

1. BET Budget Comm. Dept. Review Day 1 Documents

Documents:

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**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE  
DEPARTMENTAL REVIEW DAY ONE FOR FY12 BUDGET  
MINUTES  
Cone Room, 2<sup>nd</sup> Floor – 9:00 A.M.  
Wednesday, February 16, 2011**

Present:

Committee: Michael S. Mason, Chairman; William Finger, Laurence B. Simon, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Peter Tesei, First Selectman; Amy Siebert, DPW Commissioner; Dave Thompson, DPW Deputy Commissioner, Allen Corry, Parking Services Director, Maureen Kast, Director of Human Resources, Genny Krob, RTM Member, Steve Warzoha, RTM Member, Boris Hutorin, Director of Information Technology, Peter Siecienski, Fire Chief, Robert Kick, Assistant Fire Chief, Jay Domeseck, Fleet Director, William McCormick, DPW Business Services Manager, Richard Feminella, Waste Water Division Manager, Tod Laudonia, Tax Collector, Brenden McDonough, Assistant Tax Collector, Drew Marzullo, Selectman, Dustin Anderson, Selectman's Office, Greg Sullivan, GIS Coordinator, Joan Sullivan, Purchasing Agent. Kate Blankley, Planning and Zoning

Board: Steve Walko, Nancy Barton, Randall Huffman, Art Norton, Joseph Pellegrino, Jeff Ramer

Mr. Mason called the meeting to order at 9:15 A.M.

**1. 9:00 A.M. - Public Works** – Ms. Amy Siebert and Mr. David Thompson met with BET Budget Committee members to answer a series of questions posed. The areas covered the following areas:

- The ability to implement current and future capital budgeted projects with existing internal staffing resources.
  - Ms. Siebert conceded that it is challenging to meet these demands. Ms. Siebert stated that they do try to meet these workload requirements by hiring consultants. Unfortunately, the internal staff still has to manage the consultants to a certain degree.
- Status of the Highway department reorganization.
  - Ms. Siebert responded that the Human Resources Department is currently working on the reorganization and she was not free to discuss it further at this time.
- Pavement Management System and how it would be used to plan our highway maintenance.
  - Ms. Siebert responded that they prefer to discuss this matter at the capital review meeting on February 23, 2011.
- Staffing and implementing or responding to corrective actions in light of the recent Environmental Protection Agency (EPA) consent decree.
  - Ms. Siebert and Mr. Feminella proceeded to distribute a presentation on these and related matters. The presentation was prepared by Mr. Feminella, Town of Greenwich Waste Water Division Manager, and they answered questions as they arose.
- Ms. Tarkington asked if the current budget addresses the EPA consent decree.

- Mr. Feminella pointed out that the Sewer Maintenance budget reflects a FY 12 request for \$3.425 million.
- Mr. Mason asked about drainage and storm water projects and alluded to the actions of the Flood and Erosion Control Board and their suggested monetary mandates.
  - Ms. Siebert discussed drainage and storm water strategies, at length.
- Mr. Walko asked Ms. Siebert to explain her SMART goals as written in the Departmental Operating Plans.
  - Ms. Siebert was unclear as to the questioning and offered that it was confusing as to how to interface long-term capital projects with the annual operations plan.
  - Mr. Walko stressed that he would like to see how performance is measured relative to the two documents previously referenced.
- Mr. Walko asked about hand held device technologies. Specifically, he asked whose initiative it was to implement in DPW.
  - Ms. Siebert responded that the DPW Sewer Division initiated the technology and was looking to further enhance its capabilities in the future.
- Mr. Walko also asked about any potential revenues sources or cost savings; for example single stream recycling and leaf pickup programs.
  - Ms. Siebert responded that there is a potential for costs savings in the leaf pickup program if the Town goes to residents bagging their leaves. However, she pointed out that option is not popular and not scheduled to be implemented.
  - Regarding the single stream recycling, Ms. Siebert stated its implementation is a priority and a major cost saver with a potential for revenue increases and cost savings to the Town. Ms. Siebert informed those in attendance that the Connecticut Resources Recovery Authority (CRRA) contract expires June 30, 2011 and an RFP for its replacement is in place to haul away single stream recyclables from Holly Hill.
  - She also stated that negotiations with Greenwich Recycling are occurring. Their contract expires in 2012.
- Mr. Walko asked about the net financial impact to the Town on this subject.
  - Ms. Siebert answered that there would be a reduction of 5,000 tons of municipal solid waste at approximately \$86 per ton. With a new single stream contract the Town could save an additional \$900,000. Ms. Siebert offered that about 13% of Town residents bring their own garbage to the transfer station.
- Ms. Tarkington asked about putting GPS technology into Town vehicles.
  - Ms. Siebert claims they are looking at it but it is still a couple of years away.
- Mr. Ramer asked about traffic engineering staffing levels.
  - Mr. Thompson answered that there are currently 3 employees on staff and in his opinion they are very skilled.
- Mr. Simon asked about how we measure the level of services provided by the building permitting process.
  - Ms. Siebert offered that service levels are measured by production. Mr. Simon continued the questioning about measuring services in terms of satisfaction. Ms. Siebert conceded that she wasn't sure and suggested asking Mr. William Marr, Chief Building Inspection Official. However, Ms. Siebert pointed out that it is hard to uniformly measure the process because of the different types of building permits. She stated some are basically simple and straight forward and then there are others that are complex in nature.
- Mr. Ramer reminded everyone that the BET Audit Committee looked at this subject in a more formal manner. He offered that one of the recommendations was for the building inspectors to look at the contracts, if applicable. He also informed the Committee members that there was a review by the Audit Committee between building permit values and those assigned by the Assessor's office upon completion.

