

1. BET Budget Comm. Meeting Documents

Documents:

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FINAL_BET_BUDGET_COMM_MEETING_MINUTES_03-13-07.PDF
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TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MEETING
CONE ROOM
TUESDAY, MARCH 13, 2007
6:30 PM

AGENDA

Requests for Budget Adjustments

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
SE-15	First Selectman P935-57350		Additional Appropriation Thiel vs. TOG
ED-7	Board of Education Z6801792-59550-25110	<u>\$ 25,000</u>	Approval to Use HA Bldg-Fixed Equipment
ED-8	Board of Education A6201791-52020	<u>\$ 1,389</u>	Approval to Use Printshop
ED-9	Board of Education A6401792-52220	<u>\$ 482,042</u>	Additional Appropriation Electric Service
FL-2	Fleet A380-53510	<u>\$ 50,000</u>	Transfer Parts for Auto Equipment
NW-3	Nathaniel Witherell A450-51000 A450-52000 A450-53000 A450-54000 & 56000	<u>\$ 3,870,163</u> 3,160,568 240,173 342,361 127,061	Release of Conditions Salary & Fee Expense Service Expense Supply Expense Maintenance Expense
SS-3	Social Service A501-51000 A502-51000 A509-51000 A510-51000	<u>\$ 741,345</u> 103,794 348,593 111,027 177,931	Release of Conditions Salary Expense Salary Expense Salary Expense Salary Expense

Approval of Budget Committee Meeting Minutes for:

Board of Education presentation 02/05/07
Budget Committee Public Hearing 02/05/07
Fixed Charges and Revenue 02/07/07
Capital Budget 02/08/07
Regular Meeting of the Budget Committee 02/13/07
Departmental Hearings - Day One 02/15/07
Departmental Hearings – Day Two 02/16/07
Consolidation Day 02/26/07
Decision Day 02/28/07

2007-2008 Budget Issues:

Discussion of The Tomac Wall Capital Project

Conditions of Retirement Board Budget

External entities \$50K Child Guidance

Additional nurse staff for private school

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TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MINUTES
Cone Meeting Room
Tuesday, March 13, 2007

Present:

Committee:

Stephen Walko, Chairman; Edward Krumeich (arrived 6:36 P.M.),
Michael Mason, Larry Simon

Ex Officio Board Member:

James Lash, First Selectman

Board:

Nancy Barton, William R. Finger, James Himes, Arthur Norton, Alma
Rutgers, Robert Stone, Leslie Tarkington, Peter Tesei

Staff:

Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Ed
Gomeau, Town Administrator; Betty Linck, Fleet; Fred de Arrango, Law
Department

Also Present:

Colleen Giambo, Dr. Susan Wallerstein, Leslie Moriarty, Richard
Calcavecchio, Greenwich Public Schools; William Kowalewski, David
Ormsby, Raymond Augustine, Don Fritz, The Nathaniel Witherell; Dr.
Victoria Anyikwa, Dina Goldstein, Dr. Russell Turk, Kimberly
Tarenwahr, Steve Maxwell, Shirley Jancwicz, Department of Social
Services

The meeting was called to order at 6:30 P.M.

Requests for Budget Adjustments

SE-15 FIRST SELECTMAN- Additional Appropriation- \$11,500

Request for additional appropriation:

\$11,500	to	P935-57350	Settlement
\$11,500	from		Risk Fund Balance

This request is made for an appropriation for the settlement of Thiel v. Town of Greenwich. This lawsuit involves a fall on the sidewalk at the Steamboat Road entrance to the parking lot of Greenwich Plaza. Plaintiff sustained a fracture of her left foot. The settlement was approved by the Law Committee.

Mr. Walko suggested that to make the process more efficient, a policy of the BET Budget Committee in consultation with the BET Law Committee should be that any amount \$25,000 or less for settlement purposes would first be presented to the Law Committee. The Law Committee would then make its presentation to the Budget Committee without the need for the Law Department to be present. If the total dollar amount exceeds \$25,000, the Law Department would be present to answer questions.

