1. BET Budget Comm. Decision Day 1 Documents

Documents:

APPROVED_BET_BUDGET_COMM_DECISION_DAY_ONE_MINUTES_03-09-11.PDF
SUB_TO_APP_BET_BUDGET_COMM_DECISION_DAY_ONE_MINUTES_03-09-11.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE
DECISION DAY ONE FY12 BUDGET
MINUTES
Town Hall Meeting Room - 9:00 A.M.
Wednesday, March 9, 2011

Present:

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

Staff: Roland Gieger, Budget Director; Peter Tesei, First Selectman, John Crary, Town Administrator; Dustin Anderson, Executive Assistant to First Selectman, Selectman; Bob Lichtenfeld, Director of Business Operations, BOE; Ben Branyan, Director of Budgets BOE, Amy Siebert, Commissioner of Public Works, David Ridberg, Police Chief, Mark Kordick, Police Captain, Greg Hannigan, Police Administration, Robert Kick, Assistant Fire Chief, Jay Domeseck, Fleet Manager, Al Monelli, DPW, Tom Greco, Parks and Recreation.

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

RTM: Genny Krob, Jim Boutelle, Steve Warzoha, Despina Fassuliotis

Other: Leslie Moriarty, Board of Education

Mr. Mason called the meeting to order at 9:03 AM.

The Committee then proceeded to review each department individually. The following actions were taken by the Committee and unless noted all decisions were unanimous, with 4 to 0 concurrences:

- Reduce Account A109-51300 – Temporary Salaries, Human Resources by $18,500 from $103,000 to $84,500 upon the Department’s request.
- Increase Account A130-51490 – Professional and Other Special Services, Finance, by $50,000 from $25,000 to $75,000 to perform an Administration Consolidation Study (ACS) and subsequent implementation.
- Decrease Account A131-51490 – Professional and Other Special Services, Retirement Administration, by $150,000 from $1,380,000 to $1,230,000 for lower retirement management fees upon the department’s concurrence.
- Increase Account A135-51010 – Regular Salaries by $1,000, from $784,390 to $785,390 to reflect a pay increase for the Assessor omitted from the original budget request.
- Mr. Finger made a motion to roll back Board of Assessment Appeals salaries to fiscal year 2007-2008 levels, seconded by Mr. Simon. The motion passed 4 to 0 to reduce Account A136-51490 from $32,500 to $27,500. The Chairman will receive $7,500 and the remaining members would receive $5,000 each to be made in two payments.
- Condition account A136-51300(Board of Assessment Appeals) in the amount of $8,000 pending the results of the Administrative Consolidation Study.
- Condition account A135-51300(Assessor) in the amount of $32,000 pending the results of the Administrative Consolidation Study.
• Increase Account A139-51010 – Tax Collector – Regular Salaries – by $800 to reflect an increase for the Tax Collector's salary which was omitted from the original budget request. Line item was increased from $402,981 to $403,781.

• Condition account A139-51300(Tax Collector) in the amount of $20,000 pending the results of the Administrative Consolidation Study.

• Condition account A150-51300(Town Clerk) in the amount of $19,000 pending the results of the Administrative Consolidation Study.

• There were extended discussions on the Fire Department Training budget increase in Account A202-51100 – Overtime Services. Assistant Chief Robert Kick attributed the budgeted increase to Greenwich Fire Personnel training in Stamford, CT., which was due in part by the delayed construction of the Fire Training Tower at North Street. No change was proposed for this account.

• There were discussions on the amount budgeted for Account 51100 – Overtime Services. Assistant Chief Kick stated the current run rate for overtime was being driven by sick time and workers' compensation cases not seen at these levels in past years. No change was proposed for this account. The Committee later recommended to the full BET a condition on 50% of account A205-51100 – Overtime Services, “subject to release by the BET upon receipt and acceptance of a plan that addresses Overtime use and Workers' Compensation expenses”.

• Mr. Simon asked how the current contribution rates were arrived at for Account 208-57100(Fire Department Volunteers Healthcare Costs). It was explained that the original contribution rate of 33.3% was instituted by a group of Town officials about 10 years ago. Mr. Finger questioned why volunteers that are not responding to fires can get the healthcare coverage. Based on the lack of answers provided to a variety of Budget Committee questions Mr. Simon made a motion to reduced A208-57100 from $197,000 to $67,000, seconded by Mr. Finger.

