1. BET Budget Comm. Consolidation Day Documents

Documents:

APPROVED_BET_BUDGET_COMM_CONSOLIDATION_DAY_MINUTES_02-27-12.PDF
SUB_TO_APP_BET_BUDGET_COMM_CONSOLIDATION_DAY_MINUTES_02-27-12.PDF
Mr. Pellegrino called the meeting to order at 9:00 A.M.

TOPICS

The BET Budget Committee and BET members in attendance were provided with a list of consolidation topics for today and any items requiring further action on Wednesday, February 29, 2012 at the BET Budget Committee Decision Day meeting. The topics generally covered revenues, expenses, and capital projects in a number of different areas.

Mr. Pellegrino welcomed members of the Junior League on a discussion regarding the funding for the Byram Beach/Pool Master Plan capital project. Representing the Junior League were Anne Miller, President, Dana Whamond, Chair of the Greenwich Pool and Byram Park Committee, and Sue Rogers. Alan Monelli of DPW also joined the group during this discussion. Mr. Pellegrino brought the members of the Junior League up to date on the status of the previously approved $100,000 capital request for the pool and park. Mr. Pellegrino stated the Town had received about $45,000 in private donations so far. He also informed the members that about $25,000 of the $100,000 had been spent to date. Ms. Miller spoke on the need to have updated visual materials and information detailing the total cost for the project. Ms. Miller stressed that these materials would be essential during their donation solicitation campaign. Mr. Pellegrino told the Junior League representatives that members of the Budget Committee supported the project but would like to spend the outstanding monies available first and have Mr. Monelli come back in the fall with an updated scope of the project with an estimated project cost. Mr. Pellegrino also stated that the BET would also have a better understanding of not only the cost of the Byram Beach/Pool Master Plan project but a better understanding of the costs
associated with the Greenwich High School remediation project by then. Ms. Miller assured Mr. Pellegrino and the other Committee members that the Junior League and Byram Pool Committee members were on board with the way the Budget Committee was preceding as outlined by Mr. Pellegrino and her only concern would have been if the project came to a full stop.

Mr. Pellegrino asked Mr. Monelli if he was in agreement with all that was stated at this meeting and Mr. Monelli responded yes and that he would come back in the fall with an updated scope of the project and its associated estimated costs.

Mr. Finger asked Mr. Monelli what the $150,000 capital request would have accomplished. Mr. Monelli stated it would get you a survey of the property, prepare more detailed drawings and get the project through the approval process. Mr. Finger and Pellegrino indicated that they wanted to establish the scope of the project for review and a firm estimate of the cost of the project. They did not see the need to seek money for the approval process at this time so long as the Town and League were able to obtain the necessary information and materials each needed to move to the next step with the Pool and Park project. Ms. Miller repeated that she would want to have a packet of materials for potential private donations. Ms. Miller also stated that she would like to know the ultimate cost of the project to determine if it is cost prohibitive regarding their fund raising efforts. Mr. Monelli reiterated to the Committee and the League that with current funds available, and the offer of continued pro bono services by Mr. John Conte, he would be able to provide such information and materials.

Mr. Ramer asked Mr. Monelli how long it would take to determine the scope and cost of the project. Mr. Monelli responded six months.

Ms. Tarkington asked about the marginal operating costs attributed to this project. Mr. Monelli responded that he would obtain those costs and would use the Western Glenville Community Center as a model to estimate operating costs.

Subsequent to the Byram Pool review session, Mr. Pellegrino gave an overview of what he wished to accomplish during the ensuing budgetary review process. They were as follows:

1. Address the Hillside Road soil contamination issues with regard to funding the Town’s liability.
2. Address the Police Department Compensatory Time issue regarding the funding of the liability.
3. Address the lack of adequate fire coverage in the Northwest Quadrant of the Town of Greenwich.

Mr. Pellegrino also suggested setting a mill rate target increase of no more than 2.75%; maintain compliance within the BET Fund Balance Policy range and enforcement of the BET Debt Limit Policy.