Upon a motion by Mr. Krumeich, seconded by Mr. Mason, the Budget Committee voted 4-0 to adopt a policy that the Law Department would not routinely come before the Budget Committee for settlement amounts of \$25,000 or less, and that they would only come before the Law Committee.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-7 BOE- Approval to Use- \$25,000

Request for approval to use:

\$25,000	to	Z6801792-59550-25110	HA Building-Fixed Equipment
\$25,000	from		Gift

The Ruth Brown Foundation has generously agreed to underwrite the design and installation of a mural at the new Hamilton Avenue School. The cost of the project is estimated to be between \$22,000 and \$25,000. Last fall a committee selected Evergreen Painting Studios, Inc. to execute the mural, based on a request for proposals issued last fall. Attorney Mike Harris, representing the Foundation, will participate along with District leaders, the Hamilton Avenue School community and Building Committee members in the final design selection.

The gift will be received as cash, which will be credited to the Hamilton Avenue Building Committee account to oversee the purchase and installation of the project. The Budget Committee has the authority to appropriate the funds but not to accept the gift.

This gift will be presented to the RTM in April.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-8 BOE- Approval to Use- \$1,389

Request for approval to use:

\$1,389	to	A6201791-52020	Printshop
\$1,389	from	A620-49060	Refund of Expenditures

This request is for permission to use funds received by school PTA groups to the operating budget from revenue for expenses incurred at the Havemayer Print Shop.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-9 BOE- Additional Appropriation- \$482,042

Request for additional appropriation:

\$482,042	to	A6401792-52220	Electric Service
\$482,042	from		Contingency

With detailed data on electric rate structures now available, total district electric service cost of \$2,162,042 are forecast for the FY 2006-07. The resulting budget line overruns for electric service are in turn estimated at \$482,042. Expenditure estimates for each of the district's 25 accounts encompassing eight (8) different CL&P rate structures were computed to arrive at this forecast. This estimate has been updated as of February 28, 2007.

It was explained at the March Budget Committee meetings that funds for the utilities line will be exhausted in April and the District will be unable to pay for March billings. Mr. Calcavecchio explained that the last projection was approximately \$475,000. This information was reviewed at the March meeting.

Mr. Simon pointed out that the numbers stabilized after one month's time.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

FL-2 FLEET-Transfer-\$50,000

Request for transfer:

\$50,000	to	A380-53510	Parts for Auto Equipment
\$50,000	from	A380-54920	Less credits received from JV'S

This request is made due to heavy parts usage, major repairs and parts purchased including four additional vehicles/equipment.

Ms. Linck explained that in general, the cost for vehicle parts is increasing.

Ms. Linck said that the 492 account is reimbursement for labor done for billable town departments. The 392 account is reimbursement for the fuel and parts for those same departments.

The Fleet Department has acquired twelve new vehicles and twenty eight pieces of equipment in the last eighteen months. She provided a projection of the cost to maintain this equipment. Repair costs since July 1, 2006 were also included.

Mr. Walko asked if when formulating the budget, the requests of other departments in that given year taken into consideration. Ms. Linck said that she tries to stay within the 3.5% guideline increase.

Ms. Linck explained that part of this expense is from new equipment and additional cost of maintenance and parts for the new equipment.

Vendors are paid out of the 425 account; claims are then submitted to Risk Management deducting the first \$500. Risk Management reimburses into the 492 account. Money not spent for repairs but spent on accidents come out of the 425 account and into the 492 account.

