting.
- Fall 2018. Bid the project and start construction.

MEMORANDUM

TO: Lynne Vanderslice
FROM: Chris Burney 
DATE: 12/16/16
SUBJECT: Special Testing Contract

Following the collapse of the L'Ambience Plaza building during construction, the state of Connecticut enacted legislation that requires the owners of all construction projects above a certain threshold to retain the services of an independent certified testing agency.

The duties of the testing agency include but are not limited to items such as:

Verifying that the correct structural steel is being used, that welding and bolting procedures are correct, that the reinforcing steel in concrete is of the correct size and is tied together correctly, that the concrete that is placed is quality controlled by reviewing the design mix, verifying that concrete delivery trucks have not been on the road too long, that the temperature of the concrete is not too hot or cold, as well as taking test cylinders of the concrete that can be used to confirm that the concrete achieves its design strength within 30 days.

At the Miller Driscoll Building Committee meeting on January 7, 2016, the committee unanimously approved the award of a contract for these services to a company called "Special Testing Laboratories" in the amount of \$100,000. Special Testing Laboratories submitted an executed contract to Turner Construction on January 28, 2016. Unfortunately the signed contract was misfiled at the Turner Shelton office and is being submitted to the BOS at their December 19, 2016 meeting for review and authorization for the First Selectman to sign.

The contract form differs from the construction contracts in that instead of being an American Institute of Architects contract modified by the Town, this contract is on a standard Wilton proforma for professional services.

Municipal Solar Project Plan Highlights

2016 Key Activities

- July 26 BOS - Bonding the ZRECs with Eversource for \$9,860
- August - September accomplishments
 - preliminary rooftop validation process
 - financial analysis of the acquisition alternatives
- October 17 BOS - approved structuring the Solar RFP to solicit bids for a Turnkey Power Purchase Agreement Proposal
- November & December
 - Researched other town Solar projects and RFPs
 - Solicited proposals for Solar Consultant

Future BOS Decisions and scheduling

- December 19, 2016 - Approve hiring Solar Expert to assist in RFP process and Solar project process
- April 3, 2017- Approve selection of RFP Awardee for Power Purchase Agreement provider and Solar Installation vendor

2017 Key Project Milestones:

- January - Release of RFP, Notification of date RFP Submission deadline, RFP Selection Criteria and weighting
- February & March - RFP proposals and Vendor Evaluations
- April - Solar Vendor and PPA vendor selected and Contracts negotiated
- May- WEC community update at Wilton Library (tbd) to inform community of Municipal Solar installation benefits, plan and dates
- May - Order equipment, Schedule machinery, Prepare for Site remedies
- Early June - Site Preparedness
- Late June-August - Solar Installation
- September - Site inspection by PPA Financer, Eversource
- October - System is in production, ZREC award activates

Solar Partner Selection Process

The Wilton Energy Commission has undertaken a search for firms to assist us with our project to put solar installations on Miller, Driscoll and Middlebrook schools. We are seeking a firm to:-

- Gather all the requisite information and draft an RFP with accompanying documents
- Guide us through the evaluation and selection process
- Assist us through the project implementation to completion

We reached out to seven firms.

Firm	Contact	Response
Cohen & Wolf	Ken Bernhard	No expertise
Locke Lord	David Bogan	No expertise
Berchem, Moses & Devlin	Ira Bloom	Limited expertise
Joey Lee Miranda	Robinson & Cole	Proposal received after closing date
MHR	Mark Robbins	Proposal received
Murtha Cullina	Paul Michaud	Proposal received
Holland & Knight	Steve Humes	Proposal received

Steve Humes at Holland and Knight was knowledgeable about the area, and his proposal was thorough, but he was not able to offer a fee which rolled into the PPA, nor was he able to give us a cap on the fee. We therefore rejected his proposal and evaluated the remaining two based on the matrix shown on the next page

Joey Lee Miranda of Robinson & Cole proposal was for hourly services to be structure outside of PPA.