• Mr. Simon asked Chief Ridberg about the plan to hire a Deputy Chief and when it would occur. Chief Ridberg responded that it would occur after July 1, 2011. Captain Kordick led discussions on the Connecticut Office of Statewide Telecommunication' Enhanced 911 Communications Grant and alerted the Budget Committee that they would be coming to the March 2011 meeting to request use of $350,000 of these grant funds for new software, training and back-up data equipment. Ms. Tarkington asked about the use of asset forfeiture funds and if they could be used for the rental of undercover cars in narcotics investigations. Chief Ridberg cautioned the Committee that asset forfeiture funds can not be used to supplant operating costs and there are certain guidelines that have to be met.

• A variety of small Department of Public Works accounts were changed to reflect a net increase of $11,750.

• Ms. Tarkington asked about the reporting lines of authority for the three traffic engineering personnel charge to the Parking Fund and reporting to Public Works supervisory personnel. No changes were proposed for Public Works.

• Mr. Mason expressed his dissatisfaction about the transparency of the Fleet Operations and the need for more information in this area. Ms. Tarkington questioned the Fleet Director about the use of GPS systems in town vehicles. No changes were proposed for Fleet Maintenance.

• The Committee decreased Account 401-51980 (Health Department – New Positions) by the total amount of $75,695. This action resulted in the elimination of the full time position request for a Public Health Emergency Coordinator. The action also results in reducing a revenue line item for grant proceeds that will not be receipted in the Grant Fund.

• Mr. Simon made a motion to increase the Board of Education budget by $1,354,821 as follows; Account A6201753-51420 – Professional Medical and Dental, increase by $311,609, Account A6201753-52080 – Tuition Payments – Public, increase by $731,603
and Account 1 A6201753-52140 – Transportation of Pupils – EMO, increase by $311,609. The motion was seconded by Mr. Mason and it passed 4 to 0. Mr. Simon noted that there will be an identical increase for the same amount in revenues.

- Mr. Simon made a motion to cut the Board of Education budget Account A6201753-51990 by $500,000, seconded by Mr. Mason. There was an extended debate on this issue led by Mr. Finger who stated the Committee is sending the wrong message and were reacting to the actions of certain RTM members to cut the budget. The motion passed 3 to 1 with Mr. Mason, Mr. Simon and Ms. Tarkington voting for the reduction and Mr. Finger voting against the motion.

- The net effect of the two motions was an $854,821 increase in the Board of Education operating budget (as noted earlier there is a $1,354,821 increase to revenues offsetting the increase in the operating budget).

- Reduce Account 710-54150 (Perrot Library – Maintenance of Furniture, Fixtures and Equipment) by $3,000, from $15,000 to $12,000.

- The Committee recommended increasing Account A901-57080 – Fixed Charges – HSA Contributions by $320,000, from $1,180,000 to $1,500,000.

- Increase the Contribution to the School Lunch Fund by $133,000 to bring the expected Fund Balance to zero at the end of FY12. The account number to be determined by Finance.

- Increase the Contribution to the Nathaniel Witherell Revolving Fund by $118,000 to bring the expected Fund Balance to zero at the end of FY12. The account number to be determined by Finance.

- Reduce the Account A999-57122 – Contribution to Risk Fund – by $500,000, from $1,000,000 to $500,000.

The meeting adjourned for lunch at 12:30pm and reconvened at 1:08pm.

The discussion began with Mr. Greco and Mr. Siciliano concerning the Park Ranger Program. Mr. Greco explained that they wanted to expand the pilot program from 2 to 9 park rangers and include Greenwich Point, Island Beach Dock, Byram Shore Beach and Great Captain Island beyond the program at Island Beach during last year’s season. Mr. Greco stated the budget request included training. Ms. Tarkington suggested limiting the program to 2 or 4 rangers and get feedback from the public. Mr. Finger questioned how we would benchmark the results of the program and gave an example of Greenwich Point where there was no record of complaints warranting the program expansion. There were no changes recommended for this program.

Mr. Mason gave an extended presentation on the operating and capital financing models prepared by the Finance Department. The presentation was highlighted by a variety of capital financing scenarios and how they impact the Town of Greenwich budget.

