

OFFICE OF THE  
FIRST SELECTMAN

Telephone (203) 563-0100  
Fax (203) 563-0299

Email to:  
lynne.vanderslice@wiltonct.org



Lynne A. Vanderslice  
*First Selectman*

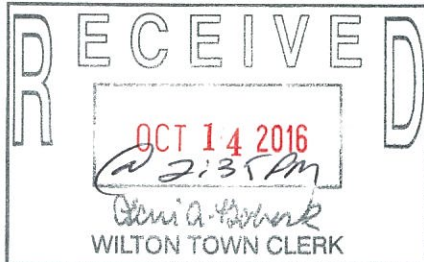
Michael P. Kaelin  
*Second Selectman*

David K. Clune  
*Selectman*

Lori A. Bufano  
*Selectman*

Richard J. Dubow  
*Selectman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897



**BOARD OF SELECTMEN  
TUESDAY OCTOBER 4, 2016  
MEETING ROOM B, WILTON TOWN HALL**

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

**ABSENT:** Richard Dubow (Excused Absence)

**GUESTS:** Casey Healy, Rich McCarty, Anne Kelly-Lenz, Sarah Taffel

**OTHERS:** Members of the Press and Members of the Public

Ms. Vanderslice called the meeting to order at 7:23PM.

**A. Executive Session**

Ms. Vanderslice moved for a motion to go into Executive Session for Discussion of Legal Responses. Motion moved by Ms. Bufano, seconded by Mr. Clune and unanimously carried.

Out of Executive Session at 7:29PM

Mr. Kaelin joined the meeting and meeting called to order at 7:31PM.

Motion made by Mr. Kaelin to approve the consent agenda. Motion seconded by Ms. Bufano and unanimously carried.

**B. Consent Agenda**

Minutes

- Board of Selectmen Meeting – September 19, 2016

Refunds

- As per Tax Collector's Memo Dated September 29, 2016

Gifts

- Visiting Nurse Association of Ridgefield for Wilton Senior Center - \$850.00
- Peter & Kathryn Kalikow – Fire Department Gift Fund - \$1,000.00

C. Public Comment

**Patti Temple** of Drum Hill Road spoke regarding the appointment process for boards/commissions. She noted that the process has a lot of problems and suggested that the town set up a committee to oversee the appointment process.

**Alex Ruskevich** spoke regarding the legal search.

D. Discussion and/or Actions

1. Fire Station 2 Statement of Requirements – Fire Commission Update

Casey Healy, Chair of the Fire Commission reviewed the revised SRO (attached) for Fire Station 2. He gave a brief history of Fire Station 2 and thanked the members of the Fire Station 2 Building Committee (who were tasked with developing the SRO for renovation of Fire Station 2 by the Board of Selectmen) and advisors to the Committee for their efforts. Mr. Healy noted that the Fire Commission approved the revised SRO presented by the Building Committee. Mr. Casey asked Rich McCarty, chair of Fire Station II Building Committee to further review the SRO and give a status update on Fire Station II. Mr. McCarty and Mr. Healy fielded questions from the Board of Selectmen. After discussion, motion made by Mr. Clune to approve the revised Fire Station 2 Statement of Requirements. Motion seconded by Ms. Bufano and unanimously carried.

2. Legal Search

Before discussion of the Legal Search began, Mr. Kaelin recused himself (for the time being) from participating in any discussion, deliberation or decision making with respect to Town Counsel as his brother is a partner in one of the legal firms that submitted a response to the Request for Proposal.

