1. APPROVED BET Budget Comm. Fixed Charges & Capital Budget Review Minutes

Documents:

APPROVED_BET_BUDGET_COMM_FIXED_CHARGES_AND_CAPITAL_BUDGET_REVIEW_MINUTES_02-16-05.PDF
PRESENT:
Committee: Valeria P. Storms, Chairman
Jara Burnett, Laurence Simon, Stephen Walko

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director;
Diane Fox, Town Planner; Ed Gomeau, Town Administrator; Chris
DeMeo, Risk Management Director; Dave Krobot, Risk
Management; Joe Siciliano, Parks and Recreation Director; Fred
Walters, Superintendent, Marine Division

Board: Peter Berg, Janice Gardner, Kathryn Guimard, Michael Mason,
Bob Stone

Board Ex-Officio Jim Lash, First Selectman

Ms. Storms called the meeting to order at 2 PM.

Planning & Zoning Department – Diane Fox

Ms. Storms asked Ms. Fox when she plans physical re-structuring. Ms Fox replied, in '06/'07 year but probably in '07 per Al Monelli. Goal is a common counter to serve all three land use agencies.

Ms. Storms asked Ms. Fox when she will request funds to update the Town’s Plan of Conservation & Development. Ms. Fox said she is requesting $10,000 for neighborhood studies, the Byram RFP. She thinks she can do each neighborhood for $10,000 each. Cos Cob and Old Greenwich next, then easier ones: Banksville, Glenville, and Riverside. The update to the POCD may require additional funds; will need input from the water and gas companies. She will create a task force including Conservation and Wetlands agencies, interdepartmental representatives from Parks, DPW. She must plan for a percentage of staff time, get department head commitments.

Request for Additional Staff: May request for '07, to handle high number of applications. Staff is needed to inspect sites. Examples: Curry subdivision at North Maple not constructed per plan; “crisis management” at Mooreland Road site; need for
liaison with Building Department, because only Bill Marr or Jim Maloney can stop work. Wetlands has a field enforcement person.

Mr. Walko asked if the Byram neighborhood plan can be done by 2008. RFP is out, study can be done this year; contract in March. WB Zone, waterfront this year. Facilities planning in time for POCD update.

Mr. Simon asked if the proposed database can reduce staff time. Ms Fox replied that automation can help. 800 applications processed last year and year before, may increase next year. We have staff for projected new applications. Mr. Simon requested that Ms. Fox add output measures in future budget submissions. Examples: number of applications (Zoning), and number of consulting assignments (Planning). Number of applications processed within a standard.

Diane Fox explained that there are 3 full-time administrative persons and an application co-ordinator, plus Land Use technicians, plus three part-times shared by the three Land Use divisions; all report to Ms. Fox. Staff is shared now, but physical layout limits cooperation. A common pool would help. Mr. Simon suggested automating, re-configure first (before adding staff).

Ms. Fox said that updating the POCD will be time-consuming. Subdivision regs need to go to the RTM.

When Mr. Simon asked if the department has a large backlog, Ms. Fox said no. Mr. Simon suggested revised wording: A suggested goal is to “stay current” with zoning changes. Use of action verbs: “Start resident . . .” Mr. Simon asked if there are sufficient funds for special projects. Ms. Fox responded yes. Asked what things you’d like to do, Ms. Fox responded, “one-stop shopping.” A key departmental issue is how to deal with changes to plans.

Mr. Simon asked about the goal to finish the sewer map. Ms. Fox replied that we have the map but we have policy issues, charter interpretation issues, and Health Department issues.

Ms. Storms complimented Ms. Fox for a good thought process, a terrific step forward.

FIXED CHARGES

Risk Management - Chris DeMeo, Dave Krobot

Ms. Storms asked if we received follow-up recommendations from the Risk Management Study. Peter Mynarski replied that he received a reply from Frenkel & Co.

Mr. Walko asked why the broker was interviewed by the consultant. Mr. Mynarski referred to last page regarding conflict of interest. Mr. DeMeo discussed the cost if CIRMA takes over the claim process completely; an answer is expected within a day.
Mr. DeMeo referred to the Cost of Risk, page 2, and the $2 million self-retention. Increasing self-retention is not a good idea.

