1. BET Budget Comm. Meeting Documents

   Documents:

   APPROVED_BET_BUDGET_COMM_MEETING_MINUTES_07-12-11.PDF
   BET_BUDGET_COMM_MEETING_AGENDA_07-12-11.PDF
   BET_BUDGET_COMM_MEETING_PACKET_07-12-11.PDF
   SUB_TO_APP_BET_BUDGET_COMM_MEETING_MINUTES_07-12-11.PDF
   VOTED_BET_BUDGET_COMM_MEETING_AGENDA_07-12-11.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday July 12, 2011

Committee:
Present: Michael S. Mason, Chairman; William R. Finger, Laurence B. Simon, Leslie L. Tarkington
Board: Nancy Barton, Randall Huffman, Art Norton, Joe Pellegrino, Jeffrey Ramer
Selectmen: Peter Tesei, First Selectman; Drew Marzullo, Selectman
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; David Ridberg, Chief of Police; Mark Kordick, Captain, Professional Standards Division; John Brown, Lieutenant, Operations Division, Police Department; Samuel Deibler, Director; Laurette Helmrich, Senior Center Administrator, Commission on Aging; Amy Siebert, Commissioner; Alan Monelli, Superintendent, Building Construction and Maintenance, Public Works Department; Peter Siecienski, Chief; Robert Kick, Assistant Chief; Brian Kelly, Volunteer Recruitment & Retention Coordinator, Fire Department;
Other: Stanley Thal, Sound Beach Volunteer Fire Department

The meeting was called to order at 5:30 P.M.

Requests for Budget Adjustments

Fiscal Year 2010-2011

CA-1 Commission on Aging – Transfer $10,000

Transfer:
$ 10,000 to A196-53350 Household
$ 10,000 from A196-51010 Regular Salaries

Mr. Deibler stated that this request is for household supplies related to the changeover to porcelain dinnerware from plastic disposables, including an upgrade in the sanitation equipment, and replacement of the furniture in the lounge at the Senior Center. Mr. Gieger explained that this is a combination of two transfers originally requested separately. A discussion followed regarding encumbrances and the FY 2011 closeout.

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

FI-1 Finance Department – Transfer $1,550,000
Transfer:
$1,478,000 to A902-57300 Workers Compensation
$ 72,000 to A902-57330 Unemployment
$1,550,000 from A901-57100 Healthcare

Mr. Mynarski stated that Workers Compensation is a self-insured account and catastrophic events can drive an overage, and included a report showing eight surgery claims showing a net cost of over $100,000 each in FY 2011. Mr. Mynarski explained that this request is to fund the Workers Compensation Account by using a surplus from the Group Healthcare Account and to replenish the Unemployment Account, which hasn’t been billed for May and June but will be accrued. A discussion followed regarding the types and frequency of Workers Compensation claims, and continued Workers Compensation costs for retirees and other non-employees.

Mr. Mynarski also requested that the Committee authorize the Finance Department to proceed tracking the post employment benefits for former and retired employees and charge the OPEB Fund effective July 1, 2011. This part of the discussion was deferred until September 2011.

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

Fiscal Year 2011-2012

PD-1 Police Department – Additional Appropriation $43,218

Additional Appropriation:
$ 38,718 to F2139-54050 Maintenance of Buildings & Structures
$ 4,500 to F2139-53070 Data/Word Processing Supplies
$ 43,218 from F2139-43493 911 Grants/Municipal

Captain Kordick explained that this request is to set-up an additional Emergency Operations Center in Police Headquarters. Chief Ridberg stated that this was part of the original plan for the Public Safety Complex. A discussion followed regarding locations, capabilities, accessibility, public safety dispatch and communications, costs and use of grant funding.

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

PD-2 Police Department – Approval to Appropriate Grant $600,000

Approval to Appropriate Grant:
$ 600,000 to F2138-59250-12199 Patrol Boat

Mr. Mason stated that the Police Department has supplied the answers to the Committee’s questions regarding the request to accept a Homeland Security Grant to fund the Acquisition of a Multi Function Boat. Mr. Mason also explained that the Police Department currently has a
Marine Division of three patrol boats, which are run six months a year on a scheduled patrol basis, and the proposed new patrol boat has a much broader scope of capabilities and equipment.

Chief Ridberg gave an overview of the fleet of patrol boats and Lt. Brown gave an overview of the Marine Division’s operations. Mr. Tesei stated that the Board of Selectmen unanimously supports the acquirement of the new patrol boat, and shared comments in answer to questions regarding trained staff, and the Volunteer Fire Departments’ use of boats for water and dive rescue. Lt. Brown also stated that additional grant funding is available to support maintenance of the vessel.

A discussion followed regarding the level of protection provided, various capabilities, Grant conditions or obligations, firefighting capabilities and concerns, and staff training.

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

PW-1 DPW – Release of Conditions $100,000

Release of Conditions:
$ 100,000 to Z345-59830-12136 Byram Pool Study

Ms. Siebert stated that the check in the amount of $45,000 has been received from the Parks & Recreation Foundation.

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

PW-2 DPW – Release of Conditions $150,000

Release of Conditions:
$ 150,000 to Z345-59560-12127 Town Hall Space Utilization

Ms. Siebert gave an overview of the Town Hall Maintenance Plan, stating that there is a great need to improve the Health Department’s laboratory facilities. Mr. Monelli gave an overview and shared drawings of the proposed changes. A discussion followed regarding accessibility, various department location changes, space utilization, land use agencies’ office locations and coordination with a Town Hall Master Plan, staff requirements, customer service challenges, usable swing space, changes made to and use of the building, and continued maintenance.

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

PW-2 DPW – Release of Conditions $175,000

Release of Conditions:
$ 175,000 to Z345-59560-11134 King Street Fire Station A&E

Meeting of the Board of Estimate and Taxation Budget Committee
July 12, 2011- Approved
Mr. Monelli stated that a number of ground tests for water were performed at 1327 King Street and only one location for a septic field has been determined feasible. He also gave an overview and shared a conceptual drawing of the plan with the Committee. A discussion followed regarding accessibility, traffic flow, firehouse requirements, septic capabilities and alternatives.

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

NEW BUSINESS

Volunteer Firemen Healthcare Discussion

Mr. Mason explained that there are several different programs in place for firefighter recruitment and retention, and some questions regarding these programs came up during the budget process. Mr. Mason reported that he and Mr. Finger attended a special meeting, with some of the volunteer representatives, held by Mr. Tesei and Chief Siecienski concerning the property tax and healthcare benefits. The BET had clarification from Chief Siecienski regarding the criteria, eligibility, and governance of the property tax credits program. Mr. Mason and Mr. Finger also met with Chief Siecienski and Asst. Chief Kick to discuss the healthcare benefits program. Since then, a great deal of information has been provided to the BET regarding the volunteer firefighters and the impressive amount of service that they provide to the Town. Mr. Mason also stated that the BET is looking for consistency, what the original intent of the program was, where it was, and the governance of the program.

Chief Siecienski stated that Ron Lally, of the First Selectman’s Office, is working on a report regarding the volunteer firefighters’ incentives and accountability for the Audit Committee, which will be presented in September. Chief Siecienski also stated that these incentives are necessary to recruitment and retention, and only twenty-four people are currently taking part in the healthcare program, so if any changes are to be made to the plan, there should be a transition period.

Mr. Tesei also shared comments regarding requirements and the value of the volunteer firefighters to the Town. Mr. Mason stated that the BET is looking for consistency, a clear criteria, and accountability in the program. A lengthy discussion followed regarding inequities and inconsistencies in the program, a transition plan, the cost of coverage, and the administration of the program. Mr. Thal also gave a brief presentation concerning the incentive program to the Committee.

Report of Status of Current Economic Conditions

Mr. Gieger presented the Selected Revenues and Spending Rate June 2011 report to the Committee, showing total revenues exceeded budget by $6,984,000 and spending was $7,160,000 less than appropriated. Mr. Gieger also presented the FY 2010 - 2011 Fund Balance Sheet, showing General Fund Balance June 30, 2011, $18,973,812, and Total Fund Balances $25,178,476. A brief discussion followed regarding fund balance.
FY 2012-2013 First Look


Mr. Mynarski requested that the Workers Compensation costs for retirees be funded through OPEB. A discussion followed regarding accountability, the types of claims, costs, and the impact on fund balance.