Mr. Pellegrino distributed a three page outline covering all topics he wanted the Budget Committee to address for Consolidation Day. The outlined detailed the following and each category was discussed by the members:

1. Setting a goal of 7.5% Fund Balance as a % of the Projected Budget
2. Attaining a Projected Mill Rate Increase of 2.75%, which currently requires $244,000 in either revenue or expenditure adjustments to attain.
3. Setting aside $7.0 million for Hillside Road Soil Remediation. Mr. Pellegrino stated that if $7 million was taken out of Projected General Fund Balance, the adjusted total fund balance would become 5.6% of the Projected Budget for all three funds (e.g. General Fund, Risk Fund and Capital Non-Recurring Fund).

4. Mr. Pellegrino suggested the following negative adjustments to the budget:

- Increase Fixed Charges Account # 901-57010 (Pension Contribution), the Annual Required Contribution to the Pension Plan by $800,000.
- Increase Fire Department Account # 205-53950 (Supplies and Materials) by $11,550. The monies were inadvertently cut from the budget.
- Increase Fixed Charges Account # 901-57940 (Special Accounting) by $53,750. This adjustment was due to the retirement of the Retirement Administrator. The position was not funded thereby reducing fringe benefits for the unfunded position.
- Increase various Land Use Department accounts by $1,989 that was inadvertently cut from the budget.
- Increase the budget by $50,000 for Nuisance enforcement. The account to be determined by Roland Gieger, Budget Director.
- Increase the Fixed Charges account for Police Compensatory Time. The account number to be determined by Roland Gieger, Budget Director.
- Increase the Finance Department Account # 130-53070 (Data/Word Processing Supplies) by $10,000. This funding is for the Board of Estimate and Taxation technology upgrades.
- The amount needed to balance the budget to a 2.75% mill rate increase would be $244,000 at this time.

At this time, there was a discussion on how to fund the different Fire Department alternatives for enhanced fire protection for the Northwest Corridor in Greenwich.

The Committee continued and Mr. Pellegrino further suggested the following positive adjustment to the budget, which were discussed by Committee members:

1. Increase State of Connecticut Sales Tax revenues by $397,000. The account to be determined by Roland Gieger, Budget Director.
2. Increase revenue for Single Stream recycling by $100,000. The account to be determined by Roland Gieger, Budget Director.
3. Decrease various accounts by $200,000 for savings for the upcoming electric utility contract. The various accounts to be assigned will be determined by Roland Gieger working with Ron Lalli, Special Projects Manager.
4. Decrease Purchasing Temporary Salaries by $2,331. The adjustment was due to a calculation error.
5. Decrease Fleet Salaries and Overtime by $15,292, due to calculation errors.
6. Decrease Human Resources Department Salaries by $20,724, due to calculation errors.
7. Decrease the request for a new position in the Information Technology Department by $70,898.
8. Decrease the request for a new position in the Health Department by $80,722.
9. Reduce the Board of Education budget by $520,000. The reduction is to the bottom line of the total BOE Budget only.

Mr. Pellegrino suggested adding the following Capital Items back into the budget:
1. Geographic Information Systems (GIS) Refresh
2. Human Resources Software Upgrade
3. Fleet GPS

In order to increase the Capital Non-Recurring Fund, the following Capital Project requests were suggested for elimination from the budget:

1. Fire Department Rescue Pumper = $560,000
2. John Street Bridge = $1,700,000
3. GEMS Medic Station # 4 = $250,000
4. All-Wheel Drive Tractor = $194,000
5. Byram Pool and Park = $150,000
6. Diesel Crack Sealer = $61,000
7. Various BOE Capital Projects = $500,000. Roland Gieger was directed to work with Ben Branyan to determine which capital projects make up the $500,000.

There was unanimous consensus on all of the aforementioned items and topics listed in Mr. Pellegrino’s outline with one exception. Mr. Ramer expressed a reservation to cut the $150,000 appropriation for the Byram Pool and Park.

Mr. Pellegrino greeted BOE officials to discuss the capital project cuts of $500,000. Dr. Lulow expressed a concern that the BOE has a well-defined process they go through when preparing their capital budget requests. Dr. Lulow added that cuts such as this only negates the process. However, Dr. Lulow conceded that he will work with the BOE and Ben Branyan and prepare a list of cuts by Decision Day.