- **Proposal to appoint a new member**

As a result of Mr. Kaelin's recusal, Ms. Vanderslice noted that she started to identify a potential replacement for Mr. Kaelin to participate in the search, as she felt from the beginning that the BOS needed to have a good number of attorneys involved in the process. She stated the search narrowed down to the land use boards, as they work extensively with town counsel. Ms. Vanderslice suggested the Board consider Joshua Cole, an attorney and elected member of the Zoning Board of Appeals, who is currently serving as vice chair. Mr. Clune noted that he spoke with Mr. Cole and referenced that he has extensive background with the RFP process and that would be very helpful to the Board during the legal search. Motion made by Ms. Bufano to replace Mr. Kaelin with Joshua Cole on the Search Committee for Town Counsel. Motion seconded by Mr. Clune and carried 3-0-1 with Mr. Kaelin abstaining for the record.

- **Vote on firms to interview**

Mr. Clune made a motion to interview 5 firms for Town Counsel. Those firms are Berchem, Moses & Devlin, PC; Carmody Torrance Sandak Hennessey; Cohen and Wolf; Owens, Schine and Nicola, PC; and Pullman and Comley. Motion seconded by Ms. Vanderslice and carried 3-0-1 with Mr. Kaelin abstaining.

Interviews to be set up by Jackie Rochester in the First Selectman's office.

After the vote, Mr. Kaelin indicated since his brother's firm was not chosen he may elect to rejoin the search committee.

### 3. Appointments/Reappointments

#### - **Procedures**

Ms. Vanderslice noted that the procedures were put out on the Town website and an invitation was put forth to citizens to comment with comments to be forwarded to Mr. Clune and Mr. Kaelin. Mr. Clune reviewed the comments received to date. Comments ran the gamut from keeping the traditional process, as well as keeping the petition process of 100 signatures and those that thought the process was overly burdensome and that the town should do as much as we can to allow people to volunteer to be active in the process. Mr. Kaelin added that from reading the comments, in his opinion, the public does not understand the function of members of a board/commission. In Mr. Kaelin's opinion members do not require specific skills but rather are required to be representative. Therefore, since unaffiliated voters don't belong to a party, who could they possibly represent other than themselves. Mr. Kaelin still favored the petition of 100 signatures stating that requiring the signatures would not only display that person's dedication, but would allow the candidate the chance to meet and speak to the people they would be representing. He noted that if the 100 signatures is excessive he would favor a motion to reduce the number of signatures to 60 to keep the option open to unaffiliated voters to petition if they do not want to go through the RTC or the DTC. Motion was not seconded.

Ms. Bufano noted that she would consider reducing the number to 50. Mr. Clune suggested that in trying to make the process open to as many people as possible, he would consider a number that is lower as opposed to higher and suggested the number of signatures be around 25, but would be willing to see what other numbers would be considered. He also noted that it was not discussed, but would be open to (possibly at a later date) the suggestion by Patti Temple to create a committee to oversee the process.

Ms. Vanderslice noted when considering the Board's authority as defined in the charter, in her opinion, the most important role of the Board of Selectmen is the appointment of board/commission members and does not believe it should be delegated. She supports 25 signatures after both speaking with unaffiliated voter Dan Berg who required 4 hours to obtain the 100 signatures and after reviewing feedback from the public. Mr. Clune made a motion to change the number of signatures required on the petition from 100 to 25. Ms. Vanderslice indicated that she did not want to have to break a tie and asked Ms. Bufano and Mr. Kaelin if there was support for 30 or 35 signatures. Mr. Kaelin declined, Ms. Bufano suggested 40. Ms. Vanderslice called for a vote on the 25. Mr. Kaelin asked Ms. Vanderslice if she was comfortable with breaking the tie with the absence of Mr. Dubow who previously agreed to the 100 signatures. Ms. Vanderslice stated that she was. Motion put forth to change the number of signatures required on the petition from 100 to 25. Vote was 2-2. Motion was seconded by Ms. Vanderslice. Mr. Clune and Ms. Vanderslice voted for the motion and Ms. Bufano and Mr. Kaelin voted against. Ms. Vanderslice broke the tie and voted again for the motion. Motion was passed.

**Applicant from a party other than the RTC or DTC** – Ms. Vanderslice recommended that an applicant from a party other than the RTC or the DTC follow the same procedures for the unaffiliated applicant. Motion made by Ms.