2. **11:00 A.M. – Tax Collector** – Mr. Laudonia, Tax Collector and Mr. McDonough, Assistant Tax Collector

- Mr. Mason asked when does the department file a lien on delinquent taxpayers?
  - Mr. Laudonia responded that the Town files a lien for delinquent real estate taxes in May of each year. This lien is filed for failure to pay in either July or January.
- Mr. Finger asked about the current procedure for issuing refunds to taxpayers.
  - Mr. Laudonia stated that his office issues refunds upon a request from the eligible taxpayers. Mr. Simon asked about the number of outstanding credits for taxpayers. Mr. Mynarski offered to supply the information (the total credits are \$912,958)
- Mr. Laudonia was asked to explain the increase in his temporary salaries account.
  - There is one fewer full-time employee which will be offset with additional part-time personnel.
- Mr. Laudonia was asked about the discrepancy in his operational plan and the budget regarding temporary employees.
  - He stated that the operational plan was done well in advance of the budget process explaining that the budget includes a reduction in headcount of one full-time employee.
- Mr. Laudonia was asked if he see any opportunities for cost savings through shared services with other departments.
  - He said no, explaining that his operation is unique and you couldn't expect someone new to come into the department and pick up the job without a training period.
- Mr. Laudonia was asked to explain the lockbox process.
  - He gave the Committee a walkthrough on the process and answered any questions presented.
- Mr. Simon asked Mr. Laudonia about current balances for tax collections, prior year collections and interest earned.
  - Mr. Laudonia and McDonough partially presented the figures.
- Mr. Laudonia was asked about the printing contractor and if he anticipated any billing problems in July 2011.
  - Mr. Laudonia informed the Committee that they had retained the contractor previously used by the Town for many years without any problems and doesn't see any potential billing problems in the future.
- Mr. Laudonia was asked about the Tax Collector module being requested.
  - Mr. Mynarski and Mr. Laudonia explained the need for such a product and listed the timeline for implementation.

The Committee recessed at 12:27 P.M. for lunch and reconvened at 12:47 P.M.

3. **12:47 P.M. – Fleet** – Mr. Jay Domeseck, Fleet Director

- Mr. Mason asked Mr. Domeseck about customizing police vehicles.
  - Mr. Domeseck stated they are done externally because of the complexity of outfitting them.
- Mr. Mason asked Mr. Domeseck to explain what work is outsourced.
  - Mr. Domeseck detailed the types of work that can't be done in house, such as; large fire apparatus, air conditioning repairs, heavy duty transmission work, accident repairs and radio communications equipment repairs as examples.
- Mr. Simon told Mr. Domeseck that he is in the customer service business. Mr. Simon asked Mr. Domeseck if his customer's were happy.
  - Mr. Domeseck responded that his customers are probably not happy about how long it takes to complete repairs.