Mr. Pellegrino suggested that the BET and the BOE need to work closely together in the future in crafting Budget Guidelines and budgets. Dr. Lulow agreed.

Ms. Tarkington asked for an update on the Greenwich High School Auditorium MISA fund raising efforts. Ms. Moriarty responded that the funding comes from a 501(c)(3) set up for such purposes, not the BOE. Ms. Moriarty stated they have pledges, but no money in the bank. She added that the private contributors are waiting for the construction to begin since the monies cannot be returned after they are donated.

The Budget Committee, led by Mr. Pellegrino unanimously agreed to the following adjustments to the budget:

- Purchasing Department – Account # 106-51300 (Temporary Salaries) – subtract ($2,331).
- Human Resources – Account # 109-51300 (Temporary Salaries) – subtract ($20,724).
- Finance Department – Account # 130-53070 – (Data/Work Processing Supplies) – add $10,000.
- Information Technology – Account # 134-51980 – (New Positions) – eliminate the request for a new position = $70,898. Mr. Finger, Ms. Tarkington and Mr. Pellegrino all expressed their concerns about the productivity of the I.T. Dept. and wished to wait until the Blum and Shapiro strategic study was completed before evaluating the need for an additional union position. Mr. Ramer stated he is not supportive of the cut. Mr. Ramer recognized the need for an additional position based on the supportive statements from
Mr. Crary. He suggested filling the position and then reshape the department subsequent to the completion of the strategic I.T. study.

- Board of Assessment Appeals – Account # 136-51300 – (Temporary Salaries) – subtract ($4,000). There was a discussion to cut the Professional Services line due to the perceived drop off in workload after a revaluation year. As a compromise, the Committee decided to reduce the temporary services line.
- Planning and Zoning – Account # 161-51490 – (Professional Services) – add $30,000 for Nuisance Enforcement.
- Conservation Commission – Account # 172-51300 (Temporary Salaries) – add $982.
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Amy Siebert and David Thompson were invited to discuss the John Street Bridge as a potential reduction in the capital budget. The request was for $1,700,000. Ms. Siebert and Mr. Thompson convinced the Committee members that it was essential that the project proceed next year and not be delayed.

The Committee continued with its budget adjustments as follows:

- DPW/Building Construction and Maintenance – Account # 345-51070 (Other Salary Expense) – add $18,000. Longevity payments to long-term employees were inadvertently left out of the budget.
- DPW/Building Construction and Maintenance – Account # 345-52220 – there were discussions about favorable contract negotiations for electric services. The amount to be reduced was not determinable at this point.
- Fleet Department – Accounts # 380-51010 (Salaries) and # 380-51100 (Overtime Services) – subtract $15,292 in the salary and overtime accounts due to calculation errors.
- Health Department – Account # 3401-51980 (New Positions) – eliminate the request for a new position = $80,722.
- Board of Education Budget – there was a discussion to reduce the BOE budget by $520,000 tying the cut to the BET Budgetary Guideline staffing model. It was decided to further discuss this item on Decision Day.
- Libraries – Account # 701-54210 (Maintenance – Data/Word Processing) – Mr. Finger wanted to know what this item represented. Mr. Pellegrino directed Mr. Gieger to get an answer from the Greenwich Library.
- Parks and Recreation/Marine – Beaches – Account # 833-51300 (Temporary Salaries) – there were questions about the Ranger Program at the beaches. Mr. Siciliano was invited to the meeting to discuss the Ranger Program. Mr. Siciliano reported that there were nine rangers last year, at a cost of $60,140. The rangers were deployed at Byram Park, Greenwich Point, Great Captain Island, Island Beach and the Island Beach docking area. Mr. Siciliano also reported that the temporary salary account paid 78 budgeted seasonal positions during the last summer beach season. While Mr. Siciliano was available, Mr. Finger took the opportunity to question him on the dredging capital...
Mr. Siciliano stated that there was about 23,000 cubic yards of silt presently in need of dredging at the Town owned Cos Cob Marina area abutting the Mianus River connected to the Long Island Sound. Mr. Siciliano further reported that if the total exceeded 25,000 cubic yards, it would require another level of permitting.

