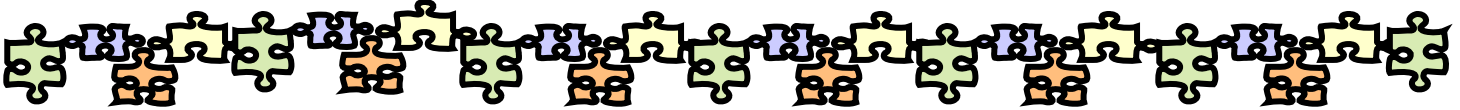


DEPARTMENTS

The Town of Wilton offices are run efficiently by the expertise of many employees. The following departmental descriptions will help you become familiar with the duties and responsibilities of each department. Town Hall is open Monday-Friday 9:00 am-5:00 pm. The Wilton Web provides information and access to every department 24/7.



Office of the Assessor

The Assessor performs numerous administrative functions. Reviewing and proofing real property transfers, deeds, property splits and merges are among some of the responsibilities of this office. The Assessor applies several types of exemptions to individual parcels by March 1st of each year. The Office of Assessment also prepares and generates an exhaustive list of reports that are then filed with New York State. These reports help the Town receive their proper allocation of funds from New York State.

The Assessor is obligated by New York State law to maintain assessments at a uniform percentage of market value. The physical description and value estimates of every parcel are required to be kept current. This is achieved by working with the Building Department to obtain a list of issued building permits. The Assessor then verifies property improvements and assesses values. In so doing, the Assessor will inspect improvements to existing structures and new construction. This process promotes equity in the assessment system and a tentative assessment roll is prepared and filed by May 1st each year.

It is also the role of the Assessor to be available to the general public and real property owners to discuss their assessment questions. Upon requests for review, the Assessor will analyze the subject parcel. Many times, a new value can be agreed upon between the Assessor and the property owner. If the property owner disagrees, they may attend a grievance and small claims hearing. Any changes to the assessment from reviews and grievance day are included in the final roll. This roll is used by Saratoga County to levy County property, New York State mandate, fire district and ambulance service taxes. The Town of Wilton has no Town General or Highway tax. The final roll is filed with Saratoga County and New York State Department of Real Property by July 1st each year. School tax and Saratoga County tax bills are issued from the final roll.

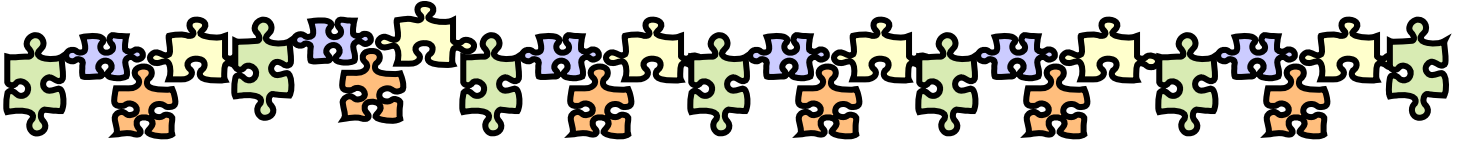
The Assessor works diligently to make sure every parcel is properly assessed, the general public receives help and the office runs smoothly. New techniques and procedures are evaluated and implemented when they will benefit the property owner and the Town. The Assessor stays current with these and any changes in the law through certification, seminars and continuing education courses.

Important Dates for Assessment Calendar:

July 1	Valuation Date
March 1	Taxable Status Date – Exemption Deadline
May 1	Tentative Roll
4th Tuesday of May	Grievance Day-4:00 pm–8:00 pm at Wilton Town Hall
July 1	Final Roll

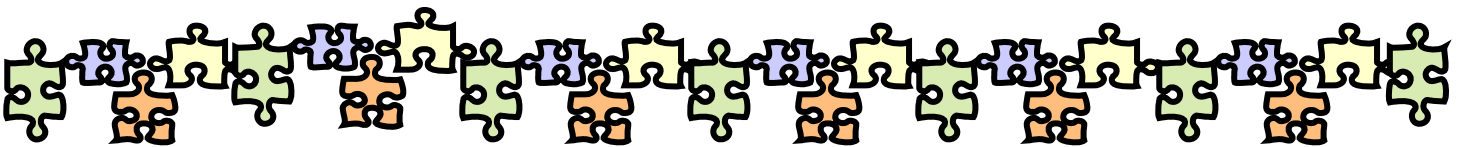
Building Department

The role of the Building Department is to promote public safety, health and general welfare of the community through quality building inspection practices. The inspection and enforcement of State Building, Fire, Property Maintenance and Local Codes of the Town of Wilton are a priority of this department. The Supervising Building Inspector is assigned the duties of Fire Marshal, 911 Coordinator and Zoning Officer. New Codes are continually being developed so we ask that our residents contact our office prior to beginning any construction project. A quick call can save a tremendous amount of complications in the future.



