

1. APPROVED Minutes BET Budget Comm. Meeting

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TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION

BUDGET COMMITTEE
MINUTES

Cone Meeting Room
Wednesday, February 15, 2006

Present:

- Committee:** Stephen Walko, Chairman
Edward Krumeich, Michael Mason, Larry Simon
- Staff:** Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Ed Gomeau, Town Administrator;
- Board:** Nancy Barton, Jim Himes, Arthur Norton, Alma Rutgers, Robert Stone, Leslie Tarkington, Peter Tesei
- Other:** Fire Chief Sanford Anderson, Deputy Fire Chief Mike Puterbaugh
Sue Wallerstein, Board of Education, Assistant Superintendent, Business Services;

The meeting was called to order at 6:31 P.M.

LAW-1 LAW- Release of Conditions- \$450,000

Request for release of conditions:

\$450,000	to	A140-51920	Reinstatement of Funds
\$450,000	from		Release of Funds

During the FY 2006-07 Departmental Budget hearing on February 6, 2006, this matter was discussed with the Law Department and resolved to the satisfaction of the Budget Committee. There was no presentation by the Law Department.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

FD-1 FIRE- Transfer- \$234,500

Request for Transfer:

\$234,500	to	A205-51100	Overtime Services
\$100,000	from	A201-52210	Municipal Water Service

\$ 40,000	from	A202-51450	Prof/Other Services
\$ 15,000	from	A202-51490	Prof/Other Services
\$ 39,500	from	A205-53550	Mech Supplies/Sm Tools
\$ 40,000	from	A205-53600	Fire Hose

A correction was made to the application, which stated that the \$234,500 should be changed to \$224,500, and the \$40,000 from A205-53600, Fire Hose should be changed to \$30,000. The changes were noted and an amended application reflecting the changes will be submitted to the Finance Department in time for the BET meeting on February 21, 2006.

Chief Anderson and Deputy Chief Puterbaugh presented the application to the Committee. This request is being made to cover overtime needs through June 30, 2006.

Aquarion has yet billed any rate increases resulting in available funds from the water account. The \$40,000 and \$15,000 amounts are a result of money left from the training division for courses that were not being offered because there were no instructors available or volunteers did not show interest in the two courses being offered.

Money from the equipment account was earmarked to purchase 10 SCBA units, but because new pumpers were delivered with SCBA's in them, the inventory has increased and the ten new units are unnecessary at this time, making these funds available.

There is no need to purchase additional fire hose through the end of the fiscal year, enabling money to be taken from that account.

Mr. Walko asked if it was normal procedure to call in paid members before calling in volunteer members to man stations in anticipation of emergencies, such as the recent snow storm.

Deputy Chief Puterbaugh answered that this was the normal procedure, and volunteers are not normally called for these situations. While the volunteer members are qualified and always welcome to report to the station in an emergency, the likelihood of paid members responding increases because they are getting paid. Also, many of the volunteers do snow removal work during a storm, which decreases their number in responding for duty. Based on reports received prior to the weather event, significant activity was anticipated for a prolonged amount of time.

Mr. Walko asked if it would have been advantageous in light of the overtime budget to call volunteers first to see what kind of response they could have gotten, and if there was a low response, at that point call in paid staff. Deputy Chief Puterbaugh agreed that this could have been done, but the decision to call in paid members was made based on the information received and prior experience with recent weather emergencies. Chief Anderson added that paid members response is a "sure thing". The volunteers receive a \$1,000 tax credit for responding to a certain number of calls per year, but which calls and for how long they offer their time per call is not specified in this agreement.

Mr. Mason pointed out that 40% of the fiscal year remains, and 75% of the money in the overtime budget has been used. He wanted to know how the department expected to run without further requests for additional funds. Deputy Chief Puterbaugh assured the Commission that overtime will be minimally used to make the available money last as long as possible. At the present time they are fully staffed, and there is an additional floater on each shift, used to cover vacancies. There has also been a significant decrease in sick time being taken. He does not anticipate having to come back before the BET to request additional money.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a non-routine application.