Vanderslice, seconded by Mr. Clune and carried 3-0-1. Mr. Kaelin abstained from voting as he does not agree with the unaffiliated process.

Ms. Vanderslice suggested putting guidance in the procedures as to when responses from the Town Committees and petitions should be received. Motion made by Ms. Bufano to have responses from the Town Committees and petitions within 6 weeks of openings having been announced. Motion seconded by Mr. Clune and unanimously carried.

Ms. Vanderslice suggested the addition of language to the procedures that once a candidate has qualified for consideration either through nomination by a party or petition, the BOS may consider that candidate for additional openings for a period of 6 months. Mr. Clune made a motion that at the discretion of the Board of Selectman an applicant, who has not been appointed at the time of their initial application, may be considered for a subsequent appointment to the same board or another board/commission so long as the subsequent appointment occurs within 6 months of the original appointment. Motion seconded by Ms. Bufano and unanimously carried.

Addition of Signature and Date Line to Forms (Submission by Political Party Form and Candidate Application). Motion made by Mr. Clune to add Signature and Date Line as described. Motion seconded by Ms. Bufano and unanimously carried.

Mr. Kaelin posed a question as to the proposed process for reappointments. Ms. Vanderslice stated that the Board would contact the Chair of the Committee, the Town Committee and the individual about their interest in reappointment. Input would be received from all three if applicable.

Mr. Clune asked the RTC and DTC to put on their websites information about their application procedures.

Disclosure needs to be added that these procedures do not pertain to the Board of Selectmen, Board of Finance, Planning and Zoning and Board of Education positions.

Ms. Vanderslice asked for a Motion to approve the procedures as amended. Motion moved by Ms. Bufano, seconded by Mr. Clune and carried 3-0-1 with Mr. Kaelin opposed.

- **Corrections**

Ms. Vanderslice discussed corrections to the Town Clerk records regarding Board/Commission terms and appointments. Motion made by Mr. Clune to approve corrections as per the provided schedule. Motion seconded by Ms. Bufano and unanimously carried.

- **Medical Advisor – Joseph W. Hufnagel**

Sarah Taffel reviewed the contract for the Medical Advisor. She noted that the Medical Advisor works very closely with the Town's Health Director in a consultative capacity. Motion made by Mr. Clune to approve the agreement for Dr. Hufnagel, seconded by Mr. Kaelin and unanimously carried.

4. Board of Finance FY18 Budget Guidance

Ms. Vanderslice reviewed the Board of Finance FY18 Budget Guidance (copy of the model is attached).

5. Contract Approval – Appraisal Support Services for Assessor

Anne Kelly-Lenz reviewed the contract for Appraisal Support Services for Assessor. Motion made by Mr. Kaelin to approve the contract for Appraisal Support Services for Assessor. Motion was seconded by Ms. Bufano and unanimously carried.

6. Non-Union New Hires Compensation Proposal

Sarah Taffel reviewed the Non-Union Hires Compensation Proposal (copy of changes attached). Motion made by Ms. Bufano to approve the Non-Union New Hires Compensation Proposal effective for hires after October 4, 2016. Motion seconded by Mr. Kaelin and unanimously carried.

7. Miscellaneous Other Business

None.

E. Reports

First Selectman's Report

Ms. Vanderslice followed up with the Board of Education regarding the field committees for Parks and Recreations. Chris McDougal will serve as an advisor to both committees. Bruce Likly contacted Ms. Vanderslice and will bring a name of a resident to the next BOE meeting to be considered as an appointment. Should hear back on that before the BOS October 17, 2016 meeting.

Had foreclosure this past weekend and will be recovering a significant amount on back taxes and legal fees.

Selectmen's Reports

Mr. Kaelin

Chamber of Commerce had its annual meeting two weeks ago. Highlight of the evening was the awarding of the Town's business person of the year which was given to Nancy Dolnier of the Village Market. An outstanding person Village market is the town treasure. Last meeting of current presidents term conservation about moving forward is to work with EDC and local businesses, everyone focused on increasing economic development.