OLD BUSINESS

Discussion of Greenwich Debt and Fund Balance Policy

The Committee reviewed the Debt and Fund Balance Policies, May 3, 2011, as amended by the Budget Committee. Mr. Mason stated that the purpose of the debt policy is so we can see the impact of the appropriations made as they relate to Capital, see what the ceiling is, giving us opportunity to increase tax levy, reduce or increase borrowings. Mr. Mason stated that without a consensus there will be no policy. A discussion followed regarding the definition of debt, and draft versions of the policy.

APPROVAL OF MINUTES

Budget Committee Regular Meeting, June 15, 2011

Upon a motion by Ms. Tarkington, the committee voted 4-0 to approve the minutes from the June 15, 2011, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Michael S. Mason, Chairman
TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE MEETING  

Tuesday, July 12, 2011  
CONE MEETING ROOM  
5:30 P.M.  

**AGENDA**

<table>
<thead>
<tr>
<th>Requests for Budget Adjustments</th>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>2010 – 2011 Fiscal Year</td>
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<tr>
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<td>CA-1</td>
<td>Commission on Aging</td>
<td>$10,000</td>
<td>Transfer Replace Furniture Senior Ctr.</td>
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<td>A196 53350</td>
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<td>Fi-1</td>
<td>Finance</td>
<td>$1,550,000</td>
<td>Transfer Workers Compensation Unemployment</td>
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<td>A902 57300</td>
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<td>2011 – 2012 Fiscal Year</td>
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<td>PD-1</td>
<td>Police</td>
<td>$43,218</td>
<td>Additional Appropriation</td>
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<td>Maint. Bldgs &amp; Structure</td>
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<td>F2139 53070</td>
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<td>Data/Word Proc. Supplies</td>
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<td>PD-2</td>
<td>Police</td>
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<td>Patrol Boat</td>
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<td>PW-1</td>
<td>Public Works</td>
<td>$100,000</td>
<td>Release of Conditions</td>
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<td></td>
<td>Z345 59830</td>
<td></td>
<td>Byram Park Pool Study</td>
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<tr>
<td></td>
<td>PW-2</td>
<td>Public Works</td>
<td>$150,000</td>
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<td></td>
<td>Z345 59560</td>
<td></td>
<td>Town Hall Space Utilization</td>
</tr>
<tr>
<td></td>
<td>PW-3</td>
<td>Public Works</td>
<td>$175,000</td>
<td>Release of Conditions</td>
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<td></td>
<td>Z345 59560</td>
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<td>King Street Fire Station A&amp;E</td>
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New Business:
- Report of Status of Current Economic Conditions
- Discussion on Firefighters Healthcare
- 2012-2013 Budget First Look

Old Business:
- Greenwich Debt and Fund Balance Policy – sent electronically on 05/03 as a draft

Approval of BET Budget Committee Meeting Minutes:
- June 15, 2011 Regular Monthly Meeting

BET Budget Agenda 07/12/11
### Requests for Budget Adjustments

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<td>Z345 59560 11134</td>
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<td>King Street Fire Station A&amp;E</td>
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New Business:
- Report of Status of Current Economic Conditions
- Discussion on Firefighters Healthcare
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Old Business:
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Approval of BET Budget Committee Meeting Minutes:
- June 15, 2011 Regular Monthly Meeting

BET Budget Agenda 07/12/11
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: CA1

Department & Division: Aging Comm Senior Center

Action Requested: Transfer

Date of Submission: June 16, 2011

<table>
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<th>Object</th>
<th>Project</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>To:</td>
<td>A</td>
<td>196</td>
<td>53350</td>
<td>Household</td>
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<tr>
<td>From:</td>
<td>A</td>
<td>196</td>
<td>51010</td>
<td>Regular Salaries</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

To replace existing furniture in Senior Center which is more than fifteen years old. The pieces are threadbare and worn with the stuffing exposed. Also to cover the increase costs associated with household supplies including upgrade to existing sanitation services and the addition of non disposable tableware at the Senior Center.

Board Chairman: Lori Jackson
Department Head: Samuel E. Dibler

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: __________________ Comptroller: __________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

- [ ] Approved
- [ ] Disapproved
- [ ] Modified as follows:

Motion:__________________________________________________________
Second:__________________________________________________________

Clerk of the Board: _______________________________

This form should be submitted with 35 blue copies in addition to a current Appropriation Statement.
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: Fl 1

Department & Division: Finance
Action Requested: Transfer
Date of Submission: July 8, 2011

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<tr>
<td>To:</td>
<td>A</td>
<td>902</td>
<td>57300</td>
<td>Workers Compensation</td>
<td>1,478,000.00</td>
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<td>A</td>
<td>902</td>
<td>57330</td>
<td>Unemployment</td>
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<td>From:</td>
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<td>901</td>
<td>57100</td>
<td>Healthcare</td>
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</table>

Justification of Request:

This transfer request is to cover the increased cost of workers compensation healthcare costs and unemployment.

Board Chairman

Department Head: ____________________________

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: ____________ Comptroller: ____________________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

- Approved
- Disapproved
- Modified as follows: ____________________________

Clerk of the Board: ____________________________

This form should be submitted with 35 blue copies in addition to a current Appropriation Statement.
BET Budget Committee Meeting
July 12, 2011

Budgetary Transfer Request

The Finance Department is requesting a transfer of $1,478,000 from the Healthcare Account (A901-57100) to Department Code 902-57300 – Workers’ Compensation and $72,000 for Department Code 902-57330 – Unemployment Insurance.

Account #902-57330 – Unemployment Insurance – an additional $72,000 is requested. The account incurred costs of $401,254 for fiscal year 2008-2009. The increase was mainly attributed to a number of layoffs for that fiscal year. The costs for fiscal year 2009-2010 were $448,263. Unemployment costs continue to exist and rise due to federal stimulus and extension programs. The Human Resources Department has encumbered $70,000 for the final two months of charges, creating the deficit requested.

Account #902-57300 – Workers’ Compensation Claims – an additional $1,478,000 is requested to pay for budgeted shortfalls in this account.

Workers’ Compensation Budget – Total = $3,208,000
Workers’ Compensation Costs FY 10-11 = $4,685,435
Shortfall = $1,478,000

Normally, increases in workers’ compensation costs would be attributed to increased claims, medical inflation and medical advances that are prompting workers to seek corrective surgeries that are less invasive (robotic surgery) with much quicker rehabilitation and recovery periods.

Unlike the Town’s medical healthcare account, this is a self-insured account vulnerable to catastrophic claims. For fiscal year 2010-2011, the Town experienced an unprecedented number of catastrophic claims from old injuries that drove the shortfall in this years’ account. An alarming concern for the Town of Greenwich is the incredible spike in Greenwich Hospital costs due to surgeries. For illustrative purposes, below is a descriptive account of eight claims exceeding $100,000 per claim for the year. These claims alone accounted for $1,859,917.30 or 51.4% of the total claims for the year:

1. $420,466.30 – Firefighter #1 – Injured on January 2, 2009 while riding in a Town fire vehicle responding to a call. Claimant sustained neck and back injuries resulting in an extended period of time lost from work of over two years. Claimant has 15 previous workers’ compensation claims against the Town.
2. **$296,714.42** – Retired Library Worker – Injured on March 25, 1996 at the Greenwich Library. This is a former custodial worker that decided to have back surgery in fiscal year 2010-2011 from an injury incurred in 1996.


4. **$217,492.34** – Firefighter #2 – Injured on March 1, 2010 – Firefighter received back injury while checking fire equipment resulting in an extended period of time lost from work of over a year. Claimant has 21 previous workers’ compensation claims against the Town.

