1. BET Budget Comm. Review Of Operating Budget Day 2 Document

   Documents:
   
   FINAL_BET_BUDGET_COMM_DEPT_REVIEWS_OF_OPERATIONAL_BUDGET_DAY_2_MINUTES_02-16-07.PDF
Mr. Walko called the meeting to order at 1:00 P.M.

**External Entities**

Mr. Simon began by saying he had a list of external entities funded by the town, and a list of requests not funded by the town. Mr. Simon had two proposals to make:

Originally the list was given to Social Services for evaluation to see how well the list fit within their plan, and to see what should be done internally or externally. This has been unsuccessful and may be a burden to their budget. Social Services, in addition, proposed hiring a contract manger to manage the six contracts. Mr. Simon proposes that the six entities be moved from Social Services to an item under Fixed Charges. The six entities are TAG, Greenwich Adult Care, Liberation, Youth Coordinator (United Way) Homeless Shelter, and Share The Fare.

Mr. Walko stated that Social Services expressed difficulty addressing these items when they did not have a department head in place. He was concerned that moving them out of Social Services would offer no oversight, as there would be no accountability. These agencies are providing social services that in the context of the department, should be reviewed.

Social Services created a committee to look into this. They started a process and still have until a year to evaluate any submissions that these agencies bring relative to what their department is. Mr. Walko recommends maintaining these agencies under Social Services.
Mr. Gomeau explained an agreement with Social Services that in return for them reducing their table of organization by five positions, the First Selectman would agree to a part time person in the position of contract manager. The position would be evaluated in one year, and if there is enough substance to the position, it would be considered for full time status in 2008-09.

Mr. Walko noted that at this time last year, the Board of Social Services was aware that for the first year (FY 06-07) the Budget Committee was allowed a pass, though a review of the proposals was expected. The Committee was created to evaluate these proposals, yet there has been no work out of that Committee in any written form. Mr. Walko has had conversations with several Committee members. Several statements were made that the BET should direct Social Services as to how to evaluate the external entities.

Social Services had evaluated several services in the community, but there has been no formal report.

Mr. Walko said that the part time position to get the evaluation process up and running may be the best approach, but going forward a bigger issue is whether an actual staff member is necessary to assist Social Services.

Mr. Simon pointed out that a job description for the part time position would make clear the responsibilities involved, and what is expected of the position. Also, if the DSS is not comfortable with this kind of work, they should communicate that to the Budget Committee.

Mr. Simon’s second proposal is to reinstate the Child Guidance Center back into the budget. This money would be used specifically to help school age children in Greenwich that have no means to pay for mental health services and evaluation services. He said that funding the $50,000 would help those students get the help they need in order to improve their educational opportunities. Mr. Krumeich supported Mr. Simon proposal.

There was another request for $14,000 for audio visual equipment for Channel 79. This request does not come from a department, but from the Channel 79 Committee. The request is coming in under the RTM budget. The Town would buy the equipment, and would own the equipment. The equipment is to replace the equipment currently used to air programs on Channel 79, such as town meetings. In recent months, more agencies and departments within the town have requested Mr. Curtis to do additional work using the existing equipment, which is limited in what it can do. In addition, the equipment drives the television monitor that is currently in the lobby at Town Hall. The line item has to belong to a department.

Mr. Simon suggested putting it in the Information Technology budget, and let it become part of the town’s technology.

**Department of Public Works**

Operating:
Mr. Walko said that one of the reports requested was the status of the work of the Zoning and Building Inspectors.

Mr. Gomeau began by saying that the new zoning inspector has made significant progress in eliminating illegal apartments. References are received from Social Services, the police and fire departments and home inspectors. In 2006, 22 units of illegal housing were discovered and eliminated. This included single family, apartment units and units that housed a number of people. The units were discovered in all areas of town. Out of a total of 33 illegal units, 20 are still open, as they are matters of code compliance.

Although there is less illegal housing than was first thought there are still a substantial number of units.

Two additional building inspectors were funded, and an electrical inspector was hired in January 2007. Before this person was hired, the average waiting period for an electrical inspector was 7-11 days. Since the new electrical inspector has been hired, the waiting time is between 3-4 days.

Recruitment for a plumbing inspector since July 2006 continues. There were two vacancies for this position, and one was filled.