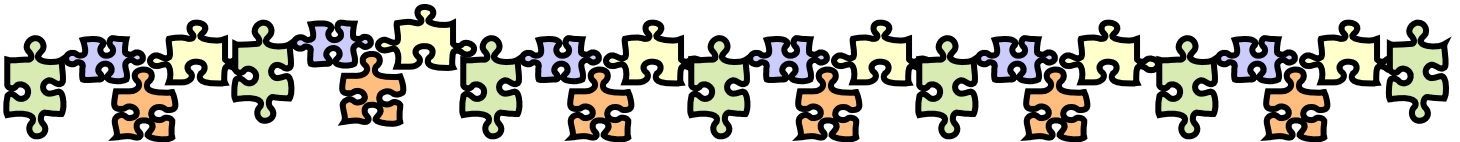
Building and Grounds

The Buildings and Grounds Department is responsible for the maintenance and upkeep of the facilities within the Town complex and those located on the 200 plus acre Scout Camp property. Some of their responsibilities include lawn and garden maintenance, snow removal, building safety inspections, new construction and cleaning. Although not highly visible, this Department plays an integral part in allowing the Town of Wilton staff and residents to utilize our facilities in a safe and efficient manner.



Office of the Comptroller

The Comptroller's office is responsible for all fiscal matters and financial compliances for the Town of Wilton, including the Town's procurement and personnel policies, accounting and budgeting records, financial statements and reports and the annual budget. All reports are available on the Wilton Web Comptroller's page. This office is also responsible for internal audits of Town Departments, day to day network operations, planning and designing of the Town's website and all necessary upgrades to keep the Town on the leading edge of today's technology.



Dog Control

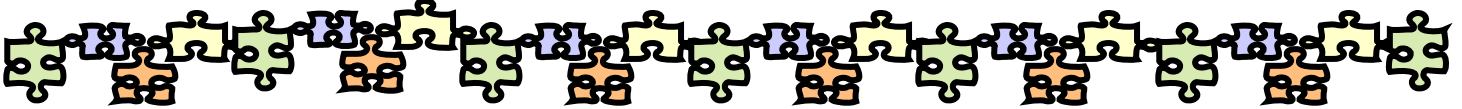
The Dog Control Officer enforces Article 7 of the NYS Department of Agriculture and Markets Law and Chapter 53 of the Wilton Town Code Dog Control Ordinance. These laws prohibit dogs in Town parks, dogs without leashes or running at large and also enforce impoundment and identification of dogs through licensing. All dogs 4 months of age or older must be licensed. To obtain a license for your dog, see the Wilton Town Clerk. Proof of rabies immunization is required. A spay or neuter certificate will reduce the fee. A silver tag with an identification number will be issued at the time of licensing. This tag, as well as the rabies tag, must be worn on your dog's collar at all times. It is also recommended that a personal ID tag with a phone number also be worn for easy identification should your animal be lost.

Highway Department

The Town Highway Department keeps our roads clear so you and your family can safely travel to your chosen destination without major delay. The Highway Department works tirelessly to keep the roads in good condition all year whether that is by paving or removing snow. There are over 100 center-line miles of roadways in the town to be maintained. It is mandatory to keep the Town's Right of Way (30' from center of the road) clear at all times, which includes sprinkler heads, fencing, basketball hoops, etc. It is also helpful to keep garbage and recycling containers behind your mailbox during the winter season. At times, a mailbox will need to be replaced during the plowing season. Please note that we are not able to repair or replace plastic mailboxes and posts. The Highway Department will only repair or replace a standard mailbox with a round or 4X4 wood post.