Mr. Clune

Thanked all who weighed in on the procedures for appointment/reappointment.

Ms. Bufano

Ms. Bufano noted that she ran into Bruce Hampson and he indicated the LED lighting is being rolled out in the Town Hall Campus.

F. Public Comment

**Richard Creeth** – expressed support for the vote on the petition and gave his opinion that in many cases individual skills should be a consideration when making a board or commission appointment.

**Alex Ruskevich** – posed a question as to whether there is a limitation as to how many boards a person can serve on. Ms. Vanderslice responded to Mr. Ruskevich's question.

Mr. Ruskevich also posed a question regarding elected officials serving on a board/commission. Mr. Kaelin responded to Mr. Ruskevich's question.

**Sarah Curtis** – posed a question as to whether the information from the legal responses would be made available to the public at this time. Ms. Vanderslice responded no.

G. Executive Session

Motion made by Mr. Clune to go into Executive Session to discuss Union Negotiations and invite Sarah Taffel into executive Session at 9:15PM. Motion seconded by Ms. Bufano and unanimously carried.

Out of Executive Session at 9:38PM

H. Adjournment – Having no further business, Ms. Vanderslice asked for a motion to adjourn. Motion made by Mr. Clune to adjourn meeting at 9:40 PM. Motion was seconded by Ms. Bufano and unanimously carried.



Jacqueline Rochester  
Recording Secretary  
Taken from Video





## **Station 2 Renovation Working Group (S2RWG) Wilton Fire Station 2**



### **“Statement of Requirements”**

**Approved by the Board of Fire Commissioners-October 4, 2016**

#### **Vision: Fulfilling the needs of the Town for the 25-30 years.**

Wilton Fire Department Station 2 is “mission critical” for the Town in terms of fire protection and life safety. Rapid intervention for a building fire, car accident or major medical emergency is essential for desired outcomes. Response time to the north end of the Town from Fire Headquarters is too long for the Fire Department to effectively respond to fires, rescues and emergency medical calls, due to the nature of road configurations, speed limitations and street configurations and does not meet minimum industry standards. It’s more difficult and less timely in poor weather conditions accordingly, the abandonment of Station 2 is not an option.

The renovation of Station 2 must be constructed to meet the needs of the Town, and the Fire Department for the next 25-30 years. The current facility is 58 years old and was designed to be an unoccupied volunteer substation. It was renovated to accommodate the career staff approximately 25 years ago, however, the renovation is old and there are many inadequacies due to the lack of proper engineering. This renovation must take in to consideration the growing demand for services, flexibility and the evolving services being provided by the Wilton Fire Department which like most other fire departments, have morphed into an “all hazards” - “community risk reduction” emergency service.

The “neighborhood” should be involved with the process in terms of noise and light pollution, exterior design and we should seek innovative ways to make this project palatable to the neighbors.

We are currently seeking a new potable water supply. Station 2 has been using delivered tank water for over a year due to two contaminated and abandoned on-site wells. We have well-drilling outfits working on a solution. This renovation may hinge on finding potable water from an off-site location and installing a water line to station 2. If the water issue cannot be resolved, we may need to move to another location.

## **Requirements:**

### **Fitness/Exercise Room to accommodate wellness and fitness requirements per the union contract (CBA);**

This area is required by the terms of the collective bargaining agreement with IAFF Local 2233.

### **Decontamination Room.**

A small decontamination room is prudent when returning from an EMS call in order to decontaminate from blood and other body fluids. These rooms traditionally have a large sink, dressing area and shower and have access off of the apparatus floor or from the outside or both. This room is prudent whether we plan on housing an ambulance/medic unit or not, being that the Fire Department is part of the Town's EMS system.

### **Multi-purpose Room to accommodate the occupants;**

Fire Department work shifts are 24 hours. This room is used for training, discussions, meetings, workshops and meals.