5. **$198,682.07** – Board of Education Employee – Injured on October 3, 2007. Employee was injured while walking on stairs with a special needs student. Student pushed teacher down stairs with employee receiving injuries to knees, back and shoulder.

6. **$174,197.42** – Board of Education Custodian – Injured on August 24, 2007. Employee sustained right shoulder, leg and wrist contusions due to slipping and falling over a rock and landing in bushes. Claimant has 13 previous workers’ compensation claims against the Town.


8. **$127,277.41** – Volunteer Firefighter (not a Town employee) – Injured on March 13, 2010 while responding to a fire scene. Slipped and fell sustaining back injury

The Town’s policy is that all hospital charges are audited for accuracy and compliance to State of Connecticut Workers’ Compensation guidelines. The above listed charges have all been audited and in all cases are net of adjusted original charges.

In addition to the catastrophic claims listed above, there was approximately $1,251,000 in charges for retired and terminated employees. There are currently sixty (60) former employees actively receiving post employment benefits paid for by the General Fund. This represents 34.9% of the total workers’ compensation claims budget. Similar to the charges for active employees, these charges are also driven by catastrophic claims. Three claims (two listed above) account for approximately 50% of the total $1,251,000 incurred. Included in this figure are survivor’s benefits for five individuals amounting to $179,243 for this year. One survivor has been receiving benefits since 1981. Aside from the survivor benefits, these are post employment healthcare benefits being charged to the General Fund that should be more appropriately charged to the OPEB Trust Fund. These costs will continue to rise, since the Town must pay for the claims over the life of the claimant. My recommendation is that the Town start allocating these post employment healthcare and other related costs to the OPEB Trust Fund.
In addition, as part of the fiscal year budget for 2010-2011, it was anticipated that its largest claim would be subrogated with a resulting reimbursement of a couple of hundred thousand dollars. This case continues to be litigated and if the Town prevails, the reimbursement will be applied to the fiscal year of 2011-2012.
Historically, most governmental employers that offer OPEB have financed the benefits on a pay-as-you-go basis rather than prefunding them. The liability for promised but unfunded benefits can be enormous; for some California LEAs, the unfunded OPEB liability is in the millions and for a few, the unfunded liability is expected to be in the billions. To the extent that OPEB costs and obligations have not previously been recognized during the periods in which the benefits were earned, governmental financial statement users have been denied a clear picture of the government's position with regard to its OPEB obligations. This change to governmental financial reporting emulates a similar change in private-sector financial reporting.

Effective Dates

Implementation of GASB 45 is required in three phases, based on an LEA’s annual revenues for the fiscal year ending June 30, 1999. This is similar to GASB Statement 34 (GASB 34), Basic Financial Statements—and Management’s Discussion and Analysis—For State and Local Governments, which established new financial reporting requirements for LEAs and which was also implemented in three phases. The definition of annual revenue is as defined in GASB 34, Paragraph 143; “revenues” includes all revenues, but not other financing sources, in governmental and enterprise funds, except for extraordinary items. An LEA’s implementation phase for GASB 45 is therefore the same as it was for GASB 34. For each LEA, GASB 43 takes effect one year before the effective date for GASB 45.

<table>
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<tr>
<th>Annual Revenues</th>
<th>Effective Date for GASB 45</th>
<th>Effective Date for GASB 43</th>
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<tr>
<td>Phase 1</td>
<td>Revenues $100 million or more</td>
<td>2007-08</td>
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<tr>
<td>Phase 2</td>
<td>Revenues $10 million or more but less than $100 million</td>
<td>2008-09</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Revenues less than $10 million</td>
<td>2009-10</td>
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Definition of OPEB

OPEB includes any postemployment medical, dental, vision, and prescription benefits, whether administered through a defined benefit pension plan or separately. OPEB also includes other non-pension and non-healthcare postemployment benefits that are administered outside of a pension plan, such as life insurance, disability, long-term care, and legal services. OPEB refers to benefits for any former employees, not only retirees, including former employees on permanent disability.

OPEB does not include pensions or other non-healthcare postemployment benefits that are administered through a pension plan. It does not include termination benefits such as retirement incentives, which are incentives to terminate employment rather than
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: PD 1

Department & Division: Police

Action Requested: Additional Appropriation

Date of Submission: July 12, 2011

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<td>Maint. of Bldgs &amp; Structures</td>
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<td>43493</td>
<td>911 Grants/Municipal</td>
<td>43,218</td>
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</table>

Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

We respectfully request permission to use $43,218 from the E-911 Telecommunications fund to acquire and install telecommunication equipment to move the Emergency Operations Center to Police Headquarters. Costs to move the existing Town Hall EOC equipment would be significant, and leaving the existing equipment in place will facilitate the operation of a Continuity of Government Center at Town Hall when future emergency circumstances require. Approximately $4,500 is additionally required to purchase associated installation materials and infrastructure equipment.

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: Comptroller: ____________________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

Approved
Disapproved
Modified as follows:

Clerk of the Board: ____________________________

This form should be submitted with 35 blue copies in addition to a current Appropriation Statement.
Sal Chiappetta, President  
Fairfield County Communications, Inc.  
16 Third Street  
Stamford, CT 06905  
Tel: 203-327-9444  
Fax: 203-353-9993

Town of Greenwich - Police Department  
11 Bruce PL  
Greenwich, CT 06830

**Revised Proposal & Sales Agreement**


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<td>$4,700.00</td>
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Subtotal 1 $16,940.00

| 35       | IP 9641G Tel                                      | $675.00    | $23,625.00  |
| 1        | GSA pricing discount                             | -$202.50   | -$7,087.50  |

Labor to install, program, test of IP Telephones $5,240.00  
Subtotal 2 Total $21,777.50

GRAND TOTAL $38,717.50

Pricing In accordance with Avaya GSA IT Schedule GS-35F-0156V

Accepted By- Customer Signature & Title  
Date  

AVAYA  
BUSINESS PARTNER  

This Proposal valid for sixty days from this date: 6/27/11
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: PD - 8

Department & Division: Police Department - Marine

Action Requested: Approval to Appropriate Grant

Date of Submission: July 6, 2011

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<td>59250</td>
<td>12199 Patrol Boat</td>
<td>600,000</td>
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Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

See attached for explanation

Board Chairman: Peter J. Tevlin
Department Head:

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: _____________________ Comptroller: _____________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

- Approved
- Disapproved
- Modified as follows:  
  Motion: ___________________
  Second: ___________________

Clerk of the Board: _____________________
Recommend the Acceptance of a $600,000 Homeland Security Grant to fund the Acquisition of a Multi Function Boat for Greenwich Harbors and Shoreline

7/6/11

The Police and Fire Departments, in conjunction with GEMS and our Emergency Management Director, have advised me that our public safety coverage along our coastline and on Long Island Sound needs to be upgraded. While we have some public safety capabilities with existing Town owned boats on the Sound, it is not as complete or as comprehensive as would be desirable. The Town has therefore applied for and been awarded a Federal grant to fund the purchase of a boat to fill some of these needs.

As you know, the Town is responsible for 33 miles of coastline and over 25 square miles of Long Island Sound. Within this area there is over $1.0 billion of watercraft located at moorings and in our various marinas. This figure doesn’t include the value of the residential, commercial or state owned properties, along the shoreline which is considerably higher than simply the watercraft. The Town also operates a ferry service that transported over 40,000 passengers during 2010 and traveled over 9,000 miles. High value assets that we need to protect along the coast include two I-95 highway bridges traversing the Byram River and Cos Cob Harbor. These bridges handle over 150,000 vehicles a day. We also have the Metro North Train trestle over the Cos Cob Harbor. This is one of the busiest rail lines on the east coast, carrying both passenger and freight traffic. In addition, air traffic in the post 911 environment has recently been rerouted away from New York City and now flies over portions of the Town including Long Island Sound. We have hundreds of aircraft overhead daily. Finally, we have a significant amount of commercial and fuel barge traffic that traverses our waters year round. The potential for a fuel spill and a negative environmental impact is large. The range of possible events that could occur and for which we would have to respond are only limited by our imagination. We have an obligation and a responsibility to be prepared, to the best of our ability, for such emergencies to minimize the loss of life and property.