Topic	Criteria	Murtha Cullina	MHR Development
General	Team members? Who are the members of the team? Lawyers, Engineers (Structural, electrical etc.), Project managers.	Paul Michaud, Celtic Engineering	Mark Robbins, Dwayne Escola, Vance Hancock
Draft RFP	Assemble all documents, plans, utility contracts, etc., etc.	5	5
	Draft RFP	5	4
	Negotiate terms and conditions PPA and other contracts	5	5
	Interface with all necessary agencies, Town, Eversource, Vendors, PPA providers etc.	4	5
	Knowledge of permitting	4	5
	Knowledge of potential ECP partners	5	5
Evaluate RFP's	Financial	4	5
	Technical	4	5
	Feasibility	4	5
	Site walk through	4	4
	Q&A	4	5
	Aligning the RFP's so as to make them comparable	5	5
	Evaluating pros and cons of ECPs	5	5
Project Delivery	Day to day project management	3	5
	Key inspections	3	5
	COD sign off	4	4
Cost	Roll into PPA?	Yes, 7 cents per Kilowatt	Yes, \$10,000 plus 7 cents per Kilowatt
Estimated Total Cost		\$52,360	\$62,360
	Unweighted Score	68	77
	Weighted score	23.2	26

Note that Drafting the RFP was weighted at 40% and evaluation and project management were weighted at 30% each.

Both vendors have excellent reputations and the WEC felt that both could do the job well. MHR has a local team with very relevant experience and will project manage the job closely. Based on all of the above factors and the scores awarded each team the WEC unanimously recommends that we proceed forward with MHR Development.

WEC Proposed Solar Consultant and Project Management, Engineering, and Legal Services

MHR DEVELOPMENT, LLC Mark Robbins, Principle 40 Richards Ave., Floor 3, Norwalk, CT 06854 Solar Consulting and Owner's Representative	20 Years Industry Experience in Energy Based Construction projects: <ul style="list-style-type: none"> • Earthplace of Westport, CT, winner of the 2016 Stamford 2030 Change Makers Gold Award and Connecticut Green Bank, Outstanding Project of 2015 • Bridgeport Innovation Center • Niantic Community Church • Copperwood Grill, New London • Northeast Tool, Stratford • Underway- School Sisters of Notre Dame
Subcontractor to MHR Development Northeast Smart Energy Dwayne Escola, Senior Engineer NABCEP PV certified solar professional	Smart Energy responsible for over 70 Solar Installations, including: <ul style="list-style-type: none"> • Walcott Elementary School, West Haven, CT • Farmingville Elementary School, Ridgefield, CT • Common Ground School, New Haven, CT
Subcontractor to MHR Development Gregory and Adams Legal J. Vance Hancock, Esq., principal	<ul style="list-style-type: none"> • 30 years experience

LOI Financial Terms of Engagement

- \$10K fee for upfront services rendered (non-contingent)
- \$0.07/watt times final size of system(s) (contingent on Solar Vendor contracting and work completion)
- 100% of fees to be rolled into the RFP and paid by selected vendor

Scope of Engagement

Expedite Process to Secure Installer & Financier (System Owner)

- Assemble supporting documents, plans (as-builts) and review existing facility and utility contract, prior to drafting request for proposal (RFP)
- Prepare RFP and stipulated contracts for engineering and procurement contractor (EPC)
- Publish & post RFP
- Coordinate pre-bid site walk at schools: Miller-Driscoll, Middlebrook (and Wilton High)
- Review and evaluate proposals
- Selection and formal notification of winning EPC
- Execute letter(s) of intent

Document Off-taker Terms & Work Scope - Energy Production and Installation Guarantees

- Negotiate and prepare supporting contracts: site lease, incumbency certificates, EPC contract (with SOV (schedule of values), SOW (scope of work), logistics plan, and quality controls) and authorizing resolutions
- Oversee pre-development - confirm municipal and utility approvals
- Award contracts

Continuous On-site Construction Management - Owner's Representative

- Mobilize for construction
- Oversee field operations
- Close-out building permits
- Punchlist
- Energize system and utility "witness test"

Last Name	First Name	Board or Commission	Term End	Notes
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REAPPOINTMENTS

363 MacQuarrie	Scott	Wilton Deer Committee	R	11/30/2019
363 Lee	Nicholas	Tree Committee	R	10/30/2019
364 Meehan	William	Tree Committee	D	10/30/2019
364 Throckmorton	Kate	Tree Committee	D	10/30/2019 3 yrs
364 Whitten	Helen C	Historic Properties and Historic	D	11/30/2019 3 yrs

APPOINTMENT

Sanders	Allison G	Historic Properties and Historic	D	11/30/2018 Commission Vice Chair. In error moved by Commission, not BOS, from alt to regular. Correcting appointment to a vacant regular position
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Approved BOS
12/19/16