Mr. Walko wanted clarification on the increase for cost of parts relative to new acquisitions. For every piece of equipment there is a cost to maintain it. Ms. Linck tries to anticipate these additional costs. An example is for a new Bobcat; in year one, an additional \$700 for tires is needed. Ms. Linck explained that the Bobcat uses two types of tires, and both need to be kept on hand. Ms. Linck was not sure if every Bobcat in the Fleet needed two sets of tires.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

NW-4 NATHANIEL WITHERELL-Release of Conditions-\$3,870,163

Request for release of conditions:

\$3,160,568	to	A450-51000	Salary and Expense Fees
\$ 240,173	to	A450-52000	Services Expense
\$ 342,361	to	A450-53000	Supply Expense
\$ 127,061	to	A450-54000 and 56000	Maintenance Expense

This request is for the release of funds for the fourth quarter FY 2007. This represents 23.3% of the 2007 FY budget. The BET has previously approved the release of funds for use in the first three quarters of \$12,716,254.

Mr. Augustine said that revenues through the month of January 2007 for TNW are \$11,487,929 versus a budget of \$11,347,219, showing a favorable variance of \$140,710. A profit of approximately \$15,000 is shown for February 2007.

Operating expenditures for the first seven months of the fiscal year were \$9,069,093 compared to budgeted \$9,896,418. This is a favorable variance of \$827,320 or slightly more than \$115,000 per month.

Costs including overtime have been kept down in the past seven months. Total hours of payroll are under last year's comparable period, with no reduction of quality of care.

In response to a question from Mr. Walko with regard to the status of labor negotiations, Mr. Kowalewski said that there are ongoing informational sessions between LIUNA management

and members. The management team has accepted the contract. The Teamster management team has not yet accepted the contract.

Mr. Kowalewski said that TNW is prepared to bring signed contracts to the March 28th RTM Labor Relations Committee from both negotiations. Ratification dates are yet to be determined.

Staffing models with relation to representations made at budget time are still on track.

Mr. Walko noted that he had attended the RTM BOC meeting the week before. There was question relative to the overall cost of Project Renew. There was a lack of comfort with the \$36.8 million figure, and asked if it were prudent to first issue a bonding resolution for the A&E money for the project, and then move forward with construction money in a subsequent year.

Mr. Ormsby said that he had received a similar suggestion from the RTM Special Committee. To ask the RTM to approve an amount of this size without details may be premature. Mr. Ormsby had not discussed details with other Board members, but was comfortable to go with a smaller number to get through a twelve to eighteen month time period in order to guarantee RTM approval.

This reduced amount would be between \$5 million and \$6.1 million. The amount has two components: \$3.6 million for architectural and engineering drawings and \$2.9 million for priority projects to be done under the CON. Mr. Ormsby said that additional details have been received with regard to the \$2.9 million, and believes that it would be closer to \$1.8 million.

Mr. Walko asked if this reduced appropriation would affect the CON application, and Mr. Ormsby said it would not. The amount appropriated would be committed to the Building Committee and the results of the CON application may not be known until 3-4 months after the formation of the Building Committee. Mr. Ormsby said that the present timeline assumes that if the Building Committee can be in place by June 2007, architectural work can begin in July.

The remaining funds would be requested in 2008-09, when models and design would be ready for BET and RTM review and approval.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

SS-3 SOCIAL SERVICES- Release of Conditions- \$741,345

Request for release of conditions:

\$103,794	to	A501-51000	Salary Expense
\$348,593	to	A502-51000	Salary Expense
\$111,027	to	A509-51000	Salary Expense
\$177,931	to	A510-51000	Salary Expense
\$741,345	from		Release of Funds

This request is for the release of funds as the Final installment of funds which is due March 15, 2007. 70% of the department's operating budget was subject to the receipt and acceptance of reports to the BET showing the department's progress toward the Board of Social Services goals: 1) transition to the new table of organization as proposed by the consultants, Brody, Weiser and Burns and 2) use of the EVOLV CS software to identify needs and provide for the more effective and efficient delivery of social services.

Dr. Anyikwa reported that at the last Budget Committee meeting that DSS attended, a request was made for departmental status update. This information had not yet been provided.