- Mr. Cray informed the Committee that there are two user group meetings between the Fleet Department and the departments utilizing their services annually. Each spring and fall, the groups go over the previous periods and the upcoming periods to be better prepared.
- Mr. Ramer asked if there is vehicle rotation to soften the utilization.
  - Mr. Domeseck responded that they do that when the opportunity presents itself.
- Mr. Cray further informed the Committee that the Fleet Department has nine mechanics but two are out on long-term workers' compensation. One was recently terminated and one is out on extended leave further stressing the department. In addition, the Fleet Department is looking at rising gasoline and diesel prices. He also reported the car washing facility has been up and running for about a year. This facility provides preventive maintenance on vehicles by avoiding rust and rotting.
- Ms. Tarkington asked if they are looking at putting GPS systems into town vehicles.
  - Mr. Domeseck responded yes.

#### 4. 1:30 P.M. – Informational Technology – Mr. Boris Hutorin

- Mr. Hutorin was asked about the Local Area Network (LAN) and any upgrades to the network. Mr. Hutorin updated the Committee.
- The Committee asked about the status of the Document Imaging capital project.
  - Ms. Sullivan gave the Committee an update. Ms. Sullivan stated that eight or nine departments are fully implemented.
- Ms. Sullivan led a discussion on the utilization of voice-mail versus using the internet for outside communications.
- Mr. Greg Sullivan gave the Committee an update on the status of the GIS system and was asked about additional layers to be added. In response to Mr. Simon, Mr. Sullivan stated that the only trees detailed on the system are those that are on the streets.
- Mr. Simon asked about the next aerial photographic event.
  - Mr. Sullivan stated that the last fly by was in April 2008 and the next fly by is scheduled for the Spring of 2013.
- Mr. Simon asked about the next strategic plan.
  - Mr. Hutorin stated there is nothing new for next year. He further added that there will be an RFP for a consultant to update the Information Technology Department's strategic plan.

#### 5. 2:00 P.M. – CityView – Mr. John Cray

- Mr. Cray was asked to give the Committee an update on the status of CitiView.
  - He informed the Committee that Citiview was a work in progress. There were issues created due to the company being sold twice since they contracted with them. In addition, they have gone through four project managers. Ms. Blankley, representing Planning and Zoning stated that they were happy with the product. However, Mr. Cray reported that the Building Department continues to rely on the older system, Cornerstone, which presents an integration problem.

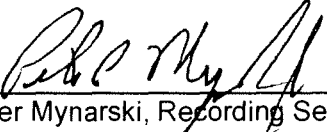
#### 6. 2:30 P.M. – Parking Services – Mr. Allen Corry


- Mr. Corry discussed sources of revenues by parking area and presented a detailed revenue chart.
- Mr. Corry discussed using the Horseneck Lot as an alternative for temporary utilization by the Fire Department while the Central Firehouse was under construction.
- Mr. Corry talked about the reorganization of 3 additional staff to the Parking Fund from the Highway Department.

- Mr. Corry talked about a request for surveillance systems at the Greenwich Plaza garage.
7. **3:00 P.M. – Fire Department** – Chief Peter Sicienski and Deputy Chief Robert Kick
- Chief Sicienski gave a detailed explanation about the potential deployment of fire equipment favoring the Horseneck Parking Lot as an alternative.
  - There was a discussion regarding the Volunteer's budget as listed in the budget book. He added that there are currently 75 active volunteer firefighters that are certified to enter burning structures.
  - Chief Sicienski gave an update on the problem of firefighters taking sick time creating a potential \$200,000 overtime shortfall for the current fiscal year. He informed the Committee that they are experiencing a workers' compensation problem in the department.
  - Chief Sicienski stated that for the year ending June 30, 2010 there were 4,255 responses by the Fire Department for a variety of fire safety reasons that include vehicle accidents of which there were 2,060 false alarms.
  - Chief Sicienski told the Committee that the Fire Lieutenants increased from 16 to 24 in March 2009 and that the budget book did not properly reflect that increase last year.

The meeting adjourned at 3:55 P.M.

Respectfully submitted,

  
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Peter Mynarski, Recording Secretary

  
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Michael S. Mason, Chairman

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Respectfully submitted,

**SUBJECT TO APPROVAL**

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Peter Mynarski, Recording Secretary

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Michael S. Mason, Chairman