As the United States Coast Guard continues to reduce its presence in the Long Island Sound Sector, local communities are being asked to fill this void. With the assistance of funding from such sources as the Port Security Grant Program, towns along the Long

An Affirmative Action/Equal Opportunity Employer, M/F/H
Island Sound are working to decrease some of this exposure. The receipt of this grant will in addition to meeting this need, help to address some situations that are unique to the Town of Greenwich.

I believe this grant will meet important community needs for:

- The Police Department for improved patrolling and accident prevention along the coast and on the Sound
- The Fire Department for expanded firefighting capability at our marinas and along our shoreline
- GEMS for improved emergency medical response for individuals on the islands, ferries or in cases involving boats
- Homeland Security for the detection and rapid respond to the release of trace amounts of chemical, biological, radiological, nuclear and explosive particulates
- Health and Environmental detection and spill containment for the Sound and within our harbors.

By accepting this $600,000 grant the Town gains a valuable public safety asset which will provide services for the next twenty years. Savings will be realized through the reduction in the number of hours existing Police Department vessels will need to be on the water annually. Since the Police Department is not proposing to increase the total number of hours that they spend patrolling the amount of fuel consumed will not change significantly. Maintenance costs for the boat are also not expected to materially change and those that will be necessary will be absorbed within the existing budget line within the Police Department.

The design of the new vessel with diesel engines and jet drives is similar to our current response vessel and will allow for a smooth transition of police personnel with no or minimal additional training. Greenwich Fire Department personnel are to be trained in the operation of the firefighting capabilities of the vessel at no cost, as training will take place during normal training cycles and will not be a significant time investment. GEMS personnel are already part of our maritime presence on the water and will require no additional training.

Other Connecticut and New York communities have already accepted Port Security Grants to fund similar vessels, including: Norwalk, Fairfield, New Haven, Waterford and Bridgeport. Funding under this program has also been made available to New York communities on the Long Island Sound and they are also taking advantage of this opportunity.

The Greenwich Police Department's Marine Section is recognized by the State and the United States Coast Guard as being one of the most professional units on the water, and has led the way in promoting joint training and operations between federal, state and local agencies. As evidenced by our Marine Paramedic Program, and joint patrols with
the Coast Guard and Customs and Border Protection. This recognition is supported by the awarding of this Port Security Grant. The grant provides an important opportunity for the Town of Greenwich to fill a void in our public safety coverage along our coast and in the waters to which we are responsible. I urge your approval of this important initiative.

Peter J. Tesei
First Selectman
Port Security Grant Program

Executive Summary

Prepared by Lieutenant John D. Brown

For

Police Chief David C. Ridberg

OPPORTUNITY

To increase the security of the people and property of the Town of Greenwich

THE KEY TO UNLOCKING THE OPPORTUNITY

The federal government has recognized Greenwich's strategic importance to Home Land Security by awarding the Town of Greenwich a Grant of $600,000.00 for the purchase of a C.B.R.N.E. Chemical, Biological, Radiological, Nuclear and Explosive Detecting Multifunctional Watercraft
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Recommendation............................................................... Page 3
Federal Grant Purpose....................................................... Page 3
Why we Support this Opportunity................................... Page 3
Background........................................................................ Pages 4 - 5
Anticipated Questions....................................................... Pages 6 - 14
Recommendation

It is the recommendation of the Chief of Police, Chief of the Fire Department, Director of Greenwich Emergency Medical Services and the Director of Emergency Management that the Town of Greenwich accept the Six Hundred Thousand Dollar Federal Grant.

Federal Grant Purpose

The funds are to purchase a 37 foot aluminum hull Public Safety Vessel, powered by twin diesel engines and coupled to jet drives. The boat will have the following capabilities; Fire Fighting, Search and Rescue, Medical, Patrol, Dive Operations and Specialized Homeland Security Chemical, Biological, Radiological, Nuclear and Explosive detecting devices. The boat will be well marked for easy identification and provide a platform to conduct joint operations and act as a force multiplier in time of disaster or emergencies.

Why We Support This Opportunity

- Improves the safety to persons and property along the Town’s 33 miles of coastline and 25 square miles of Long Island Sound, including over $1.0 billion of watercraft

- Upgrades the Town’s overall public safety position on Long Island Sound and fills an important gap in coverage

- Increase the Town’s capabilities without any capital expense and only minimally increases our maintenance expenses

- Allows the Town to better manage our existing vessels and equipment and extend their useful life
Background

Long Island Sound has recently been classified as an International Border by the United States Department of Homeland Security and Customs and Border Protection.

With this new classification came changes to the way Connecticut Ports are classified and rated for their economic importance and for federal funding. (Ports are classified as Tier I, II, III and all others)

Tier I ports receive the most funding and encompass the likes of New York Harbor and Long Beach California. Connecticut Ports are now rated as Tier II having been upgraded from Tier III and Other.

The State of Connecticut has three (3) Tier II Ports; they are Bridgeport, New Haven and New London Harbors. Each Identified Tier II harbor has an associated geographic area assigned to it. Greenwich, Stamford, Darien, Norwalk, Westport and Fairfield fall within the geographic Zone of the Port of Bridgeport.

The Department of Homeland Security (DHS) has determined that gaps and deficiencies exist in Maritime Law Enforcement's capability to deter, detect and apprehend potential criminal and terrorist activity via waterborne assault.

The DHS has earmarked funds through GRANTS to state and local authorities to purchase federally approved items that will fill current voids, aiding in the prevention of, response to, and recovery from, any disaster.
Within the Connecticut Maritime Group Protection Strategy as listed in the Long Island Sound Strategic Port Grant Investment Strategies, is a Conceptual Operation (CONOPS) recommendation that a regional approach and migration to a multi-use, Law Enforcement, Fire, and EMS vessel platform become the standard with each port being so equipped.

The Marine Section of the Police Department has already begun migrating to the CONOPS standard for a multi-use marine platform by incorporating medical capabilities for patient care to our current police vessels. We carried the concept a step further by instituting a Marine Paramedic Program that incorporates a Greenwich Emergency Medical Services' Paramedic onboard our police vessels on weekends and holidays.

This Grant, Awarded to the Town of Greenwich by the Federal Government has recognized our importance as part of a regional layered security zone that provides protection to rail, motor transport and waterborne traffic, vital to the economic vitality of the region and nation.
Anticipated Audience

Questions

1. *Where is the money coming from to purchase this multi-purpose, Fire, Police and EMS vessel?*

The funding for this purchase has been set aside from the 2008 FEMA Port Security Grants Awards Program.

2. *Who applied for the Grant?*

Daniel S. Warzoha, the Town of Greenwich Emergency Management Director.

3. *Will this GRANT cover the total cost of the boat, or does the Town have to pay a portion?*

Most Homeland Security grants require a portion of the purchase price to be paid by the receiver; this figure is usually 25 percent of the total purchase price. The remaining 75 percent of the cost is paid for through the grant. However, due to the importance placed on this program by FEMA, the 25 percent matching funds requirement has been waived.
4. Are there any costs associated with this boat that the Town will have to provide for?

Yes, there are annual maintenance costs that need to be met to keep the vessel and the equipment operational. The boat builder has estimated the annual cost of maintenance to be somewhere between $6,000.00 and $8,000.00 depending on use.

5. Who is going to pay the annual maintenance costs to keep the boat operational?

The Police Department’s Marine Section will manage this expense from our current budget; however we are in discussions with both the Fire Department and GEMS on how to jointly provide funding for the vessel in the future. Grant options will be investigated and applied for if available.