Dr. Anyikwa related a report on an ongoing case. The family required services of several town departments, and had in the past refused services. Dr. Anyikwa stressed the importance of gaining trust from the family, and explained that although DSS was a town agency, they were there to provide help. Among the services this family would require was temporary shelter, health and protective services. Hours were spent building the trust of the relationship between the family and the case worker assigned to them, and locating appropriate services.

Dr. Anyikwa reported that after five weeks, the family has been placed in an apartment with rigorous case management in place. Homemaker and food services were also necessary. When costs are looked at, there are many aspects including how many department heads were involved and case manager's time. This particular case required two case managers. Typically, a case would not require input from more than one department and would not be so involved.

Mr. Krumeich pointed out that while it may be difficult to put a dollar amount on the cost of services, in order to decide if the level of service is appropriate relative to the results gained, it must be determined what the level of service is. With the amount of information that has now been provided, this is somewhat clearer.

Dr. Anyikwa provided restructuring goals. Areas that need focus include:

1) Management-the goal is to solidify the infrastructure; strategies include reconfiguration of the Deputy Commissioner's position. Dr. Anyikwa introduced the new Deputy Commissioner, Mrs. Dina Goldstein, MSW. Strategies include improving relations with town departments and community agencies, and implementing standardized case loads.

2) Services and programs-the goal is to improve service delivery, and address the needs assessment; strategies are develop statistical reporting for each case worker, improve charting and documenting services, develop outcome measures, and review the services provided.

3) Staff development-the goal is to maintain a high capacity for delivery; statistics include in service training.

4) Budget- the goal is to work towards integrating the EVOLV program tracking system with outcome-based budgeting system. Ensure collaboration between program and budget staff.

Action plans include managing gaps, implementation of a policy manual and standardization of case loads. Case loads determine whether or not there are too few or too many case workers.

Dr. Anyikwa said that of 14 full time case workers, typically there are 220 days each worked through the year, and with an annual projection of 20,550 hours worked for all 14. This provides a guide which did not exist before.

Case management now shows the number of clients served, the number of hours of direct service, and costs, both direct and indirect. The information allows planning and to see what works and what makes sense as an evaluation tool.

Projected numbers for direct service hours for 14 full time case workers are 1,713 hours per month.

In December 2006, 12.8 staff members worked 1,625 hours, or 95% of the projected hours. The case workers typically work more hours than are expected. During the holiday season, part time and full time workers typically work more hours, with a slight decline in January.

Mr. Simon pointed out that this is a significant improvement, as this type of data was not available for the first five months of the fiscal year.

Dr. Anyikwa said that external entities present an opportunity to address service needs and allow for outsourcing. She pointed out that this also creates challenges that require planning.

Mr. Krumeich pointed out that if the external entities are viewed as a way for the town to provide indirect services in order to make sure clients receive a full range of services, that this is a very positive way to look at the issue.

This report provides accountability and has been a major focus. Providing monthly statistical reports for workers and creating projected levels of service used to measure levels of workers activities in a quantitative manner helps to guide case workers toward what is expected of them.

The contract for the EVOLV CS software has been signed. Installation and use of this program should occur within six months.

In response to a question from Mr. Simon with regard to the Contract Manager position, Dr. Anyikwa said that this person will be responsible for implementing the EVOLV system and monitoring of the External Entities. Right now this is a 25 hour position that will be evaluated for full time status at a later date. The Human Resources Department is drafting the job description.

Dr. Turk addressed the recommendations of Brody, Weiser and Burns. Many of the items to focus on, including policy manuals and clarification of policy and department will be the responsibility of the Deputy Commissioner. Dr. Turk said that the department is ready to proceed with implementation and integrating operational budget planning processes.

Youth programs and the family case work unit were recommended by the consultants to be moved to outside agencies. The two programs were reviewed to see if there were any viable agencies within the community that could take them over. Unacceptable barriers were encountered and the Boys and Girls Club expressed some reluctance to taking on the programs. It was determined that at this time, these two areas will remain within the DSS.