- Mr. Pellegrino led the Committee through the Fixed Charges section and three items were discussed. In the Employee Benefits section of Fixed Charges it was reported that any additions to cover police compensatory time would be budgeted here. Secondly, there was a discussion to supplement the Risk Fund through a transfer from the Transfers From/To Other Funds section of Fixed Charges. After a discussion, it was decided to increase the Risk Fund transfer from $500,000 to $599,000 reaching a level of $3 million in the Risk Fund. Finally, there was a discussion on the $2 million shortfall in the Nathaniel Witherell Fund. Mr. Pellegrino reported that Nathaniel Witherell agreed to supply the BET with monthly update figures on how their operations were doing financially.

- Mr. Pellegrino directed the Committee members to the Salaries tab in the budget book and asked Mr. Gieger for an update. Mr. Gieger reported that with the two budgetary cuts and the elimination of the Retirement Administrator position, the headcount would be reduced by a net three positions on the Town side.

- Mr. Finger questioned the use of $100 million in Board of Assessment Appeals as a valid reduction in the Grand List in light of past performance. Mr. Finger informed the Committee he would obtain additional information from the Assessor’s Office.

The final portion of Consolidation Day was devoted to Capital Project items. The following projects were discussed and if applicable, acted upon:

- A Geographic Information Systems (GIS) capital project request for an aerial flyover was inadvertently left out of the Capital Improvement Projects (CIP) process. The Committee accepted a request for $350,000.
- A capital project request for a Human Resources Software Upgrade was left out of the CIP process. The Committee agreed to accept a request for $300,000.
- The Committee discussed the $155,000 request for the Police Radio System Evaluation and Design Study. This request would be the precursor to a subsequent request for an additional $16,200,000 in fiscal year 2013-2014. The Committee members collectively continued to express their concerns over the lack of accountability and control over the Information Technology function town wide. As a result, the Committee recommends establishing a “User Group” to oversee this project and move it out of the Police Department budget and put it into the First Selectman’s capital budget. Mr. Crary concurred with the decision.
- Police Department - Public Safety Portable Radio Deployment Program Phase II – the request for $88,000 was reduced to $44,000.
- Public Works – Diesel Fire Melter – for Crack Sealing of Roadways – the Committee eliminated the $61,000 request.
- Public Works – Trackless Four Wheel Drive articulated Municipal Tractor – the Committee eliminated the $194,000 request.
- Parks and Recreation – Road and Parking Lot Maintenance – there was an extended conversation about the need to maintain the Eastern Greenwich Civic Center driveway and parking areas. Mr. Ramer volunteered to observe the site and report back to the BET. No action taken.
• Public Works - John Street Bridge Replacement - the Committee discussed the project and no action was taken.
• Public Works – Holly Hill Transfer Station – Improvement Project – Construction – the Committee invited Amy Siebert and Jim Michel back to discuss project. Mr. Finger asked about a balance of $370,000 previously authorized and still not spent. Mr. Michel confirmed there was still $370,000 not spent. It was mutually agreed to cut the $2 million request to $450,000, leaving $820,000 left to continue the project. Ms. Siebert and Mr. Michel conceded that they could complete the initial phase of the project with $820,000.
• Public Works – Central Fire Station – Public Safety Complex – the Committee met with Mr. Monelli. The Committee requested that Mr. Monelli come back to the BET with final design and cost figures and an update on any concerns with the Historical Preservation. Mr. Finger added that they would like to be apprised of any environmental issues with the existing building to be destroyed if they are detected.
• Public Works - Town Wide Roof and Siding Replacement - Mr. Finger asked Mr. Monelli about the need to repair the roof at the Cos Cob Fire Station.
• Public Works – Emergency Generator Upgrade – there was a request for three generators at the Sound Beach Fire Station, the Animal Shelter, and the North Street Maintenance Shed. The Committee decided to cut the funding for the generator at the Animal Shelter for $175,000.
• Public Works – Byram Beach/Pool Master Plan – the Committee decided to cut the funding for $150,000 based on enough available funds to continue the project. Mr. Ramer objected.
• Fleet Department – the Committee added $112,000 for a GPS System for Fleet. This item was not included in the CIP process.
• GEMS – Greenwich Emergency Medical Space Planning – the Committee deferred the request for $250,000 until a permanent location has been found for a fire house or a location for GEMS in the northwest quadrant. In addition, the Committee wishes a comprehensive plan for GEMS in regards to its headquarters location going forward.
• Libraries – while reviewing various capital projects, the Committee questioned why they were voting on library projects. Mr. Gieger provided an old BET agreement with the libraries that was considered non-binding. Mr. Mason recommended bringing library personnel in and conditioning the projects.
• Parks and Recreation – Dredge Cos Cob Marina – there was a discussion over the Cos Cob Marina dredging project with no action taken.