### **Separate Quarters/Office for the Officer (confidential reporting/printing):**

A shift officer traditionally has a separate area with a desk, computer and printer. They are responsible for data entry e.g. run reports, training, email, etc. They are also responsible for writing confidential reports regarding personnel actions, discipline and other confidential documents. There is currently no space for this in Station 2.

### **Radio Room/Visitors;**

The radio room and reception, known in some firehouses as the "house watch" area is part and parcel to the firehouse itself. It houses radios, town maps, codes and standards, pre-emergency plans, computers and electronics, charging stations for portable radios/batteries, supply closet and a host of other equipment needed to be kept in a "clean" room vs. the apparatus floor. This is also the area where visitors and guests would enter the building, similar to Fire Headquarters. The current room is too small, outdated and located in the center of Station 2. It needs to be in the front of the building.

Note: All existing equipment will be assessed for re-use in the new space wherever possible in order to realize cost savings for this project.



## General Items

- Increase the height of the main bay doors to allow for newer equipment to access the apparatus bay.
- Maintain present sleep capacity at 4 with temporary emergency accommodations for two additional staff.
- Upgrade kitchen to provide services appropriate for the needs of the staff.
- Convert existing bathroom to two “single occupancy” bathrooms.
- Replace the existing windows with energy efficient units.
- Replace roof, gutters and leaders.
- Provide new furniture.
- Provide a Radon mitigation system.
- Remove abandoned underground oil tank.
- Install new fire detection and protection systems.
- Replace and/or repair the existing electrical, HVAC, and plumbing systems.
- Provide a high speed communication system.
- Replace floor coverings as needed.
- Provide an oil/water separator for the apparatus bay.
- Repave parking areas and main driveway.
- If feasible, provide a vertical expansion of the building to create needed storage.
- Provide a slip proof coating for the apparatus bay floor.
- Install traffic warning signals on Rt. 33 to alert motorists of exiting apparatus.
- Improve exterior appearance of firehouse to blend in more with the neighborhood.
- If possible, incorporate Solar panels to reduce operating expenses.
- Abate Hazardous Materials as required.

Sensitivity Analysis to 2107-2018 Mill Rate Calculation Model

SOURCES	FY12	Factor	FY18	Change from FY12	% Chg	Comments	Budget Assumptions Scenario # ---->									
							1.0% Mill Rate Increase		0.50% Mill Rate Increase		0.25% Mill Rate Increase		1.00% Mill Rate Increase		1.00% Mill Rate Increase	
							Best	Worst	Best	Worst	Best	Worst	Best	Worst	Best	Worst
Grand List (collectable w/ 9.4%)	\$4,276,258,524	0.30%	\$4,280,067,400	\$12,218,776			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Mill Rate	27.371	1.00%	27.6105				0.80%	0.80%	0.40%	0.40%	0.20%	0.20%	0.80%	0.80%	0.80%	0.80%
Revenue from Property Tax	\$116,900,561		\$118,423,721	\$1,523,160			-45.0%	-45.0%	-25.0%	-25.0%	-15.0%	-15.0%	-45.0%	-45.0%	-45.0%	-45.0%
Imp. Tax Relief - Elderly and WWAC/Georgetown	(\$1,170,750)		(\$1,170,750)													
Net Revenue from Property Tax	\$115,729,811		\$117,252,971	\$1,523,160												
Other Revenues	\$5,997,106		\$4,711,425	(\$885,682)												
Supplemental Auto Tax	\$650,000		\$650,000													
Back Taxes	\$390,000		\$390,000													
Tax Liens & Interest	\$265,000		\$265,000													
Education Cost Grants	\$1,711,734	-75.00%	\$802,934	(\$908,801)												
Municipal Grants	\$914,962		\$147,204	(\$767,758)												
Adult Education			\$114,885													
Local Government Grants			\$10,862													
Pilot State-owned Land			\$330													
Town Road Aid			\$315,938													
Grants for Municipal Projects			\$307,058													
MRSA	\$0	-190.117	190,117	\$190,117												
Voluntary FY18 Budget Reductions of State Grants			\$0													
Licenses, Permits Fees & Other	\$1,630,805		\$1,630,805													
Interest	\$180,000		\$180,000													
Operating Transfers	\$0		\$0													
Other	\$354,605		\$354,605													
Excess Fund Balance	\$4,111,189		\$2,791,268	(\$1,319,921)												
SOURCES - TOTAL	\$125,488,106		\$124,805,663	(\$682,443)												
USES																
BOS - Operating	\$31,015,191	27.4%	\$30,626,465	(\$388,726)	-1.253%	Assumes proportional funding to FY17										
BOS - Capital	\$1,186,689	1.1%	\$1,171,816	(\$14,873)	-1.253%	Assumes proportional funding to FY17										
BOE	\$80,572,640	71.4%	\$79,962,791	(\$609,849)	-0.759%	Assumes proportional funding to FY17										
Debt Service	\$11,471,130		\$12,208,891	\$737,761		FY18 is per Bonding Schedule										
Charter Authority	\$1,242,457		\$1,235,700	(\$6,757)												
USES - TOTAL	\$125,488,107		\$124,805,663	(\$682,444)												