There is an incentive program built back in for the assistant building officials where if they qualify as an assistant building official and can make plumbing, electrical and site inspections, they will receive an additional $5,000. This means consolidating inspections instead of going out three or four times. Out of eight positions, two are vacant. Five out of six employees have certifications.

**DPW Administration:** The table of organization is being decreased by three positions: two accounting clerks and an administrative coordinator. The two accounting clerks will be shifted into the Human Resources Payroll Department.

**Engineering:** The Signal Systems Engineer position has been eliminated from the Traffic Engineering Department and has been replaced with a Senior Civil Engineer. All of the positions within Engineering are filled at this time. One of the goals is to respond to Planning and Zoning issues quickly.

**Highways/Streets/Bridges:** As a result of re-organization, three positions are being added from Traffic Engineering.

The position of Highway Foreman is increasing by one. The position was reclassified from Highway Maintenance Supervisor. The Equipment Operators positions were created from eliminating two utility worker positions.

**Traffic Engineering-Streets and Bridges:** Department functions were looked at in terms of trying to bring similar functions under the same department. For example, lights and signs were put under the Highway Superintendent.
Mr. Simon asked of the four positions that came out of traffic into highway, what the transfers back into traffic represented, and that the basis of the transfers be provided in writing.

**CAPITAL:**

**Comly Avenue Bridge (Priority #3):** Mr. Thompson began by saying the bridge funding is in two different programs; the urban systems (different process and funding levels) and the federal and local programs (local roads). The request is for $40,000 for A&E money for an $840,000 project of which there is 100% reimbursement for the project. There was a request for $30,000 last year as well, $21,000 of which has been spent. A request for $145,000 in design money was made last year, and that is not part of the reimbursement program. The $40,000 requested this year is for easement to be obtained and is not reimbursable.

**Round Hill Road Bridge (Priority #7):** This was in last year’s budget for total replacement, and was withdrawn. There is a plan to repair the parapets that are falling into the brook. The bridge is considered to be in fair, not poor condition. Components have failed and there is a scour issue. When it was re-examined, it was found that $135,000 was not enough to do both parapets, so an additional $135,000 is being requested.

**Porchuck Road Bridge Replacement (Priority #8):** This project was originally funded in 1996-97 for $685,000. The contract for design was put out for $120,000, leaving a balance of $566,000. The design typically spans 3-5 years, and the consultants are finishing the design this year. The estimated cost is $1.5 million and is expected to bid in the fall. Therefore, this year’s request is for $934,000 to make up the difference between $1.5 million and the $566,000 remaining. This project qualifies for a 91% grant.

Mr. Walko asked why it has taken 10 years from the time the money was first appropriated to get to where the project is now. Mr. Thompson explained that the minimum for design work is three years, and if there are any issues at all, this could turn into five to six years. The project started as being geometrically deficient, and recently became structurally deficient and is ready for replacement. At times there are delays on the state end, as they are also short staffed. Multiple permits can take long periods of time to obtain. Contract review by the Law Department and the States Attorney take time as well.

**Sound Beach Avenue Bridge (Priority #15):** Although new to the program, this project is part of the 15-year plan. It has been in poor condition for two years. DPW is asking for $25,000 to get the initial application and concept plans together. Since first applied for, the program has evolved into an 80% grant. The $975,000 projected appropriation in 2010 will be 80% reimbursable.

**River Road Bridge (Priority #18):** This bridge came up as an unexpected repair, and the request is for $175,000. The repair involves outside stone work.

**North Street #1 Bridge (Priority #25):** This is another parapet repair project that resulted from a motor vehicle accident. The request is for $125,000. Mr. Walko asked what the normal practice was for seeking reimbursement from those responsible for damages in such cases. Mr. Roberto
said that reimbursement is sought once notified and supporting documentation such as a police report is obtained.

**Glenville Street Bridge (Priority #26):** This bridge has a scour problem. This is an underwater condition of the abutments that is determined through state inspections. The amount of the project is estimated to be $470,000, but this year, there is an initial request of $80,000 for design and consultants. The balance of the estimated cost ($390,000) is only an estimate but it’s the best guess DPW has with what they know. The process is complex and access is expected to be difficult.

**Cos Cob Site Remediation (Priority #4):** This request is for $3 million. The remediation plan is nearing completion. It will be submitted to the permitting agencies in the next month.