Mr. Mason then proceeded to discuss the Capital Projects with a review of each capital project as listed in ranking order. The following discussions were held and actions taken:

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complete the architectural drawings and the project would be ready for bidding in the April 2012 time frame.

- Mr. Simon and other Committee members then questioned Mr. Monelli on what financing he would need for fiscal year 2011-2012 to keep the project going. Mr. Monelli offered that the costs for the Holly Hill Lease, Construction Management and the Architects would be approximately $2,050,000. At the conclusion of these discussions, Mr. Simon made a motion to appropriate $2,050,000 for the aforementioned components listed by Mr. Monelli, seconded by Mr. Mason. The motion passed 4 to 0.

- The Committee then asked Mr. Monelli to estimate the costs for Land Use approvals for the temporary modular’s to house the displaced Central Fire House equipment. Based on Mr. Monelli’s estimation, Mr. Simon moved to appropriate $125,000 for the temporary modular’s to house the fire equipment from the Central Fire House, seconded by Ms. Tarkington. Mr. Mason asked if this would be a one engine station and Mr. Monelli answered yes. Mr. Mason further stated his lack of support for the temporary station at the Horseneck lot. The motion passed 3 to 1 with Mr. Mason voting against. Mr. Mason concluded by saying that he will ask the BET to condition this project. The BET later voted to condition the project “subject to release by the BET upon limiting the project to a one engine structure”:

- There was a discussion with Mr. Monelli and Ms. Siebert regarding the Fire Training Tower being pulled from the fiscal year 2011-2012 capital project budget. Both exclaimed that they didn’t have the manpower resources to do the project in FY12 unless other projects were moved out to future years.

- The Committee proceeded to discuss the Greenwich High School Music Instructional Space and Auditorium (MISA) capital project for $28,815,000. Mr. Mason began by reminding those in attendance about the previous capital financing discussions and how large projects like MISA stress the model. Mr. Mason stated that the MISA project does not fit the model at this time and made a motion to reduce the $28,815,000 request to zero, seconded by Ms. Tarkington. Ms. Tarkington stated she is not cancelling the project but deferring the project. Mr. Mason stated that he would like to see the project delayed until after Glenville School is paid off. Mr. Mynarski informed the Committee Glenville had four more years of debt service payments and would be debt free in fiscal year 2015-2016. Mr. Finger stated he is against zeroing out the project and after a lengthy discussion the motion failed 2 to 2 with Mason and Tarkington for the motion to delete and Simon and Finger against the motion to reduce the project to zero.

- Mr. Walko asked Mr. Pellegrino and Mr. Finger about the tie breaking vote process at the full BET level based on their recent work on the Policy and Procedures Committee. Both Mr. Pellegrino and Mr. Finger offered that as of now the draft of the revised Policies and Procedures/Reference Handbook they are working on, and which they will be putting forth to the full BET for consideration, provides that amendments at the BET level would require a simple majority vote, but appropriations require seven affirmative votes and the Chairman of the BET would have the tie breaking vote. Mr. Finger offered that on a matter such as MISA he hoped that no one stands behind an abstention reducing the necessary number of votes to break a tie.

- There was a discussion on the North Street School Traffic Construction project with no action taken.

- There was a discussion on the Byram Pool Master Plan project and the project was conditioned “subject to release by the BET upon receipt of $45,000 of private funding for the Byram Park/Pool Project”.

- There was a discussion on the Self Contained Breathing Apparatus project. Mr. Crary provided the Committee with a handout that detailed answers the Committee previous had and this resulting in no further taken. The key detail missing from the presentation was that a firefighter can use two or three of these apparatus while fighting a fire and that they are not firefighter specific.
• On a motion by Mr. Mason to cut the Streets and Bridges, Sidewalk Improvement project from $45,000 to $0, seconded by Ms. Tarkington, The motion passed 4 to 0.
• There was a discussion on the Town Hall Space Utilization project and the project was conditioned "subject to release by the BET upon acceptance of a Town Hall Space Utilization plan that addresses the BET's objective of further improving the Town's operating efficiencies".
• There was a discussion about conditioning the $250,000 for the Tax Assessment and Collection Software module. After a lengthy discussion which included both John Crary and Peter Mynarski, the committee felt reassured that we would select a module that has a proven track record of interfacing with both MUNIS and ProVal (the version currently operated by the Town). Both John and Peter are on the implementation team for this module.
• There was a discussion on the Information Technology, Strategic Technology Review project and the project was conditioned "subject to release by the BET upon receipt and acceptance of an RFP for an IT Strategic Technology Review of adequate scope that addresses a Town wide IT organizational structure".
• There was a discussion on the Fleet Maintenance Software project with no action taken.
• There was a discussion on the Nathaniel Witherell capital projects resulting with a condition "subject to release by the BET upon demonstrating the need to do the sprinkler project outside of the Project Renew capital project. In addition, the $118,000 contribution to The Nathaniel Witherell will also be subjected to the same condition".