He stated that the Town is covered for transporting students to extracurricular events. Referring to page 6, he said that Frenkel may provide Safety Co-ordinator at no cost. Mr. Mynarski referred to Cost of Risk, said we need to benchmark. Mr. Stone discussed possible “opportunity savings.”

Mr. Simon asked if the fine arts collection at Bruce Museum is covered. Mr. DeMeo responded regarding fiduciary coverage; $42,000 for Retirement Board.

CAPITAL PROJECTS

Grass Island – Joe Siciliano, Fred Walters

Discussion of fence, guard railing, and gravel. The fencing provides a compound for impoundment of abandoned debris, which must be stored for 60 days.

The pavilions project at the Grass Island docks was discussed. Ms Storms asked whether other marinas would get them. Mr. Siciliano responded, probably and at the same cost.

Ms Burnett noted that the pavilions project is not in the Grass Island Plan. Mr. Siciliano concurred that it did not get approved when the Grass Island Master Plan was adopted. The Budget Committee agreed that it should be approved by the relevant board before going into the CIP process.

Ms. Storms asked if complaints that Grass Island is a stepchild are valid. Mr. Siciliano referred to proximity of the sewer plant, the fact that it is open 24 hours results in people dumping there, but a marked improvement in the last 18 months.

Ms. Burnett asked if there is anything in 10-year plan for tennis maintenance. He agreed to include it in the plan. Ms. Burnett asked about playground equipment. He said that is included in his operating budget and is also funded via private donations.

Mr. Walko asked when the Parks & Recreation Master Plan will be done. Mr Siciliano responded that work is in progress, six parks completed to date, 12 to 18 to go. Mr. Walko suggested that perhaps we should get professional help. Mr. Siciliano said consultants are expensive, but that he would discuss this idea with the board.

Mr. Walko asked if the Western Greenwich Civic Center is in the budget. Mr. Gieger said it is technically in the budget: one of seven positions referred to by the First Selectman. Mr. Siciliano added that once we move back into the WGCC, he will need two full-time and one part-time custodian for evenings and weekends. So he will be back to request the funds; we are committed to operate the building. Ms. Burnett asked if there is a plan for maintenance of the building; he responded that he will create one.
PRE-CONSOLIDATION MEETING

Open Budget Items prepared by Mr. Gieger:

1. Witherell chiller – reduce contribution to Capital Reserve by $100,000.
2. Zoning Officer – add salary only. $60,800
3. Lockwood sidewalk – PAYGO - reduce $40,000.
4. Higher Assessment Appeals salary: $1,000 per person. Total equals $5,000.
   Elected officials also get raises.
5. GEMS defibrillator program – add $113,305.
6. Fleet Manager – add $3,056 pending good evaluation.

OPEB

OPEB must be increased for $646,000 Anthem amortization and $350,000 for run out.

Mr. Lash discussed the OPEB cost of pharmacy for retirees who retired prior to July 2000. His proposal has no impact on the operating budget; it is charged to OPEB. The change could increase the cost of the OPEB contribution in 2007.

Board of Education

Discussion of enrollment, benchmarking, and staffing model. Need for multi-year operating budgets.

Fire Department

Mr. Lash led a discussion on the implementation of the recommendations contained in the Report of the Independent Fire Review Panel that included the following:

1. Incident command system – volunteers vs career. Career lieutenants in charge.
2. Standard operating procedures - need to update them.
4. Polarization: volunteers vs career; cooperation between them; need department chiefs to be tough guys.
5. Restructure chain of command – Car 5.
6. Training – focus on high risk.
7. Incident Chief – risk
9. Career to truck.
10. Accountability system.
Other

Larry Simon inquired about an amount of $15,000 for a preparedness handbook. Nobody had any information about it.

The meeting was adjourned at approximately 5:30 PM.

Respectfully submitted,

[Signature]
Peter Berg, Recording Secretary

[Signature]
Valeria P. Storms, Chairman