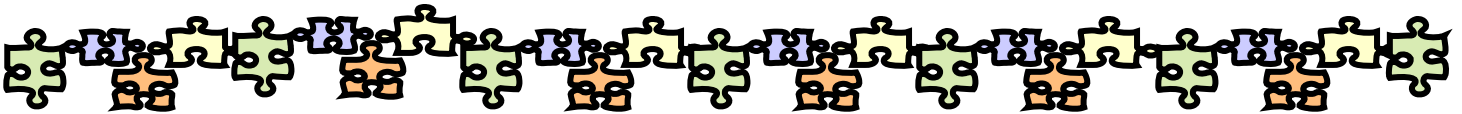
PLEASE TAKE NOTICE

Pursuant to Local Law No.5 of 1985, the parking of vehicles is prohibited on all highways and roads within the Town of Wilton, including the paved portion and shoulder, between November 15th and April 1st. Any vehicle parked on a highway or road during said restricted period may be removed and stored at the owner's expense. Your cooperation will be greatly appreciated.



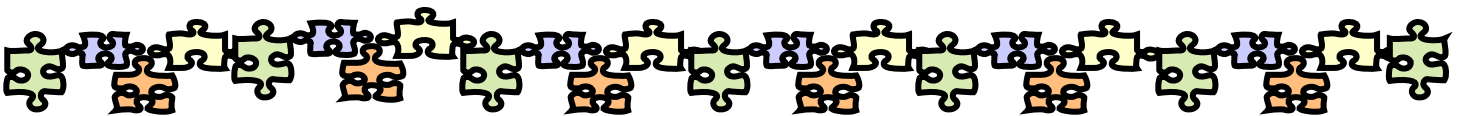
Justice Court

This court has jurisdiction over a broad range of matters, including vehicle and traffic matters, small claims, evictions, civil matters and criminal offenses. There are two justices in the Town of Wilton who hear cases the 1st, 2nd, 3rd and 4th Tuesday at 4:00 pm every month. Town Court clerks are available to assist you Monday-Friday 8:30 am-4:00 pm.



Parks and Recreation

The Parks and Recreation Department provides active and passive recreational programs to residents and non-residents. In addition, Gavin Park is home to a summer day camp, after school program, holiday tree lighting and Wilton Community Day. It also hosts many local and regional events and athletic tournaments. We hope to see you there!



Department of Planning & Engineering

The Planning & Engineering Department manages and coordinates special public works and technical related projects as directed by the Town Board. This department also provides technical advice and research to the various master plan/rezoning committees created by the Town Board. The Director of Planning & Engineering coordinates development review and advises the Town Board, the Planning Board, and the Zoning Board of Appeals and oversees long term planning initiatives such as the Comprehensive Plan and the Open Space, Recreation and Pathways Plan. All pending subdivision, site plan and Planned Development District applications are first reviewed by this office. In addition, information related to land use, as well as reviewing and inspecting the construction of commercial and residential subdivision projects, including the pavement/drainage portion of Town roads is also the responsibility of this office.

Town Clerk's Office

The Town Clerk is the Clerk to the Town Board. The Town Clerk assists the Town Board by preparing the Agenda and the Minutes and attends every Town Board meeting. Town Board meetings take place the first Thursday of every month at 7:00 pm in the meeting room at Wilton Town Hall. Also acting as Records Manager, the Town Clerk must communicate with various State agencies and ensure compliance with State law.

Thousands of people contact this office annually for a variety of reasons. The Town Clerk is elected and provides the public with a variety of services in a timely and professional manor. As prescribed by New York State Town Law, the Town Clerk is required to be responsible for a variety of duties, including but not limited to, FOIL Requests, Registrar of Vital Statistics, Election Coordinator, and Records Manager. As of 2010, the duties of Tax Receiver are also handled by the Town Clerk.

As the Chief Information Officer for the Town, the Town Clerk is responsible for finding and improving ways of securing information. A secure vault system that provides vast storage and retrieval capabilities is located at Town Hall. The Town Clerk is in charge of an electronic document management program that provides efficient access to Town records.

This office is the center of information for the town. This office assists the resident with hunting licenses, dog licenses, marriage licenses, death certificates and handicap parking permits. The Town Clerk also issues certificates of residency. College students who are residents will need to come in to receive their certificate of residency for school. Parents may not receive the certificate for their son/daughter. Each student must appear in person. Please have the required documentation to avoid a return visit.