**Other Funds:** The Committee proceeded to act on the following funds:

• Recommendation to accept the Sewer Maintenance Fund as submitted for an amount of $16,387,116
• Recommendation to accept the Sewer Improvement Fund as submitted for an amount of $7,504,000.
• Recommendation to accept the Nathaniel Witherell Fund as submitted for an amount of $24,395,634.
• Recommendation to accept the School Lunch Fund as submitted for an amount of $3,882,435.
• Recommendation to accept the Parking Fund as submitted for an amount of $3,382,551.
• Recommendation to accept the Griffith E. Harris Golf Fund as submitted for an amount of $1,951,772.
• Recommendation to increase and accept the OPEB Fund as submitted for an adjusted amount of $8,425,000.

**Revenues:** The Committee proceeded to recommend the following revenue adjustments:

• Decrease A130-46110 – Interest Earned on Investments by $100,000.
• Increase A139-41110 – Tax Collections – Prior Years by $100,000.
• Increase A161-TBD – Planning/Zoning Permit Fees by $100,000.
• Increase A196-44090 – Senior Center Cafeteria Receipts by $10,000.
• Increase Police revenues by $136,000. The account to be determined by the Finance Department.
• Decrease A401-43400 – Health-Administration-State Grant by $61,000.
• Increase A620-43451 – BOE Education Cost Sharing Grant by $490,000.
• Increase A620-43401 – BOE Special Education Cost Reimbursements by $1,354,821.
• Decrease A997-43404 – State and Federal Grants – Boat Registration by $100,000.
• Decrease A997-43456 – State and Federal Grants – Pilot – New Equipment by $70,000.
• Increase A998-49055 – Miscellaneous Revenue – Cancellation of Prior Year’s Encumbrances by $50,000.
• Decrease A998-49040 – Miscellaneous Revenue – Not Otherwise Classified by $500,000.
• Increase A998-TBD – Miscellaneous Revenue by $900,000 for the Cos Cob Remediation Reimbursements.
• Decrease A999-49119 – Transfers From/To Other Funds – Retirement Reserve Fund by $150,000.

Resolutions

The recommended Resolutions with adjustment were distributed but not discussed at this meeting.

Mr. Mason’s final comments dealt with the question of whether the budget contains enough funds for Healthcare and the Pension Contribution to the Defined Benefit Plan. After a discussion period, no additional funds were recommended.

Meeting was adjourned at 4:50 pm.

Respectfully submitted,

[Signature]

Peter Mynarski, Recording Secretary

[Signature]

Michael S. Mason, Chairman
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- Increase A620-43451 – BOE Education Cost Sharing Grant by $490,000.
- Increase A620-43401 – BOE Special Education Cost Reimbursements by $1,354,821.
- Decrease A997-43404 – State and Federal Grants – Boat Registration by $100,000.
- Decrease A997-43456 – State and Federal Grants – Pilot – New Equipment by $70,000.
- Increase A998-49055 – Miscellaneous Revenue – Cancellation of Prior Year’s Encumbrances by $50,000.
- Decrease A998-49040 – Miscellaneous Revenue – Not Otherwise Classified by $500,000.
- Increase A998-TBD – Miscellaneous Revenue by $900,000 for the Cos Cob Remediation Reimbursements.
- Decrease A999-49119 – Transfers From/To Other Funds – Retirement Reserve Fund by $150,000.

**Resolutions**

The recommended Resolutions with adjustment were distributed but not discussed at this meeting.

Mr. Mason’s final comments dealt with the question of whether the budget contains enough funds for Healthcare and the Pension Contribution to the Defined Benefit Plan. After a discussion period, no additional funds were recommended.

Meeting was adjourned at 4:50 pm.

Respectfully submitted,

Peter Mynarski, Recording Secretary

Michael S. Mason, Chairman