1. BET Budget Comm. Consolidation Day Documents

Documents:

APPROVED_BET_BUDGET_COMM_CONSOLIDATION_DAY_MINUTES_02-28-11.PDF
REVISED_SUB_TO_APP_BET_BUDGET_COMM_CONSOLIDATION_DAY_MINUTES_02-28-11.PDF
SUB_TO_APP_BET_BUDGET_COMM_CONSOLIDATION_DAY_MINUTES_02-28-11.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE
CONSOLIDATION DAY 2011 - 2012 BUDGET
MINUTES
Cone Room, 2nd Floor – 10:00 A.M.
Monday, February 28, 2011

Present:
Committee: Michael S. Mason, Chairman; William Finger, Laurence B. Simon, Leslie L. Tarkington
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director;
Board: Nancy Barton, Randall Huffman, Art Norton, Jeff Ramer
Other: John Crary, Town Administrator, Dustin Anderson, Executive Assistant to the First Selectman, Genny Krob, RTM, Steve Warzoa, RTM, Leslie Moriarty, Board of Education, John Blankley, RTM.

Mr. Mason called the meeting to order at 10:06 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, March 9, 2011 at the BET Budget Committee Decision Day meeting. The topics generally covered revenues, expenses and capital projects in a number of different areas.

Ms. Mason instructed Mr. Gieger to insert the operating model into the budget book in the Budget Schedules section and revise the pages.

Mr. Mynarski read from a prepared list with the following recommended revenues adjustments:

1. Department 130 – Finance – Administration – reduce Interest Earned on Investments by $100,000.
2. Department 139 – Tax Collector – increase Prior Year Tax Collections by $100,000.
3. Department 161 – Planning and Zoning Board of Appeals – create a new account for the collection of fees - $100,000.
4. Department 620 – BOE Instruction – add $1,500,000 for the recognition of Special Education cost reimbursements. Mr. Gieger was instructed to report back to the Budget Committee where the total of $1,500,000 in expenses will be located in the BOE budget.
5. Department 620 – BOE Instruction – increase the Education Cost Sharing Grant amount by $489,000, as per the Governor’s budget.
6. Department 997 – State and Federal Grants – reduce the Boat Registration Grant of $100,000 to $0. The program funding is discontinued, per the Governor’s budget. The program will be returned to the local municipalities effective with the Grand List of October 1, 2011 for each town. The revenues would then be received in the fiscal year of 2012-2013.
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9. Department 998 – Miscellaneous Revenue – increase the Cancellation of Prior Year’s Encumbrances by $50,000.
10. Department 998 - Miscellaneous Revenue - reduce the account, Not Otherwise Classified by $500,000. The monies will be reclassified to another account by adding $900,000 for Cos Cob Power Plant reimbursement to an account to be established.

11. Department 999 - Transfers From/To Other Funds - reduce the Retirement Reserve Fund transfer by $150,000. An expense account in Department 131 will be reduced by the same amount.

This concluded the revenue adjustment portion of the meeting.

Mr. Mason proceeded to go through the operating budget by each department, stopping for the following recommended operating budget adjustments:

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2. Department 130 - Finance - increase Account #51490 - Professional Services by $50,000 to issue a Request for Proposal for a study of the Finance, Information Technology, Tax Collection, Assessor and other Town Hall first floor departments on staffing subsequent to the completion of the Human Resources RFP study currently in process.

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13. Department 401 – Health Department – the Committee recommended eliminating the “Public Health Emergency Coordinator” position for $75,695. Mr. Gieger informed the Committee that if the position was eliminated, the grant revenue in the General Fund for $61,000 would have to be eliminated.

14. Board of Education Budget – The Committee recommended cutting $400,000 from the BOE budget. Mr. Simon asked a number of questions regarding grant funded BOE employees. Mr. Gieger informed Mr. Simon that there are 50 full-time equivalent positions in the Grant Fund. Mr. Gieger informed Mr. Simon that there is $540,000 coming back to the Town in fringe benefit reimbursements. Mr. Simon felt the figure was too low and Mr. Gieger stated that they don’t get charged for pension costs and FICA, only the Medicare portion. Mr. Simon requested that a list of grant funded people be compiled and the individual healthcare costs analyzed for accuracy. Mr. Finger asked what grant funded people budgeted at less than 1.0 are doing in the remainder of their job. The Committee suggested adding $1,500,000 to the budget for Special Education costs, offset with a revenue line amount of $1,500,000. Ms. Tarkington asked why the sewer bill was so low. It was explained that the BOE does not pay for sewers, but pays for the one school with septic, Parkway School. Ms. Tarkington asked about utility costs. Mr. Crary provided the Committee with a report entitled “Energy Commodity Usage and Prices” detailing usage, costs, contract terms and vendor.