Tax Receiver Collection Hours

January (no penalty):

Monday-Friday 9:00 am-5:00 pm

Wilton Town Hall

Saratoga National Bank Collection

**Please note Saratoga National collects only for the month of January.*

February/March (with penalty):

Monday-Friday 9:00 am-5:00 pm

The Town has grown very rapidly over the years. The Tax Office is now responsible for approximately 5,940 parcels (as of 3/1/2010). We always try very hard to be of assistance to property owners and are happy to answer any inquiries. The Tax Roll is available for public inspection during collection hours. Property bills are mailed out on December 31st for delivery to the property owner within the first week of January. Taxes are collected January 1st through March 31st each year. The office is open Monday-Friday 9-5pm. Saratoga National Bank will also accept your tax payment during the month of January at any of their branch locations. Duplicate tax bills and receipts are always available on the Wilton Web Tax Receiver's page.

Wilton Tax Office is open 24/7 online. You can get a current/past receipt or duplicate tax bill by clicking:
<http://egov.basny.com/wilton/>

Please make checks payable to "Carol Maynard, Receiver of Taxes."

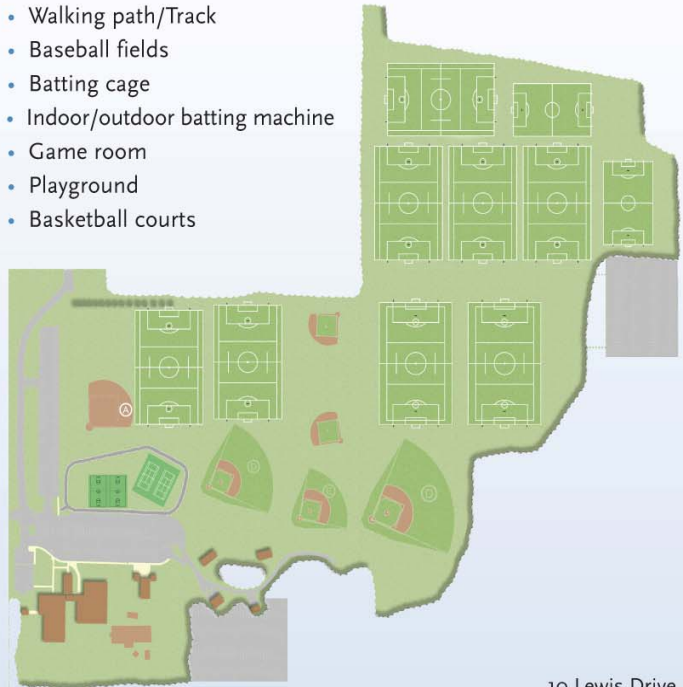
Mail tax payments to: Tax Receiver 22 Traver Rd. Wilton, NY 12831




TOWN OF WILTON Recreation AT GAVIN PARK

Our Facility

- Two Multi-purpose gymnasiums
- Meeting room
- Pavilions
- Athletic fields
- Walking path/Track
- Baseball fields
- Batting cage
- Indoor/outdoor batting machine
- Game room
- Playground
- Basketball courts
- Soccer fields
- Tennis courts
- Concession area



10 Lewis Drive
Saratoga Springs, NY 12866
tel 581.584.9455
fax 518.587.9913
www.townofwilton.com

Park Office Hours
Monday-Friday
9:00 am - 5:00 pm

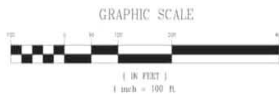


EXISTING LAYOUT PLAN for GAVIN PARK RECREATIONAL FACILITY

Town of Wilton, New York
Steven Porto, Director
June 11, 2008

Prepared For:
Wilton Town Board
Arthur J. Johnson, Supervisor
22 Traver Road
Gansevoort, NY 12831

Prepared By:
 the LA group
Landscape Architecture
and Engineering, P.C.