This concluded the capital projects review portion of the meeting.

The meeting adjourned at 4:36 P.M.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Joseph L. Pellegrino, Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE
CONSOLIDATION DAY FY13 BUDGET
MINUTES
Cone Room, 2nd Floor – 9:00 A.M.
Monday, February 27, 2012

Present:
Committee: Joseph L. Pellegrino, Chairman; William Finger, Jeff Ramer, Leslie L. Tarkington
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director;
Board: Michael Mason, Chairman, Sean Goldrick, Mary Lee Kiernan, Art Norton, Marc Johnson, Robert Brady
Other: John Crary, Town Administrator, Dustin Anderson, Executive Assistant to the First Selectman, Amy Siebert, Commissioner of Public Works, Dave Thomson, Deputy Commissioner of Public Works, James Michel, DPW Chief Engineer, Al Monelli, Superintendent, DPW Building Maintenance, Joseph Siciliano, Parks and Recreation Director, Thomas Greco, Assistant Parks and Recreation Director, Leslie Moriarty, BOE Chairwoman, Ben Branyan, BOE Managing Director of Operations, Dr. Roger Lulow, Superintendent of Schools, Anne Miller, Junior League President

Mr. Pellegrino called the meeting to order at 9:00 A.M.

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- Board of Education Budget – there was a discussion to reduce the BOE budget by $520,000 tying the cut to the BET Budgetary Guideline staffing model. It was decided to further discuss this item on Decision Day.

- Libraries – Account # 701-54210 (Maintenance – Data/Word Processing) – Mr. Finger wanted to know what this item represented. Mr. Pellegrino directed Mr. Gieger to get an answer from the Greenwich Library.

- Parks and Recreation/Marine – Beaches – Account # 833-51300 (Temporary Salaries) – there were questions about the Ranger Program at the beaches. Mr. Siciliano was invited to the meeting to discuss the Ranger Program. Mr. Siciliano reported that there were nine rangers last year, at a cost of $60,140. The rangers were deployed at Byram Park, Greenwich Point, Great Captain Island, Island Beach and the Island Beach docking area. Mr. Siciliano also reported that the temporary salary account paid 78 budgeted seasonal positions during the last summer beach season. While Mr. Siciliano was available, Mr. Finger took the opportunity to question him on the dredging capital
Mr. Siciliano stated that there was about 23,000 cubic yards of silt presently in need of dredging at the Town owned Cos Cob Marina area abutting the Mianus River connected to the Long Island Sound. Mr. Siciliano further reported that if the total exceeded 25,000 cubic yards, it would require another level of permitting.

- Mr. Pellegrino led the Committee through the Fixed Charges section and three items were discussed. In the Employee Benefits section of Fixed Charges it was reported that any additions to cover police compensatory time would be budgeted here. Secondly, there was a discussion to supplement the Risk Fund through a transfer from the Transfers From/To Other Funds section of Fixed Charges. After a discussion, it was decided to increase the Risk Fund transfer from $500,000 to $599,000 reaching a level of $3 million in the Risk Fund. Finally, there was a discussion on the $2 million shortfall in the Nathaniel Witherell Fund. Mr. Pellegrino reported that Nathaniel Witherell agreed to supply the BET with monthly update figures on how their operations were doing financially.

- Mr. Pellegrino directed the Committee members to the Salaries tab in the budget book and asked Mr. Gieger for an update. Mr. Gieger reported that with the two budgetary cuts and the elimination of the Retirement Administrator position, the headcount would be reduced by a net three positions on the Town side.