15. Department 901 – Fixed Charges – Mr. Gieger reported that the Healthcare and HSA Contribution lines need to be increased. It was decided to increase the HSA Contribution from $1,180,000 to $1,500,000. The change was due to updated information.

16. Department 999 Transfers From/To Other Funds – the Committee recommended subsidizing the School Lunch Fund by $75,000 and redoing the budgetary page to reflect more accurate numbers. The Committee also recommended subsidizing The Nathaniel Witherell Revolving Fund for $118,000 to keep their fund balance at a break even figure. It was also recommended to condition $125,000 for the sprinkler capital project. Ms. Tarkington asked about the Medicare a revenue increase of 20.6%. The Committee recommended decreasing the Risk Fund contribution from $1,000,000 to $500,000.

17. OPEB Fund budget was reviewed and it was decided that updated figures are needed. Mr. Gieger offered to update the budget page for the OPEB budget.

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The final portion of Consolidation Day was devoted to Capital Project items. The following projects were discussed:

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2. GHS MISA – Mr. Simon asked Ms. Moriarty to tell the Committee how much it is anticipated that will be reimburse from the State of Connecticut for school construction reimbursements. Ms. Moriarty responded that the Governor’s budget reflect a decrease in the reimbursement rate for new construction from 20% to 15% of eligible costs. Her estimates are for a range of $1.7 million to $3.9 million. There was a discussion about waiving building permit fees to be further discussed on Decision Day.

3. Fire Apparatus and Equipment – Self contained breathing apparatus capital project – The Committee would like to know for Decision Day; 1) How many units currently exist and their age, 2) How many units will be owned in total, including Volunteers, 3) How long do they last and what is the program cost?

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15. Mr. Mason asked Mr. Crary to look at what capital projects can be deferred.

This concluded the capital projects review portion of the meeting.

The meeting adjourned at 3:12 P.M.

Respectfully submitted,

[Signature]

Peter Mynarski, Recording Secretary

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1. Central Fire House – the Committee would like to know for Decision Day, how much it cost to get through the 100% drawings stage.
2. GHS MISA – Mr. Simon asked Ms. Moriarty to tell the Committee how much it is anticipated that will be reimburse from the State of Connecticut for school construction reimbursements. Ms. Moriarty responded that the Governor’s budget reflect a decrease in the reimbursement rate for new construction from 20% to 15% of eligible costs. Her estimates are for a range of $1.7 million to $3.9 million. There was a discussion about waiving building permit fees to be further discussed on Decision Day.
3. Fire Apparatus and Equipment – Self contained breathing apparatus capital project – The Committee would like to know for Decision Day; 1) How many units currently exist and their age, 2) How many units will be owned in total, including Volunteers, 3) How long do they last and what is the program cost?
4. Eastern Greenwich Civic Center Roof – should the Town purchase a roof if the building, the building will not be replaced in the next six years.
5. The Committee wanted to know if we own Shubert Library.
6. Strickland Brook – Mr. Simon wanted a reconciliation of the costs. Mr. Crary explained the costs for the project and that the survey costs were a small portion of the total $255,000 for the project.
7. Board of Education – Food service equipment – Mr. Mason wanted to know if we ever charged capital projects to the Public School Lunch Revolving Fund. Mr. Gieger responded no, during his time.
8. Byram Pool Master Plan – there was a discussion about the $45,000 contribution from the Parks and Recreation Foundation and the role of the Junior League. The Committee recommended conditioning funds, subject to receipt of private funds.

9. Streets and Bridges – Sidewalk Improvements – The Committee recommended deferring the $45,000 for one year until Hearthstone is done.

10. Town Hall Space Utilization – Mr. Simon asked where the plans for the Land Use Agencies and Building Department Integration are and what happened to the project.

11. Tax Collection and Assessment Software Module – The Committee wanted to condition the funds until the track record working with MUNIS and ProVal of the desired vendor was proven. Mr. Crary countered that the RFP hasn’t been issued and the vendor has been selected yet.

12. Fleet Maintenance Software – The Committee wanted to know who the evaluation committee is. Mr. Crary responded that the selection would be led by Jay Domeseck, the Fleet Director. The Committee also wanted to know what the proposed Fleet maintenance software does that the current one doesn’t, how common is the proposed system and will the fuel system be integrated into the new software.

13. Mr. Ramer made a point of indicating that there are a number of capital projects contained with the requests that are clearly operating expenses.

14. Ms. Tarkington reminded everyone that we still need the legal opinion from Gene McLaughlin, Law Department, regarding the charging of drainage, storm water and sewage projects to either the Sewer Maintenance or Sewer Improvement Fund.

15. Mr. Mason asked Mr. Crary to look at what capital projects can be deferred.

This concluded the capital projects review portion of the meeting.

The meeting adjourned at 3:12 P.M.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Michael S. Mason, Chairman