Grounds of
Dorothy Nolan
Elementary School

**YOU ARE
HERE**

VINCEK
PARKING
FIELD



Legend

- 1** Soccer / Multiuse Field Number
- A** Baseball / Softball Field Number
- A. Office
- B. Gavin Gym
- C. Christopher Dailey Gym
- D. Main Pavilion and Rest Rooms
- E. East Pavilion
- F. Basketball Courts
- G. Tennis Courts
- H. Maintenance Area
- I. Concession Stand
- J. Batting Cage
- K. Ceremonial Area
- L. Playground
- M. Access Drive with Fence
- N. Soccer Kick Wall
- O. Seasonal Parking
- P. Soccer Storage
- Q. Future Pavilion



Hiking and Fishing in Wilton

Ten miles of trails are open to the public for a variety of non-motorized uses. Each location offers its own environmental benefits for public enjoyment. Feel free to explore and enjoy the many benefits of these locations.



*Delegan Pond
Photo by Carrie Fisher*

***Delegan Pond**, located on Scout Road, is stocked with fish around April of each year. Fishing is reserved for youths from April 1st-June 1st each year. From June 2nd-October 15th, fishing is open to all residents with fishing licenses. You may obtain a fishing license at the Town Clerk's office at Wilton Town Hall. Limit: 2 fish per day/pp.*

Use of Camp Saratoga for your Community Organization can be made by contacting (518) 584-4854.

The following two trailheads are owned by the Town of Wilton and available for public use. Additionally, Wilton Wildlife Preserve and Park offers some educational opportunities at these sites during the year.

Camp Saratoga—310 acres owned by New York State and the Town of Wilton. It is comprised of 5 miles of trails for your hiking pleasure, beautiful Delegan Pond for fishing, cabins and a pavilion for community and group activities. **Directions:** From I-87 Exit 16, head east on Ballard Road. Turn right onto Edie Road. At the first intersection, turn left onto Scout Road. Continue until you see the main grounds at 90 Scout Road just before the underpass. Parking is in the lot on the left.

Neilmann Parcel—140 acres also owned by the Town of Wilton and includes approximately 1.9 miles of trails for your hiking pleasure. The Wilton Wildlife Preserve and Park will often use this parcel for educational opportunities. **Directions:** Take Route 50 north from I-87 Exit 15. At approximately 3.5 miles, turn right onto King Road. At the first intersection, turn right on Ruggles Road. There is a convenient parking area approximately 100 yards down the road on the right side.

The remaining two trailheads are not owned by the Town of Wilton, however, they are available for public use. Wilton Wildlife Preserve and Park offers some educational opportunities at these sites during the year.

Old Gick Farm—135 acres; 1.75 miles of trail owned by NYS DEC. This trailhead is on Route 50, approximately 3.8 miles north of I-87 Exit 15. Sign and parking area are on your left.

Opdahl Farm—35 acres; 1 mile of trail owned by The Nature Conservancy. This trail begins on Ballard Road, approximately 1 mile east of I-87 Exit 16. Access drive is before the old barn on the right hand side. Parking is in a cleared field.

WILTON HERITAGE SOCIETY

Parkhurst Road
Wilton, New York

Nestled at the foot of Mt. McGregor on Parkhurst Road, the former Methodist Church is home to the Wilton Heritage Society and Museum/Farm Annex. Here, you will find displays from the farms that once dotted the acreage of Wilton. You will also find maps, photo albums and artifacts of our town. Rediscover your present home and that of your neighbors with visions from the past where present day developments were once farmed for corn and hay and cattle roamed the fields and occupied barns. You will gain a new appreciation of the sacrifices made by farmers fifty to two-hundred years ago that makes this area such a rich and vibrant family-friendly place to live today.

Over the years, Wilton has emerged from a farming community to one populated by businesses. We invite you to learn about Mt. McGregor and the businesses that once thrived on the top of the mountain: a sanitarium, a hotel, and a correctional facility. Grant Cottage, located on Mt. McGregor, is also where Ulysses S. Grant spent his final days. Today, the State Historic Site of Grant Cottage pulls visitors from many states.

Wilton Heritage Museum/Farm Annex is open 1:00 pm-4:00 pm Memorial Day weekend through Labor Day Weekend. Two events each year, a Strawberry Social and an Apple Pie Social, give the community a fun opportunity to explore the museum and meet neighbors. Wilton Heritage Society meets the first Wednesday of each month at the museum. The monthly meetings bring guest speakers and other fun events that allow us to share and learn more about our community. We hope you join us.

COME VISIT ENJOY
A WARM WELCOME AWAITS YOU!