6. What agency is going to be responsible for the boat, its operation and maintenance?

During joint discussions between the Police, Fire, EMS and Town administrators, it was decided the vessel will be assigned to the Police Departments' Marine Section. This decision is based on the following:
• A central location for reduced response times

• A semi secure limited access facility

• Marine Police Officers are Certified Jet Boat Operators with extensive knowledge of the local waters thus reducing training costs

• The Marine Officers already have an existing professional and personal relationship with Federal, State and Local Marine Agencies as well as private businesses that are water dependent

• The vessel will be placed into the Patrol Rotation Schedule, ensuring a mission ready status

• We will attempt to standardize the New C.B.R.N.E. Vessel Engines and Jet Drives with our current inboard powered patrol boat. This will minimize our parts inventory; reduce the time required for training and acclimation, and result in an overall reduction in costs.
7. **What is a C.B.R.N.E. boat and why does Greenwich need one, doesn’t the Coast Guard have it?**

This boat is equipped with specialized detection equipment that can detect trace amounts of CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR and EXPLOSIVE particulates. The Department of Homeland Security, Joint Terrorism Task Force, Customs and Border Protection and other law enforcement agencies, both in this country and others, have determined terrorists are most likely to utilize the above items in attacks against persons and property. That the only way law enforcement has any chance of stopping the attacks is if we have the equipment to detect the danger/threat before an attack takes place. According to the United States Coast Guard, Sector Long Island Sound, none of their vessels are so equipped.

8. **Does the boat come with any warranties?**

Yes, the vessel has a ten year hull seam warranty; the engines are warranted by the manufacturer, usually from 1 to 3 years and the electronics are covered under a manufacturers warrantee, usually a period of a year.

9. **How does the acceptance of this $600,000.00 GRANT benefit the Town of Greenwich?**

- The addition of this boat will fill an important void in the provision of public safety by permitting the Town to detect for the presence of chemical, biological, radiological, nuclear and explosive materials
• The boat significantly upgrades our ability to handle medical emergencies that may exist on the Long Island Sound due to a boating accident or a medical emergency at one of the Town's islands

• The boat has a mounted 2,000 gallon per minute pump that will for the very first time, provide true waterfront firefighting capabilities

• The vessel increases the capabilities of our current police, fire and EMS equipment and operations and increase the level of security that the Town can provide to the boating public and those businesses and residences on and abutting the water

• The boat has an anticipated life expectancy of 25 years

• The boat will extend the overall life expectancy of the other Police Departments Marine Vessels by approximately 6 years

• The vessel will postpone the required replacement of the diesel engines for patrol boat #124, extending their useful life for a few more years (current replacement value of engines is approximately $110,000.00) and will postpone the required replacement of the gasoline outboard engines for patrol boat #125, by a few years (current replacement value of twin outboard engines is approximately $38,000.00)

• Residential and Commercial property along the coast may see a reduction in their insurance costs
10. **Is anyone else in Connecticut receiving Long Island Sound II Projects Awards from 2008?**

Yes, six other cities and towns are being awarded money totaling $3,084,718.00 they are listed below.

- **City of New Haven** - Total $910,000.00
  CBRNE Response Vessel, Training and Maintenance

- **Conn State Dept of Public Safety** - Total $210,000.00
  CSP Dive Team IED Enhancement

- **City of Bridgeport** - Total $356,718.00
  Video Connection Capability for Boat Assets
  Replacement motors for Police and Harbor Master vessels
  Installation of CBRNE detection equipment on police boat

- **Town of Waterford** - Total $520,000.00
  Regional Marine Response unit, training, dockage and maintenance

- **City of Norwalk** – Total $600,000.00
  Multi-Purpose Marine Patrol Unit

- **Town of Fairfield** – Total $488,000.00
  Multi use Patrol and Response Vessel
11. **How much time is required to train the Fire Department on the operation of the firefighting equipment?**

According to the builder, the average fireman can be trained in the operation of the fire monitor in as little as fifteen minutes.

12. **How often does the Fire Department need to train on the equipment to maintain proficiency?**

Again according to the builder, some departments conduct yearly, semi-annually, quarterly and some monthly training, this is something we will partner with the Fire Department’s Training Section to insure we provide adequate training for the safety of all involved

13. **How much training is required to operate the C.B.R.N.E. detection equipment?**

The detection equipment consists of two pieces that perform multiple functions. The manufacturer relates approximately one- half day of training is needed to learn how to properly operate the equipment

14. **By accepting this federal grant, is the Town of Greenwich obligated in any way to provide a crew and vessel to other jurisdictions?**
• Based on the application, when necessary, the dive team is available to support neighboring dive teams including all Department of Emergency Management and Homeland Security Region 1 & 2 communities. Region #1 covers the area from the Greenwich Port Chester Border to Stratford. Region #2 covers from Stratford to Old Lyme. (In the last ten years we have had no incidents when our dive team has been requested out of our area)

• However under Connecticut General Statute Sec. 28-22a Intrastate Mutual Aid Compact, after October 1st 2007 the Town of Greenwich is by law, a participating member of this compact. This law requires that we provide assistance, equipment, and manpower, upon request from another political subdivision by the elected or appointed officer who is granted the authority to declare a local civil preparedness emergency by the charter of ordinance of his/her political subdivision.

15. **Who pays for our officers and equipment if we send them into another city or town based on the above statute?**

The Town of Greenwich will be responsible for initial payment; however a process is in place for the reimbursement of expenses, such as salaries and fuel.

16. **When will this project begin and how long will it take to complete?**
This project will begin immediately upon award. It is anticipated that the vessel build time will take anywhere from 7 to 12 months. Once the vessel is received the project will be fully implemented and placed into active service after a short training period.
Town Of Greenwich
Request Form For Budget Adjustments

Department & Division: DPW

Action Requested: Release of Conditions

Date of Submission: July 7, 2011

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Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

DPW is requesting the release of conditions on these funds in order to begin work on this project. As stipulated in the budget, a check in the amount of $45,000.00 has been received from the Parks & Recreation Foundation.

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: Comptroller: 

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

Approved Motion:
Disapproved
Modified as follows: Second:

Clerk of the Board:

This form should be submitted with 40 blue copies in addition to a current Appropriation Statement.
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: PW 2

Department & Division: DPW
Action Requested: Release of Conditions
Date of Submission: July 7, 2011

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<td>150,000</td>
</tr>
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</table>

Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

DPW plans to begin renovation/rehabilitation of the Health Department and the Probate Court. There are health and safety hazards in both locations that need to be addressed. A grant application has been filed for a portion of the work/outfitting to be performed in the Health Department.

First Selectman: ___________________________ Department Head: ___________________________

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: __________ Comptroller: ___________________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

Approved: Motion:
Disapproved: Second:
Modified as follows: Clerk of the Board: ___________________________

This form should be submitted with 40 blue copies in addition to a current Appropriation Statement.
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jul-11
Application #: PW 3

Department & Division: DPW
Action Requested: Release of Conditions
Date of Submission: July 5 2011

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<td>345</td>
<td>59560</td>
<td>11134</td>
<td>King Street Fire Station A&amp;E</td>
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Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

The issue with the septic field for the King Street Fire Station has been resolved and DPW is ready to move forward with the final design of this fire station.

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: ___________________  Comptroller: ___________________

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

Approved Motion:
Disapproved
Modified as follows: Second:

Clerk of the Board: ___________________

This form should be submitted with 40 blue copies in addition to a current Appropriation Statement
The meeting was called to order at 5:31 P.M.

Mr. Mason explained that the Fiscal Year for the Town ends June 30th and this is the month when the Town decides what to continue of force, encumber, or close out concerning Capital appropriations. The Operating Budget closes on June 30th; however the Finance Department allows an additional 45 to 60 days to fully close out the fiscal year.

Requests for Budget Adjustments

PR-3 Parks & Recreation – Capital Carry Forward $100,000

Capital Carry Forward:
$ 100,000 to Z834-59260-21950 Replace Harbor Ferry Boat (design)

Mr. Siciliano presented the Ferry Projects Overview, Action Plan, Recommendations, and gave an explanation for the return of $100,000 to the Capital Non-Recurring Fund, at this time. A discussion followed regarding the dock design and ferry boat replacement, the capital plan, and beach card revenues.