- Mr. Finger questioned the use of $100 million in Board of Assessment Appeals as a valid reduction in the Grand List in light of past performance. Mr. Finger informed the Committee he would obtain additional information from the Assessor’s Office.

The final portion of Consolidation Day was devoted to Capital Project items. The following projects were discussed and if applicable, acted upon:

- A Geographic Information Systems (GIS) capital project request for an aerial flyover was inadvertently left out of the Capital Improvement Projects (CIP) process. The Committee accepted a request for $350,000.

- A capital project request for a Human Resources Software Upgrade was left out of the CIP process. The Committee agreed to accept a request for $300,000.

- The Committee discussed the $155,000 request for the Police Radio System Evaluation and Design Study. This request would be the precursor to a subsequent request for an additional $16,200,000 in fiscal year 2013-2014. The Committee members collectively continued to express their concerns over the lack of accountability and control over the Information Technology function town wide. As a result, the Committee recommends establishing a “User Group” to oversee this project and move it out of the Police Department budget and put it into the First Selectman’s capital budget. Mr. Crary concurred with the decision.

- Police Department - Public Safety Portable Radio Deployment Program Phase II – the request for $88,000 was reduced to $44,000.

- Public Works – Diesel Fire Melter – for Crack Sealing of Roadways – the Committee eliminated the $61,000 request.

- Public Works – Trackless Four Wheel Drive articulated Municipal Tractor – the Committee eliminated the $194,000 request.

- Parks and Recreation – Road and Parking Lot Maintenance – there was an extended conversation about the need to maintain the Eastern Greenwich Civic Center driveway and parking areas. Mr. Ramer volunteered to observe the site and report back to the BET. No action taken.
• Public Works - John Street Bridge Replacement – the Committee discussed the project and no action was taken.
• Public Works – Holly Hill Transfer Station – Improvement Project – Construction – the Committee invited Amy Siebert and Jim Michel back to discuss project. Mr. Finger asked about a balance of $370,000 previously authorized and still not spent. Mr. Michel confirmed there was still $370,000 not spent. It was mutually agreed to cut the $2 million request to $450,000, leaving $820,000 left to continue the project. Ms. Siebert and Mr. Michel conceded that they could complete the initial phase of the project with $820,000.
• Public Works – Central Fire Station – Public Safety Complex – the Committee met with Mr. Monelli. The Committee requested that Mr. Monelli come back to the BET with final design and cost figures and an update on any concerns with the Historical Preservation. Mr. Finger added that they would like to be apprised of any environmental issues with the existing building to be destroyed if they are detected.
• Public Works – Town Wide Roof and Siding Replacement - Mr. Finger asked Mr. Monelli about the need to repair the roof at the Cos Cob Fire Station.
• Public Works – Emergency Generator Upgrade – there was a request for three generators at the Sound Beach Fire Station, the Animal Shelter, and the North Street Maintenance Shed. The Committee decided to cut the funding for the generator at the Animal Shelter for $175,000.
• Public Works – Byram Beach/Pool Master Plan – the Committee decided to cut the funding for $150,000 based on enough available funds to continue the project. Mr. Ramer objected.
• Fleet Department – the Committee added $112,000 for a GPS System for Fleet. This item was not included in the CIP process.
• GEMS – Greenwich Emergency Medical Space Planning – the Committee deferred the request for $250,000 until a permanent location has been found for a fire house or a location for GEMS in the northwest quadrant. In addition, the Committee wishes a comprehensive plan for GEMS in regards to its headquarters location going forward.
• Libraries – while reviewing various capital projects, the Committee questioned why they were voting on library projects. Mr. Gieger provided an old BET agreement with the libraries that was considered non-binding. Mr. Mason recommended bringing library personnel in and conditioning the projects.
• Parks and Recreation – Dredge Cos Cob Marina – there was a discussion over the Cos Cob Marina dredging project with no action taken.

This concluded the capital projects review portion of the meeting.

The meeting adjourned at 4:36 P.M.

Respectfully submitted,

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Peter Mynarski, Recording Secretary

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Joseph L. Pellegrino, Chairman