Mr. Simon asked what $3 million was buying, and would the Town wait for the State to give it the money before remediation was started. Mr. Lash said that it is the Town’s position that the State should be paying for most or all of the remediation at the site. The bonding process has been put on hold by the State of Connecticut. Costs are being reduced substantially by using material from the police building site and the material expected to be received by the CL&P line burying process. This will cause the cost of the project to come down. The remediation depends in part on putting artificial turf and asphalt on the site, and Phase III involves putting down playing fields.

Mr. Simon asked what the timing was between the work being done and the State sending the money. Because of the current hold on bonding, this is difficult to tell. Mr. Lash responded that the work cannot begin without the State approving the remediation. Some form of condition may be involved which gives discretion to the BET.

**Asphalt Paving Program (Priority #5):** Mr. Roberto began by saying that as a baseline, the 2001 survey indicated that the average network PCI was 74, and was supposed to be 76. This past spring a survey of the roads was conducted and a new list was created of streets where the PCI was below average. The results show changes as expected. The survey used deterioration curve information and the new set of data was plotted just above that curve. The survey shows a PCI average of 75.60.

The past six-year history of cost was also examined and significant inflation was noted. The cost of installed asphalt has gone up 26%. The oil component has increased 74%. Milling and other methods of mobilization has increased 35%. The total cost has increased 44.8%.

Mr. Roberto said the department has averaged 14 miles of pavement per year. Coincidently, the line items have increased 44% since 2001. Eighty-four miles have been paved in that time.

Mr. Walko asked if the process has been improved to take “out year” roads and put them back into the system. Mr. Roberto responded that one issue discussed as part of last year’s budget was that the roads were presented under the years they were supposed to be paved. One could see that this year’s budget was not adequate to cover the needs. Since then, all of those previous years were combined on one list. Backlogs are being eliminated and progress is being made.
Mr. Walko asked that the Budget Committee be provided a breakdown of current roads to be paved and what results (by road) will the $2.9 million achieve in 2007-08.

**Storm Water Compliance** (Priority #10): The request is for $130,000, and the program has been ongoing for three years as a result of a state mandate to develop a storm water management plan. The emphasis is on surface runoff contributing to the pollution of recreational resources. DPW has been working with Land Use, Wetlands and Parks and Recreation. There are six tests that are taken in three locations every year.

**Highway Maintenance Program** (Priority #11): Last year a number of sidewalks were identified as needing repair. Subsequent to that, Mr. Hubbs had received a list of sidewalks from the First Selectman’s Safety Committee, totaling upwards of $20 million that need to be repaired. The projects were scheduled in a funding plan that runs through 2012. This request is for $850,000 and Mr. Roberto is confident that this will be spent in the first year. Mr. Walko asked for the list of projects attached to the $850,000.

**King Street Water Line** (Priority #22): This is $100,000 for estimated cost of engineering and participating with five property owners along King Street for the water line that Aquarion is installing. There will be approximately 6200 linear feet of a 12-inch water main which will run up King Street from Greenwich Woods through Brunswick, Sacred Heart, Tudor Jones, to the new fire station. The Northwest Association Property owners are supportive of the project.

Mr. Simon asked what this project would add to the cost in the fire department budget. Mr. Gomeau said this was unknown but he will check.

Mr. Gomeau said that the $100,000 is the town’s share of the costs that will go into the design of the system, but the eventual plan is that the Town will come forward and bond the cost of the system. The property owners will then be assessed.

**Highway Facility Master Plan** Priority #34): The Highway Division is being asked to relocate from its current location to a new location. This is a request for $150,000 to do a study of the Holly Hill site.

**Byram Master Plan** (Priority #36): The shed on Church Street will come down after the drainage is done. This is year two of a five-year plan, and the cost is estimated at $400,000.

**Byram Schubert Library Sidewalk** Priority #37): This is a plan to replace a sidewalk on the opposite side from the Library, where there is currently a temporary sidewalk. It is a 165 to 200 linear feet and a crosswalk. Remediation of the area will also occur, restoring sidewalks to create a temporary driveway ramp out to Williams Street.