No action was taken on this item since it was a return of money.
ED-8  Board of Education – Transfer $87,289.75

Transfer:
$50,168.75  to  B680-11148  North Mianus Parking Lot
$37,120.40  to  Z680-11148  North Mianus Parking Lot
$25,635.13  from  B680-59560-28009  Glenville School
$1,000.00  from  B680-59560-28014  Roof Replacement
$23,533.62  from  B680-59560-21934  Roof Replacement
$37,120.40  from  Z680-59560-28136  Modular Removal

Mr. Gieger gave an explanation for this request, stating that the funding to be used is from closed out items. Mr. Mynarski stated that $2.4M was borrowed for a group of projects, of which the North Mianus parking lot is a small piece. A discussion followed regarding year-end reporting.

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

FD-1  Fire Department – Transfer $240,000

Transfer:
$240,000  to  A205-51110  Overtime Services
$75,000  from  A202-51110  Overtime Services
$100,000  from  A208-51149  Prof. & Other Services – NOC
$10,000  from  A204-51331  Pers. Protec. Equip.

Assistant Chief Kick explained that these funds are to cover overtime costs due to coverage for firefighter’s on injury leave, and stated that 8,738 hours were lost due to injury leave this year. Assistant Chief Kick then gave an overview of the staffing issues and costs. A discussion followed regarding volunteer coverage, future plans to reduce overtime costs, staffing, and the cost of Workers Compensation claims.

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

FD-2  Fire Department – Approval to Use $126,247

Approval to Use:
$126,247  to  Z206-59200-21902  Dry Hydrant
$126,247  from  F206-43477  Dry Hydrant STEAP (Small Town Economic Assistance Program) Funds
Assistant Chief Kick gave an explanation for the request. A discussion followed regarding clarification of the request. This money will go into an existing account enabling the Fire Department to build more dry hydrants.

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

**LW-1  Law Department – Release of Condition $239,000**

Release of Condition:

$ 239,000 to A140-51000 Personal Services

Mr. Fox explained that this request is for anticipated year-end expenses. Mr. Fox also gave an overview of the Law Department’s attorney to staff ratio, in comparison with other entities, and made suggestions for the Law Department’s staffing needs going forward. A conversation followed regarding efficiencies and future staffing needs.

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

**NW-3  Nathaniel Witherell – Transfer $296,800**

Transfer:

$ 146,800 to H45079-57100 Employee Health Care Costs
$ 80,000 to H45079-53250 Medical Supplies
$ 70,000 to H45079-3400 Food
$ 150,000 from H45079-51000 Salary, Wages, Prof. Fees
$ 70,000 from H45079-52000 Service Expense
$ 75,000 from H45079-56000 Insurance
$ 1,800 from H45079-58000 State Claims & Refunds

Mr. Brown explained that this request was to shift money to update finances. A discussion followed regarding planning future budgets.

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

**PW-13  DPW – Capital Carry Forward $300,000**

Capital Carry Forward:

$ 300,000 for Z345-59560-28052 Town-wide Restroom Rehab

The Committee reviewed the Capital Project Appropriation Statement by Year, June 10, 2011 and the Capital Closeouts July 1, 2010 – June 10, 2011, which showed at total of $2,647,901.71. Ms. Siebert gave brief updates of the DPW’s Capital Carry Forward requests.
The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

PW-14 DPW – Capital Carry Forward $300,000

Capital Carry Forward: $300,000 for K361-59650-11177 Grass Island Grit Screw

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

PW-15 DPW – Capital Carry Forward $500,000

Capital Carry Forward: $500,000 for B312-59660-11127 Drainage at Brothers Brook & East Putnam Ave.

Ms. Siebert gave an overview of the CDOT boundaries.

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

PW-17 DPW – Capital Carry Forward $1,500,000

Capital Carry Forward: $1,500,000 for B302-59560-21908 Cos Cob Power Plant Site Remediation

Ms. Siebert gave an overview of the two phase project. A discussion followed regarding allocations, remediation and completion of the project.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.
PW-18 DPW – Capital Carry Forward $100,000

Capital Carry Forward:
$ 100,000 for Z312-59600-11120 Roadway Survey Update

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

SE-13 First Selectman – Approval to Use $63,515

Approval to Use:
$ 10,000 to F834-51300 Temp Salaries
$ 26,500 to F834-51490 Prof. & Other Spec. Services – NOC
$ 250 to F834-52110 Mileage
$ 4,000 to F834-52360 Software Maintenance/Rental
$ 2,500 to F834-52950 Misc. Services – NOC
$ 1,000 to F834-53010 Office Supplies
$ 1,500 to F834-53500 Fuel
$ 7,000 to F834-53520 Boat Parts
$ 4,000 to F834-54300 Maintenance of Boats & Marinas
$ 765 to F834-57050 FICA
$ 6,000 to F834-59260 Marine Equipment
$ 63,515 from F834-55005 RRR Coastal Resources

Mr. Tesel gave an update regarding the Harbormaster. A discussion followed regarding the use of outside counsel, and rogue moorings.

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

ED-5 BOE – Capital Carry Forward $525,000

Capital Carry Forward:
$ 471,000 for B680-0989-59560-11143 Doors & Windows
$ 54,000 for B680-1489-59560-11143 Doors & Windows

Ms. Chipouras gave an explanation for the request. A brief discussion followed regarding the bids.

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 – Release of Conditions $1,800,000

Release of Conditions:
$1,800,000 to B680-59560-12149 MISA
Mr. Ross gave an overview and explanation of this request for early site work. A discussion followed regarding bid packages, contractor’s qualifications, design and construction contingency, tree and drainage issues, in-kind services, traffic control, and TOG building permit fees.

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

NEW BUSINESS

Report of Status of Current Economic Conditions

Mr. Gieger presented the Selected Revenues and Spending Rate May 2011 report to the Committee. A discussion followed regarding year end closeouts and projections, and the Grand List increase for October 1, 2011.

Volunteer Firemen Tax Credit Ordinance Discussion

Mr. Mason stated that through an ordinance of the Town, volunteer firefighters can receive a property tax credit, and during the budget process some inconsistencies in this program were found. Mr. Kelly gave an overview of the program over the last five years. A discussion followed regarding roles and responsibilities, documentation, eligibility, governance, and accountability.

Discussion of Internal Service Fund

Mr. Mason explained that currently employee healthcare is appropriated in fixed charges, however there is reimbursement coming from stand alone funds such as Nathaniel Witherell and the golf course, etc., and employee contributions. Mr. Mason also stated that the BET can set up a fund which would enable greater accuracy and will allow remaining funds to be reserved for the possibility of becoming self-insured in the future. Mr. Simon stated that this fund also provides the ability to look at net health care costs to the Town.

A discussion followed regarding run rates, budgeting, increases, net costs, and regular analysis.

OLD BUSINESS

Discussion of Greenwich Debt and Fund Balance Policy

In response to Mr. Mason, Mr. Mynarski stated that the definition of debt should be what the debt service is in the General Fund, including the regular debt service and half of the outstanding sewer debt that is paid from the General Fund. A discussion followed regarding ratings
agencies’ views, obligations of the Town, various types of debt, acceptable level of debt, and the proposed policy.

Discussion of Budget Process Recap / 2012-2013 Budget Guidelines

Mr. Mason shared comments regarding poor departmental submissions, issues with the Hay Study compliance, the CIP Committee's need for a debt policy, and the meeting of the guidelines. A brief discussion followed.

**APPROVAL OF MINUTES**

Budget Committee Regular Meeting, May 10, 2011

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the committee voted 4-0 to approve the minutes from the May 10, 2011, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 8:46 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Michael S. Mason, Chairman
TOWN OF GREENWICH, CT
DEBT AND FUND BALANCE POLICIES

The following policies are enacted to govern the issuance and management of debt by the Town of Greenwich, CT (Town) and for the establishment of a fund balance target for the Town's General Fund when combined with other funds (i.e. Capital Non-Recurring and Risk Funds).

The primary objectives of this debt policy are to:

- Establish conditions for the use of debt;
- Create policies and procedures that manage the Town's debt service and the issuance costs for the bonds that are issued;
- Retain the highest practical credit rating;
- Maintain full and complete financial disclosure and reporting; and
- Restrict levels of debt incurred to designated measures of affordability.