Scenario	Implied FTE	Implied DOS
1	-1.59%	-1.59%
2	-2.28%	-2.28%
3	-2.87%	-2.87%
4	-1.08%	-1.08%
5	-1.77%	-1.77%
6	-2.36%	-2.36%
7	-0.56%	-0.56%
8	-1.25%	-1.25%
9	-1.84%	-1.84%

Relevant Items:

- Annual rate of inflation currently running at approximately 1.00% through August 2016. In 2015, annual inflation rate was 0.8%, and 0.7% in 2014.
- Mill rate increase for FY 2016-17 was approximately 1.00%; for FY 2015-16, it was approximately 1.2%.
- The scheduled 2017 revaluation could have a materially negative impact on Wilton's real estate, particularly in the high end where inventory levels have been persistently high.

## SECTION 11 – SICK LEAVE

If you are ill, the Town does not wish to endanger your welfare or that of your co-workers. In addition, we do not want you to lose a day's pay when you experience a short-term illness.

Paid sick leave is granted to all regular full-time employees on the basis of one day of sick leave for each full month of completed employment and may be accumulated if not used. Note that sick leave is not intended to provide you with extra days off if you don't need them for illness. Any use of sick leave for purpose other than illness is considered an abuse of this policy and is subject to disciplinary action.

Regular part-time employees receive the same benefit as regular full-time employees, except that a sick day is defined as the number of hours that results from multiplying seven hours (the average work day for a regular full-time employee) by the percentage of full time worked in the prior fiscal year. Example: If a regular part-time employee works 50% full time in fiscal 2007, they will receive 3.5 hours (7 x 50%) of sick time for each sick day earned in fiscal year 2008.

In determining the time value of taking less than a full day of sick leave, the following procedure will be followed:

- For regular part-time employees who work a set number of hours per week the time value of taking less than a full day of sick leave will be the difference between the number of hours normally scheduled to be worked in a week minus the number of hours actually worked during the week in which sick leave was taken.
- For regular part-time employees who do not work a set number of hours per week, the time value of taking less than a full day of sick leave will be the average number of hours worked per week during the previous fiscal year minus the number of hours actually worked during the week in which sick leave was taken.

Part-time employees who do not work enough hours on a weekly basis to be characterized as regular part-time employees will receive sick leave benefits, if any, in accordance with applicable State law.

If you are absent due to illness for more than three consecutive days, you may be required to provide a letter from your doctor explaining your absence and its expected duration.