FD-2 FIRE-Additional Appropriation-\$35,961

Request for additional appropriation:

\$17,761	to	A205-51010	Regular Salary
\$18,200	to	A205-51070	Night Shift Differential
\$35,961	from		Contingency

Request for additional appropriation being made for allotment for Firefighters Local 1042 contract settlement amount of \$35,961. These are increases to stipend monies that are required to pay firefighters to cover salaries and night shift differentials. The contract was signed in June, 2005, after the budget was in place.

In response to a question from Mr. Simon, Deputy Chief Puterbaugh stated that all of the money for these items in the contract are provided for in the 2006-07 budget.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-1 BOARD OF EDUCATION- Approval to Use - \$67,000

Request for approval to use:

\$67,000	to	Z6801792-59830-26134	Glenville Playground and Sign
\$67,000	from		Gift

Sue Wallerstein presented the following this application to the Committee.

A recent safety inspection of all school playgrounds was performed, and several pieces of equipment at the Glenville School were found to be unsafe.

The Glenville Child Care organization offered to donate surplus funds in the amount of \$35,000 toward purchase of new playground equipment. The Department of Parks and Recreation recommend acceptance of this donation, and the PTA would like to supplement the donation in the amount of \$25,000 based on preliminary cost projections.

With the pending renovation, the Glenville School Building Committee was also consulted, and the Chairman of the committee concurs with the recommendation to accept the donation, pending review and input by the Building Committee prior to purchase.

The Glenville PTA would like to pay for the costs associated with the purchase and installation of an exterior sign. The chairman of the school building committee (Frank Mazza) has been consulted regarding this proposal and has advised that the installation of the sign at the beginning of the driveway would not present a problem for the committee.

The committee voted unanimously to approve the request, subject to RTM approval of the financial gift, and forward it to the Board of Estimate and Taxation as a routine application.

ED-2 BOARD OF EDUCATION-Approval to Use- \$9,000

Request for approval to use:

\$ 2,250	to	A6200968-51060	IS Dundee School
\$ 2,250	to	A6200968-51310	IS Dundee School
\$ 2,250	to	A6200468-51060	New Lebanon School
\$ 2,250	to	A6200468	New Lebanon School
\$ 9,000	from		Grant

Three District elementary schools have been selected to participate in the High Scope Ready School pilot project funded through a grant from the Kellogg Foundation. Teachers from the selected schools are involved in piloting a new school readiness assessment instrument. This programs aids in identifying incoming kindergartners at risk and using resources to do such things as more targeted home school visits and translating questionnaires into Spanish.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-3 BOARD OF EDUCATION- Approval to Use- \$3,919

Request for approval to use:

\$ 3,919	to	A6201791-53100	Teaching Supplies
\$ 3,919	from		Unanticipated Revenue

The District print shop occasionally accepts work from Parent-Teacher organizations, while also meeting school system and other town department needs. These projects include community related projects such as parent handbooks and directories. The work is monitored to insure it can be completed within a regular workday by existing staff. In such instances, the organization is billed for the cost of paper, printing supplies, etc., and the payments are deposited into the town's general fund. The District is requesting approval to use the funds received to offset the cost of supplies required fort these projects.

Mr. Mason wanted to know how this was shown as revenue. Mr. Gieger explained that it is similar to the former building rental. Dr. Wallerstein explained that the print shop shows a negative in anticipated revenue of \$75,000 that comes in through transfers from the schools or journal vouchers fro town departments. A resolution would have to be drafted to take the revenue and add it as a line item, but this is being avoided because doing this on a regular basis

is not desirable at this time. More appropriate accounting procedures may be put into place after evaluation of an ongoing study assessment by the District.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-4 BOARD OF EDUCATION-Additional Appropriation-\$13,000

Request for additional appropriation:

\$13,000	to	A6501792-54050	Maintenance of Buildings
\$13,000	from		Fund Balance

On Thursday February 2, the Havemeyer administration building experienced plumbing problems which were identified as blockage of the lateral sewer line. The DPW Sewer Division assisted with the diagnosis and short term remediation through installation of bypass pump. A section of the sewer line was found to be completely blocked by tree roots. This required major excavation and the replacement of a section of the sewer line. The cost of this work on an emergency basis exceeds available funds. The total cost of the project was \$12,794.97.