These policies apply to all general obligation debt and revenue supported debt (if applicable) issued by the Town and any other forms of obligation of indebtedness. The Town does not, as of the date of adoption of this policy, have any revenue supported debt other than sewer assessed General Obligation Bonds.

The primary objective of a fund balance target policy is to

- Establish a target range for the end-of-year balance of the Town's General Fund and combined with other associated funds as a percentage of the Town's operating expenditures for the upcoming year.

Regular, updated debt and fund balance policies are an important tool to ensure that the Town utilizes its resources to meet its dual commitments of providing needed services to the residents of Greenwich while maintaining sound financial management practices. These policies are guidelines for general use and these policies will be reviewed periodically, but no less often than every two years.

I) Debt Policy

A) Use of Debt Financing

Debt financing, to include bond anticipation notes (BANS), general obligation bonds, revenue bonds and other obligations permitted to be issued or incurred under Connecticut law, shall only be used to purchase capital assets and to fund infrastructure improvements. The expected depreciated life of assets acquired with the debt should exceed the term to repay the debt. Section II-Fund Balance Target Policy will guide the use of fund balance.
B) Assumption of Additional Debt
The Town shall not assume additional tax-supported general-purpose debt without conducting an objective analysis as to the community’s ability to support the proposed additional debt service payments.

C) Affordability Targets
The Town will assess the additional debt service requirements of any new general-purpose debt taking into account the debt which is retired.

The criteria, or measures used, shall be to maintain the total amount of debt and the annual debt service ratios within the following established parameters:

- Maintain the ratio of Annual Debt Service (including principal and interest) expenditures to:
  - General Fund Total Budgeted Expenditures of 8% or less.

- Maintain a maximum Town of Greenwich total debt level of no more than the lesser of:
  - $3,200 per capita or;
  - 1% of the current Grand List or:
  - A ceiling of $200 million outstanding debt.

These measures allow the capital financing to grow along with the level of the Town's operations and population.

D) Debt Structure
There shall be no debt structured notes that include increasing debt service amortization levels in subsequent years. There shall always be, at a minimum, interest paid in the first full fiscal year after a bond sale. Principal will start to be repaid no later than the first fiscal year after the bond issue for general obligation debt.

The Town will finance capital projects through the use of BANS in year one and two and permanent financing in year three. For the General Fund, the preferred financing model historically has been for amortization of debt to be over a period not greater than five years. The amortization of debt for the Sewer Improvement Fund, Parking Fund and The Nathaniel Witherell Fund will be over a twenty-year period.

As a contingency, the Town will have the option within the existing model to roll over BANS for a period of up to ten years, but not to exceed 7 years for debt issued for the General Fund. This option may be utilized in an extremely high interest rate environment when general obligation bond rates exceed 7.5%. This process complies with the I.R.S. requirement of one-twentieth drawdown of principal beginning thirty-six months subsequent to the initial issuance of the debt.
E) Call Provisions
Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the Town. When economically feasible, all bonds shall be callable only at par.

F) Sale Process
The Town shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The Town shall attempt to award the bonds based on a true interest cost (TIC) basis. However, the Town may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid. The Town shall award BANS on a NIC basis.

G) Rating Agencies
Full disclosure of operations and open lines of communication shall be made to the rating agencies. Town staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies. Credit rating(s) will be sought from Moody’s, Standard & Poor’s, Fitch or any other agency as recommended by the Town’s financial advisor. The Town shall endeavor to maintain its current AAA bond rating, and if failing to do so, make all efforts to regain that AAA rating.

H) Continuing Disclosure
The Town is committed to continuing full disclosure of financial and operating information relevant to the Town’s outstanding securities and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure.

I) Debt Refunding
Town staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed 2.0% when compared to the present value of the debt service on the refunded maturities.

J) Interest Earnings and Premium on Bonds
Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law. The procedures for investment shall follow the written Investment Policy of the Town.

Premium on Bond proceeds shall be retained in the Capital Bond Fund for each attributed financing amortized over a five-year period and recognized as revenue in the General Fund on an annual basis.
II) **Fund Balance Target Policy**

The primary objective of a fund balance target policy is to establish a target range for end-of-year Fund Balance as a percentage of the Town’s General Fund operating expenditures for the upcoming Fiscal Year. Available fund balances serve as a cushion against potential revenue shortfalls and expenditure overruns. In funding a project the Town can decide to use fund balance or issue bonds. The decision as to whether to bond for the full cost of a project or to pay for part of the project with available fund balance must be made at the same time. Therefore, a fund balance target should be established along with guidelines for debt affordability. The maintenance of certain levels of fund balance is not to be construed as surpluses or over taxation by the Town. It is an essential element of sound fiscal management required to sustain a high credit rating and financial management flexibility to assure availability of funds to address unanticipated financial requirements.

A) **General and Associated Funds**

The Town shall endeavor to maintain an available balance in the General Fund as a cushion against potential revenue shortfalls and unplanned expenditures.

The main purpose of maintaining an adequate balance in reserve is to be prepared for emergency appropriations. Historically, the majority of these appropriations fall into one of the following three expense categories:

- Legal Claims or settlement of other risk matters
- Supplemental Appropriations for large Capital Projects (e.g., construction of new buildings)
- Unexpected operational costs beyond that which was budgeted (e.g., storm or snow related costs).

The Town of Greenwich has set up a Risk Fund and Capital and Non-recurring Fund in anticipation of paying the first two expense categories. Therefore, the target policy will include the fund balance of these funds and the General Fund collectively.

The definition of what is available balance will be the Unreserved, Unassigned Fund Balance as of the end of the preceding fiscal year.

The measure used will be available fund balance as a percentage of current year budgeted expenditures to include operating costs and the capital levy. For example, for fiscal year 2010-2011 the amount is $340.8 million as displayed in the annual budget.

**The Target**

- To keep the combined Unreserved, Unassigned Fund Balance of the General Fund and the previously mentioned associated funds on a Generally Accepted Accounting Principal (GAAP) basis and at a level
at least equal to 5% (five percent but not in excess of 10% (ten percent) of the current year's General Fund budgeted expenditures. On a budgetary basis, the targeted Fund Balance shall be between 5% (five percent) to 10% (ten percent) of the current year's General Fund budgeted expenditures.
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday July 12, 2011

Committee:
Present: Michael S. Mason, Chairman; William R. Finger, Laurence B. Simon, Leslie L. Tarkington
Board: Nancy Barton, Randall Huffman, Art Norton, Joe Pellegrino, Jeffrey Ramer
Selectmen: Peter Tesei, First Selectman; Drew Marzullo, Selectman
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; David Ridberg, Chief of Police; Mark Kordick, Captain, Professional Standards Division; John Brown, Lieutenant, Operations Division, Police Department; Samuel Deibler, Director; Laurette Helmrich, Senior Center Administrator, Commission on Aging; Amy Siebert, Commissioner; Alan Monelli, Superintendent, Building Construction and Maintenance, Public Works Department; Peter Siecienski, Chief; Robert Kick, Assistant Chief; Brian Kelly, Volunteer Recruitment & Retention Coordinator, Fire Department;
Other: Stanley Thal, Sound Beach Volunteer Fire Department

The meeting was called to order at 5:30 P.M.

Requests for Budget Adjustments

Fiscal Year 2010-2011

CA-1 Commission on Aging – Transfer $10,000

Transfer:
$ 10,000 to A196-53350 Household
$ 10,000 from A196-51010 Regular Salaries

Mr. Deibler stated that this request is for household supplies related to the changeover to porcelain dinnerware from plastic disposables, including an upgrade in the sanitation equipment, and replacement of the furniture in the lounge at the Senior Center. Mr. Gieger explained that this is a combination of two transfers originally requested separately. A discussion followed regarding encumbrances and the FY 2011 closeout.