Upon retirement or death, any unused accumulated sick leave (up to a maximum of 180 days **and 120 days for employees hired or rehired after October 4, 2016**) will be paid to the employee or employee's estate, as the case may be at a rate of ½ of regular pay. This limits payments to dollar equivalent of 90 days of regular pay **and 60 days of regular pay for employees hired or rehired after October 4, 2016**. Any unused sick leave is forfeited on termination prior to retirement or death.

## SECTION 14 – HEALTH INSURANCE AND RETIREMENT BENEFITS

The Town has established a variety of employee benefit programs for employees regularly scheduled to work twenty (20) or more hours per week and their eligible dependents designed to assist you and your eligible dependents in meeting the financial burdens that could arise due to illness, disability, and/or death. The provisions in this Handbook are meant to highlight several of these benefit programs. The group health, life insurance, and retirement related programs are set forth more fully in Summary Plan Description (SPD) booklets which are provided to you upon your eligibility for participation in the various programs. Complete descriptions of the health insurance and retirement programs are contained in the insurance contracts and the retirement plans, copies of which are available from the Town's Director of Human Resources, Labor Relations, and Administrative Services. In the event of any conflict between the summary information in this Handbook and the SPD's or actual plan documents, the actual plan documents shall govern. The effective date of coverage for the medical, dental, life, and accidental death and dismemberment insurance coverage's is the (1<sup>st</sup>) of the month following month of hire or the date of hire if it is the first (1<sup>st</sup>) of the month. The effective date of coverage for the long term disability varies depending upon employee group. Participation in the Town's retirement plans is effective with the date of hire.

The Town, at its discretion, reserves the right to amend or terminate any of these programs, or to establish or change an employee contribution toward the cost of benefits. For more information regarding any of our benefit programs, please contact the Town's Director of Human Resources, Labor Relations, and Administrative Services.

### Medical Insurance

For employees and their eligible dependents **hired or rehired on or before October 4, 2016**, the Town offers two medical insurance plans, a preferred provider organization (PPO) and a high deductible health plan with health savings accounts **set forth below**. **For employees hired after October 4, 2016, the Town only offers the high deductible health plan with health savings accounts described below.**

- Preferred Provider Organization – Anthem Blue Cross & Blue Shield of Connecticut Century Preferred Plan. This plan is available to all eligible employees except members of the Teamsters union.
- High Deductible Health Plan with Health Savings Account – Anthem Blue Cross & Blue Shield of Connecticut Blue Care Plan with Town-sponsored health savings account at Wells Fargo Bank, N.A. This plan is available to all eligible non-union employees and employees who are members of Local 1303-160 of Connecticut Council #4, AFSCME as an option effective July 1, 2014 and is the replacement plan for the Police Union Local 1429 effective September 1, 2013 and for the Firefighters Union Local 2233 effective January 1, 2014.



The scope and method of coverage, deductibles, and co-insurance will vary by plan. If you have specific questions, please refer to the summary plan descriptions or contact the Director, Human Resources, Labor Relations, and Administrative Services, or the insurer.

Effective July 1, 2003 all non-union employees participating in one of the Town's medical insurance plans shall contribute five percent (5%) of the annual medical insurance premium cost to the Town of the employee's coverage with the following caps on the employee contributions.

<b>Type of Coverage</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>
Single	\$175	\$200	\$225
Couple	\$350	\$400	\$425
Family	\$450	\$500	\$550

The Town has established a Section 125 plan which allows the employees' contributions to be treated as pre-tax dollars should the employee choose to participate in the Section 125 plan. Employee contributions shall be paid through payroll deductions. The contribution will be calculated as five percent (5%) of the annual premium cost to the Town of the employee's coverage divided by twenty six (26) pay periods and paid out of each and every pay until the caps specified above are reached.

Effective July 1, 2007 all non-union employees participating in one of the Town's medical insurance plans shall contribute six percent (6%) of the annual medical insurance premium cost to the Town of the employee's coverage with no caps on the employee contributions. The applicable percentage times the annual health insurance premium divided by twenty six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay.