**Old Field Point Road Drainage** (Priority #38): This is a project that money was requested for to get the design process started to address the watershed area and its impact on Old Field Point Road. The size of the pipe needed is 48 inches in diameter. There are various utility conflicts involved. Last year $256,000 was appropriated for this project, and the current request is $1.160
million followed by $860,000 next year. The plan is to keep one lane of traffic open throughout the project.

Mr. Simon asked if it would be premature to consider burying the utility lines at the same time this project is done. Mr. Thompson said he could not answer at this time. There are gas and water lines in the street already.

Sidewalks: The price for the first priority band is $6.5 million.

**Deerfield Drive (Priority #44)**: The Pedestrian Safety Committee’s #1 priority for the past two years; money was received last year to engineer it. It is an area where people have a difficult time crossing the road. There is approximately 1,450 feet of sidewalk. Total estimated cost for this sidewalk is $250,000.

**Safe Routes**: FY 2005-06
- Cos Cob Phase III, $186,000. Completed
- Old Greenwich Phase I $214,000. Completed

**Traffic Division Items**
- Cos Cob Phase III, $55,000. Completed
- Old Greenwich Phase I $50,000. Completed

**BOE**
- Indian Field Road Sidewalk $27,000. Feasibility Study Completed, Project on Hold

Mr. Walko asked how the order of these projects was determined. Mr. Thompson said that if someone had an issue with Safe Routes, up until this time, the Commissioner would address it. It is now a combined effort to make the list of priorities and move forward. One of the concerns is that the projects take a while to implement based on the number of meetings required.

Mr. Thompson pointed out that DPW has committed to these projects for this year. There is $151,000 expected to get done for Cos Cob Phase IV; another $258,000 committed to the Lockwood/Sound Beach Intersection; $196,000 committed to the Old Orchard sidewalk.

Mr. Thompson said that there are designs for next year that were done this year that need to be followed up on; for example the Shore Road/Sound Beach Avenue intersection.

**Drainage Study, Sherwood Place** (Priority #53): This is a puddling problem on East Putnam Avenue between the intersections Sherwood Place and Church Street. This may be a problem with old lines.

**Sound Beach Avenue Sidewalk**: This item was in the Safe Routes program, and was pulled out as a sidewalk project. This will run on the easterly side of Sound Beach Avenue from Shore Road to Lockwood Avenue.

Mr. Simon asked if a 75% survey had been done on this project, and Mr. Thompson did not know. He had not attended a public meeting yet, but he will in the engineering process.
The sidewalk is heavily traveled and narrow. A feasibility study is planned to have a sidewalk go all the way to Todd’s Point.

Mr. Lash said that the Neighborhood Association is in opposition to the sidewalk on Shore Road.

Exit Gate at Holly Hill (Priority #59): Mr. Thompson said that he did not think this would impact the design of Holly Hill.

Railroad Avenue Sidewalk: This sidewalk was recommended as a priority one project. Mr. Simon pointed out that the only area that did not have a sidewalk was where the Saab dealership parks cars. The addition of curbing will make it difficult for the dealership to move cars in and out of the parking lot.

Parks and Recreation Parking Lot Maintenance Priority #69): Mr. Roberto explained that for $265,000, the projects planned are Loughlin Avenue, the tennis courts, the Dorothy Hamill Rink. Another project is to do the Baseball Field. Mr. Walko asked that if this project is approved that paving work be done after the fact.

Sound Beach Fire Apron (Priority #74): This project involves a reinforced concrete slab. There are two options; to do the four sections that are in the worst disrepair, or replace the whole thing. This was caused during an unexpected rainfall during the curing period, which caused spauling.

Parking Fund: Discussion followed as to pedestrian islands. The islands have to be at least five feet wide, and the center area can be concrete or vegetation.

Lafayette Place: Mr. Garabedian received many complaints about the safety issues at this location. Signs were put up but did not adequately slow down motor vehicle traffic. The plan is to install a pedestrian island in the middle of the intersection. There is heavy traffic in this area when parents drop off their children at the nursery school at 9:00 in the morning, and then at 12:00 noon when the children are picked up. This is a main road to the hospital, and if an island is installed there, it could impact emergency vehicles trying to get through. There are also private driveways in the area.

The meeting adjourned at 4:55 P.M.

Respectfully submitted,

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Valerie Zebrowski, Recording Secretary

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Stephen Walko, Chairman