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

FI-1 Finance Department – Transfer $1,550,000
Transfer:
$1,478,000 to A902-57300 Workers Compensation
$  72,000 to A902-57330 Unemployment
$1,550,000 from A901-57100 Healthcare

Mr. Mynarski stated that Workers Compensation is a self-insured account and catastrophic events can drive an overage, and included a report showing eight surgery claims showing a net cost of over $100,000 each in FY 2011. Mr. Mynarski explained that this request is to fund the Workers Compensation Account by using a surplus from the Group Healthcare Account and to replenish the Unemployment Account, which hasn’t been billed for May and June but will be accrued. A discussion followed regarding the types and frequency of Workers Compensation claims, and continued Workers Compensation costs for retirees and other non-employees.

Mr. Mynarski also requested that the Committee authorize the Finance Department to proceed tracking the post employment benefits for former and retired employees and charge the OPEB Fund effective July 1, 2011. This part of the discussion was deferred until September 2011.

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

Fiscal Year 2011-2012

PD-1 Police Department – Additional Appropriation $43,218

Additional Appropriation:
$ 38,718 to F2139-54050 Maintenance of Buildings & Structures
$  4,500 to F2139-53070 Data/Word Processing Supplies
$ 43,218 from F2139-43493 911 Grants/Municipal

Captain Kordick explained that this request is to set-up an additional Emergency Operations Center in Police Headquarters. Chief Ridberg stated that this was part of the original plan for the Public Safety Complex. A discussion followed regarding locations, capabilities, accessibility, public safety dispatch and communications, costs and use of grant funding.

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

PD-2 Police Department – Approval to Appropriate Grant $600,000

Approval to Appropriate Grant:
$ 600,000 to F2138-59250-12199 Patrol Boat

Mr. Mason stated that the Police Department has supplied the answers to the Committee’s questions regarding the request to accept a Homeland Security Grant to fund the Acquisition of a Multi Function Boat. Mr. Mason also explained that the Police Department currently has a
Marine Division of three patrol boats, which are run six months a year on a scheduled patrol basis, and the proposed new patrol boat has a much broader scope of capabilities and equipment.

Chief Ridberg gave an overview of the fleet of patrol boats and Lt. Brown gave an overview of the Marine Division’s operations. Mr. Tesei stated that the Board of Selectmen unanimously supports the acquisition of the new patrol boat, and shared comments in answer to questions regarding trained staff, and the Volunteer Fire Departments’ use of boats for water and dive rescue. Lt. Brown also stated that additional grant funding is available to support maintenance of the vessel.

A discussion followed regarding the level of protection provided, various capabilities, Grant conditions or obligations, firefighting capabilities and concerns, and staff training.

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

PW-1   DPW – Release of Conditions $100,000

Release of Conditions:
$ 100,000 to Z345-59830-12136 Byram Pool Study

Ms. Siebert stated that the check in the amount of $45,000 has been received from the Parks & Recreation Foundation.

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

PW-2   DPW – Release of Conditions $150,000

Release of Conditions:
$ 150,000 to Z345-59560-12127 Town Hall Space Utilization

Ms. Siebert gave an overview of the Town Hall Maintenance Plan, stating that there is a great need to improve the Health Department’s laboratory facilities. Mr. Monelli gave an overview and shared drawings of the proposed changes. A discussion followed regarding accessibility, various department location changes, space utilization, land use agencies’ office locations and coordination with a Town Hall Master Plan, staff requirements, customer service challenges, usable swing space, changes made to and use of the building, and continued maintenance.

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

PW-2   DPW – Release of Conditions $175,000

Release of Conditions:
$ 175,000 to Z345-59560-11134 King Street Fire Station A&E
Mr. Monelli stated that a number of ground tests for water were performed at 1327 King Street and only one location for a septic field has been determined feasible. He also gave an overview and shared a conceptual drawing of the plan with the Committee. A discussion followed regarding accessibility, traffic flow, firehouse requirements, septic capabilities and alternatives.

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

NEW BUSINESS

Volunteer Firemen Healthcare Discussion

Mr. Mason explained that there are several different programs in place for firefighter recruitment and retention, and some questions regarding these programs came up during the budget process. Mr. Mason reported that he and Mr. Finger attended a special meeting, with some of the volunteer representatives, held by Mr. Tesei and Chief Siecienski concerning the property tax and healthcare benefits. The BET had clarification from Chief Siecienski regarding the criteria, eligibility, and governance of the property tax credits program. Mr. Mason and Mr. Finger also met with Chief Siecienski and Asst. Chief Kick to discuss the healthcare benefits program. Since then, a great deal of information has been provided to the BET regarding the volunteer firefighters and the impressive amount of service that they provide to the Town. Mr. Mason also stated that the BET is looking for consistency, what the original intent of the program was, where it was, and the governance of the program.

Chief Siecienski stated that Ron Lally, of the First Selectman’s Office, is working on a report regarding the volunteer firefighters’ incentives and accountability for the Audit Committee, which will be presented in September. Chief Siecienski also stated that these incentives are necessary to recruitment and retention, and only twenty-four people are currently taking part in the healthcare program, so if any changes are to be made to the plan, there should be a transition period.

Mr. Tesei also shared comments regarding requirements and the value of the volunteer firefighters to the Town. Mr. Mason stated that the BET is looking for consistency, a clear criteria, and accountability in the program. A lengthy discussion followed regarding inequities and inconsistencies in the program, a transition plan, the cost of coverage, and the administration of the program. Mr. Thal also gave a brief presentation concerning the incentive program to the Committee.

Report of Status of Current Economic Conditions

Mr. Gieger presented the Selected Revenues and Spending Rate June 2011 report to the Committee, showing total revenues exceeded budget by $6,984,000 and spending was $7,160,000 less than appropriated. Mr. Gieger also presented the FY 2010 - 2011 Fund Balance Sheet, showing General Fund Balance June 30, 2011, $18,973,812, and Total Fund Balances $25,178,476. A brief discussion followed regarding fund balance.
FY 2012-2013 First Look


Mr. Mynarski requested that the Workers Compensation costs for retirees be funded through OPEB. A discussion followed regarding accountability, the types of claims, costs, and the impact on fund balance.

OLD BUSINESS

Discussion of Greenwich Debt and Fund Balance Policy

The Committee reviewed the Debt and Fund Balance Policies, May 3, 2011, as amended by the Budget Committee. Mr. Mason stated that the purpose of the debt policy is so we can see the impact of the appropriations made as they relate to Capital, see what the ceiling is, giving us opportunity to increase tax levy, reduce or increase borrowings. Mr. Mason stated that without a consensus there will be no policy. A discussion followed regarding the definition of debt, and draft versions of the policy.

APPROVAL OF MINUTES

Budget Committee Regular Meeting, June 15, 2011

Upon a motion by Ms. Tarkington, the committee voted 4-0 to approve the minutes from the June 15, 2011, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Michael S. Mason, Chairman
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MEETING

Tuesday, July 12, 2011
CONE MEETING ROOM
5:30 P.M.

VOTED AGENDA

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<tr>
<th>Requests for Budget Adjustments</th>
<th>Number</th>
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<th>Amount</th>
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<tr>
<td><strong>2010 – 2011 Fiscal Year</strong></td>
<td>CA-1</td>
<td>Commission on Aging</td>
<td>$ 10,000</td>
<td>Transfer Replace Furniture Senior Ctr.</td>
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<td>A196 53350</td>
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<td>FI-1</td>
<td>Finance</td>
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<td><strong>2011 – 2012 Fiscal Year</strong></td>
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<td>F2138 59250 12199</td>
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<td>Public Works</td>
<td>$ 100,000</td>
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<td>Z345 59560 11134</td>
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<td>King Street Fire Station A&amp;E</td>
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New Business:
- Report of Status of Current Economic Conditions
- Discussion on Firefighters Healthcare
- 2012-2013 Budget First Look

Old Business:
- Greenwich Debt and Fund Balance Policy – sent electronically on 05/03 as a draft

Approval of BET Budget Committee Meeting Minutes:
- June 15, 2011 Regular Monthly Meeting 4-0-0

VOTED BET Budget Agenda 07/12/11