Effective July 1, 2008 all non-union employees participating in one of the Town's medical insurance plans shall contribute seven percent (7%) of the annual medical insurance premium cost to the Town of the employee's coverage with no caps on the employee contributions. The applicable percentage times the annual health insurance premium divided by twenty six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay.

Effective April 1, 2014, all non-union employees participating in the Town's preferred provider organization plan shall contribute nine and one half percent (9 ½%) of the annual medical insurance premium cost to the Town of the employee's coverage with no caps on the employee contributions. The applicable percentage times the annual health insurance premium divided by twenty six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay.

Effective July 1, 2014, all non-union employees participating in the Town's preferred provider organization plan shall contribute ten and one half percent (10 ½%) of the annual medical insurance premium cost to the Town of the employee's coverage with no caps on the employee contributions. The applicable percentage times the annual health



insurance premium divided by twenty six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay.

Effective July 1, 2015, all non-union employees participating in the Town's preferred provider organization plan shall contribute twelve and one half percent (12 ½%) of the annual medical insurance premium cost to the Town of the employee's coverage with no caps on the employee contributions. The applicable percentage time the annual health insurance premium divided by twenty six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay.

Eligible employees who opt for the high deductible health plan with health savings account and employees hired or rehired after October 4, 2014 whose only medical insurance option is the high deductible health plan with health savings account will pay the "buy up" cost for this coverage, which is calculated as follows:

1. Determine what the Town will pay for the employee's coverage if he or she were participating in the preferred provider plan in place, which would be the premium minus the applicable premium cost share. The resulting figure is what the Town will contribute towards the cost of the high deductible health plan for both the premium and the deductible funding costs.
2. Take the figure arrived at in #1 above and subtract the portion of the deductible the Town will pay to the employee's health savings account, and the resulting figure is the amount of money the Town will contribute towards the premium cost of the employee's coverage in the high deductible plan.
3. Subtract the figure arrived at in #2 above from the high deductible health plan premium cost to the employee. The employee is responsible to pay the resulting balance, if there is any balance remaining.

### **Dental Care**

All employees, and their eligible dependents, who are eligible for medical insurance, regardless of the plan, may receive dental care coverage under a separate policy, currently insured by the Delta Dental Plan of New Jersey, Inc. Coverage is limited to \$1,000 per calendar year per individual. Costs are reimbursable at eighty percent (80%) for general services and fifty percent (50%) for major services.

All non-union employees participating in the Town's dental plan will contribute toward the cost of their dental insurance as follows: employee contributions of four percent (4%) of annual insurance premium cost effective April 1, 2014; five percent (5%) of the annual insurance premium cost effective July 1, 2014; and six percent (6%) of the annual insurance premium cost effective July 1, 2015. Said contributions shall be paid through payroll deductions that will be taken from each pay. A Section 125 plan for the premium cost share deduction is in effect. The applicable percentage times the actual

The Town shall establish and maintain a defined contribution retirement plan for all non-union employees and employees who are members of Local 1303-160 of Connecticut Council #4, AFSCME who are hired or re-hired after July 1, 2007. These employee groups will not be eligible for participation in the Plan. The employees shall contribute five percent (5%) and the Town shall contribute nine percent (9%) of the employee's base pay to the defined contribution plan. For employees hired after October 4, 2016, the Town shall contribute five percent (5%) of the employee's base pay to the defined contribution plan. Vesting shall be five (5) years.

#### **Deferred Compensation Plan and Roth Individual Retirement Accounts**

The Town agrees to provide a tax sheltered annuity plan for all employees who choose to participate. The plan shall conform to guidelines set forth for a Governmental Deferred Compensation Plan (26 USC Section 457). Effective by or before July 1, 2014, the Town will amend its Section 457 Deferred Compensation Plan so that it permits Roth deferrals, and it will offer Roth individual retirement accounts through its Section 457 Deferred Compensation Plan provider.