Mr. Walko noted that the Budget Committee was very pleased with the amount and content of the information provided.

Dr. Turk praised Dr. Anyikwa for the work she has done on this project.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

APPROVAL OF MINUTES

The minutes from the February Budget Hearings and the February Minutes from the Regular Meeting of the Budget Committee will require additional review and will be approved at the April Meeting of the Budget Committee.

2007-08 Budget Issues

There are no requests to remove any amounts from the Tomac Lane Wall repair or the Cliffdale Road Bridge.

The Condition for the Retirement Board Budget was read into the record by Mr. Walko:

“Conditioned upon acceptance by the Board of Estimate and Taxation of guidelines that the Retirement Board has adopted concerning the monitoring of money (investment) managers that provide quantitative triggers as well as qualitative procedures to be followed for both reviewing and terminating such managers.”

Mr. Stone noted that he has never seen a fund of this size without guidelines

Mr. Krumeich had concern that the Budget Committee was the only entity in the town that could place a condition on a portion of the budget. Once the budget goes through the process, it may not be possible to waive the condition.

A model of the guidelines for the Retirement Board has been offered to the Retirement Board and is under review.

Upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 3-1 to approve the condition. Mr. Krumeich opposed.

The issue of additional nursing staff for private schools is still under debate by the Board of Education as to whether this should be a full or part time position.

Mr. Walko asked if any Budget Committee members had any comment relative to TNW bonding resolution and the \$36.8 million.

Mr. Krumeich noted that the rationale for presenting the full bonding resolution was to get a vote on the entire project. Historically, projects of this type have been done in a two step process, the A&E money and the construction money.

Mr. Walko pointed out that the RTM would rather know in the beginning that the cost would be somewhere closer to \$42 million or \$45 million than appropriate the \$36.8 million requested.

Mr. Simon said that the size of the project should be considered.

Mr. Krumeich noted that it is easier for the RTM to along with appropriating \$5.6 million, than for them to go along with bonding for \$36.8 million. A smaller request for the dollars TNW needs right now seems to be a more prudent approach. This was the original submission. There needs to be certainty of what the lower number would be. Any changes in the resolution need to be put forward before a final decision is rendered.

Mr. Simon pointed out that it would be helpful to also have a timetable to go with the final number and what the expenditures would be along the way.

Mr. Gieger reported meeting with Scott Bassett from McGladrey and Pullen with regard to the future borrowing scheme and implications from an accounting standpoint. As a result of these discussions, Mr. Gieger determined that cleaning up the way that the town has been accounting for this is preferable.

In the past money from the general fund was put into capital non-recurring, then taken from capital non-recurring and put back into the general fund as revenue, and creating an appropriation in the capital project fund.

There was concern that this would decrease the transparency of the process, as it has been made more complex.

Mr. Gieger will prepare the adjustments.

There being no further business before the committee, upon a motion by Mr. Simon, seconded by Mr. Krumeich, the Committee voted 4-0 to adjourn the meeting at 8:45 P.M.

Respectfully submitted,

Valerie Zebrowski, Recording Secretary

Stephen G. Walko, Chairman



TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MEETING
CONE ROOM
TUESDAY, MARCH 13, 2007
6:30 PM

AGENDA

<u>Requests for Budget Adjustments</u>				<u>Votes</u>
<u>ROUTINE APPLICATIONS</u>				
<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
SE-15	First Selectman P935-57350	<u>\$ 11,500</u>	Additional Appropriation Thiel vs. TOG	4-0-0
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- Consolidation Day 02/26/07
- Decision Day 02/28/07



No Votes

2007-2008 Budget Issues:

- Discussion of The Tomac Wall Capital Project
- Conditions of Retirement Board Budget
- External entities \$50K Child Guidance
- Additional nurse staff for private school

No Votes

3-1-0

No Votes

No Votes

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