The committee voted unanimously to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

APPROVAL OF MINUTES

Upon a motion by Mr. Krumeich, seconded by Mr. Simon, the committee voted unanimously to approve the minutes of the January 11, 2006 Budget Committee Hearing.

In response to a question by Mr. Walko, Mr. Gomeau stated that the OPEB report will be completed and available for review before the March 8th BET Budget Decision Day Meeting.

REVIEW OF 2006-07 BUDGET DOCUMENTS

Mr. Gieger had distributed documents showing revisions to various line items. The changes were deliberated over in the budget meetings and are detailed in the minutes from those meetings.

Ms. Rutgers asked if the language used in the Social Service condition was acceptable, and Mr. Walko responded that it was very clear.

In response to an inquiry from Mr. Walko about his opinion on the subject to release on town wide space utilization, Mr. Tesei shared that a survey done of the Finance Department's existing space revealed issues with regard to record retention, public accessibility, and adequate meeting space. While he is satisfied with the subject to release, he feels that the needs of all departments should be assessed. There is a \$200,000 line item that addresses the first floor corridor and the lobby, as opposed to the re-organization of any departments, such as Human Resources, DPW and Land Use.

Another issue is the lack of public meeting space at town facilities.

The Budget Committee approved the budget to forward to the BET.

MONTHLY PRESENTATION TOPICS-OUTCOME BASED BUDGETING AND IT'S USE IN FOUR DEPARTMENTS

Mr. Mynarski spoke with regard to the MUNIS module for outcome based budgeting, and expressed that there is no confidence as far as proceeding with this module. At this time, there is no software to support the outcome based budgeting. Since three years has been spent on this project, Mr. Simon pointed out that department's need to think more strategically on what they want to accomplish, their objectives and how to measure those objectives. At that point, a more sophisticated application for collecting data can be considered. Mr. Walko stressed that there must be consistency in format for this process.

Mr. Gomeau pointed out that the objective is to require strategic thinking in each department, and Mr. Krumeich suggested that an outside consultant may be necessary. Mr. Walko recommended that this topic be placed on the agenda for the Regular BET meeting in March. It is clear that in order to effect change, the Committee would have to drive the process. Part of the recommendation could be that this is a joint effort between the First Selectman's office and outside strategists.

Upon a motion by Mr. Simon, seconded by Mr. Krumeich, the committee voted 4-0 to take up an item that was not on the agenda, the business plan of the Western Greenwich Civic Center.

Mr. Walko stated that the BET had requested the plan, which shows that 75% of the ongoing operating expense of the building would be met through a revenue stream from utilization of the building. This item will also be an agenda item for the full BET February meeting.

Mr. Tesei said that finding a daycare provider for the facility has been difficult, and that the reason for this is a \$100,000 revenue stream involved. A public hearing was held and it was determined that the families in the Glenville area wanted daycare at the WCC, as opposed to using the space for something else. At that time First Selectman Lash said that since the BET made the requirement of the business plan, that the BET should make the decision whether or not to waive the requirement for the \$100,000.

Mr. Walko had concern on acting on this too quickly, without input or inquiry from interested parties.

Joseph Siciliano from Park and Recreation needs to make the request of the BET to consent to waiving the requirement.

M. Krumeich stated that if a condition was satisfied and funds were released, the responsibility of the BET ended there.

Mr. Tesei suggested that Mr. Siciliano should come before the BET and present what has been done to date in finding a daycare provider, and then the BET should give him indication as to how he should proceed. The items that need to be reviewed are the business plan, the condition put on that business plan and the release.


Mr. Simon stated that from a community point of view, this is the type of activity that the town is willing to subsidize by taking a lower rent, or no rent. Child care in that part of town is important. He suggested a written resolution that contains language that stresses 2 points:

Negotiate the best lease possible consistent with the original use of the building as a community resource and a day care center, and that the spirit of the agreement is to give the best possible economic plan for the town consistent with the original planned use of the building.

There being no further business before the committee, upon a motion by Mr. Krumeich, seconded by Mr. Mason, the committee voted 4-0-0 to adjourn the meeting at 8:40 P.M.

Respectfully submitted,


Valerie Zebrowski, Recording Secretary


Stephen G. Walko, Chairman