

1. BET Budget Comm. Meeting Documents

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**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE MEETING  
CONE ROOM  
TUESDAY, SEPTEMBER 11, 2007, 7:00 PM**

**REVISED AGENDA**

**Requests for Budget Adjustments**

<b><u>Number</u></b>	<b><u>Department</u></b>		
CD-1	<b>Community Dev</b>	<u>\$1,005,052</u>	Approval to Use (Accept)
	Q197		CDBG Budget
HD-2	<b>Health</b>	<u>\$ 66,000</u>	Approval to Use
	F187-51010	6,000	Regular Salaries
	F187-52010	2,000	Legal Advertising
	F187-52050	500	Postage
	F187-52920	2,500	Work transfer To/From dept
	F187-52950	3,000	Misc Services – NOC
	F187-53140	1,000	Audio Visual Materials
	F187-53500	1,000	Motor Fuel
	F187-53520	1,000	Parts for Boats
	F187-53950	2,000	Supplies & Materials – NOC
	F187-54300	2,000	Maintenance of Boats & Marina
	F187-59260	45,000	Marine Equipment
HD-3	<b>Health</b>	<u>\$ 8,182</u>	Approval to Use
	F4031-51010		Regular Salaries
NW-1	<b>Nathaniel Witherell</b>	<u>\$ 143,943</u>	Transfer
	Z450-59560-28020		Personal Centered Satellite Dining
SE-3	<b>First Selectman</b>	<u>\$ 15,000</u>	Additional Appropriation
	P935-57350		Frank Juliano v. TOG
SE-4	<b>First Selectman</b>	<u>\$ 54,100</u>	Additional Appropriation
			Channel 79 Budget Request
	A105-51300	35,000	Temporary Salaries
	A105-51490	5,000	Prof Fees Eng Assessment
	A105-52150	3,000	Misc Program Fees
	A105-53070	8,600	IT Supplies
	A105-53010	2,500	Office Supplies

Approval of Budget Committee Meeting Minutes for: Regular Meeting of the Budget Committee 7/10/07

Discussion of Budget Guidelines for 2008-09 Fiscal Year

Discussion of Board of Education transfers for FY 2006-2007

Establishment of Other Post Employment Benefit (OPEB) trust fund

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
MINUTES  
Cone Room

Tuesday, September 11, 2007

Present:

Committee:

Stephen Walko, Chairman; Edward Krumeich, Michael Mason, Larry Simon

Ex Officio Board Member:

James Lash, First Selectman

Board:

Nancy Barton, Leslie Tarkington, Peter Tesei, Art Norton, Robert Stone, William Finger

Staff:

Roland Gieger, Budget Director; Peter Mynarski, Comptroller

Also Present: Leslie Moriary, Sue Wallerstein, Board of Education

Princess Erfe, Community Development Office

Caroline Baisley, Director of Health, Debbie Flynn, Health Department

David Ormsby, Nathaniel Witherell Board Chair, Bill Kowalewski,

Executive Director, Ray Augustine, Director of Financial Operations,

Jeffrey Enchura, Dining Service Director; Jack Karnack, Facilities

Manager, Paul Toretta, Board member.

James Joyella: GCTV Channel 79 Committee Chairman

The meeting was called to order at 7:03 P.M.

Mr. Walko opened the meeting by welcoming everyone and remarking on the quick start-up of the new fiscal and budget year. He sees this as an exciting beginning.

**Requests for Budget Adjustments**

CD-1 Community Development – Approval to Use - \$1,005,052

Approval to Use:

\$1,005,052 to Q197 CDBG 2008 Budget

\$ 950,000 from CDBG Entitlement 2008 (HUD Entitlement)

\$ 38,718 from CDBG Entitlement 2008 (Repayment of Loan)

\$ 16,334 from Q19707-59900-27218 2007 Contingency Fund

This request is for acceptance and use of the 2008 CBDG Entitlement, loan repayment/program income during 2008 and 2007 Contingency Fund for a total balance of \$1,005,052 for the CBDG program year 2008.

There was discussion of the PROPOSED 2008 CBDG ANNUAL ONE-YEAR ACTION PLAN. Ms. Erfe answered questions regarding the plan which was presented to the Board. Mr. Walko asked about the community health center, dental center of Stamford that also serves residents of Greenwich. How many Greenwich residents were served by it? Ms. Erfe replied that they are awaiting a full report on this and would be able to answer more fully when it is received. At this point their understanding is that 100 senior residents are served. They have asked for \$100/person and \$6,000 or \$60 per person was recommended.

Mr. Walko also asked about the Housing Authority Historic Preservation and money that was going to be used for window replacement. Also the kitchen replacements in Armstrong Court. The committee asked Ms. Erfe further budget questions concerning this plan.

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

HD-2 Health – Approval to Use - \$66,000

Approval to Use:

\$ 6,000	to	F187-51300	Temp Salaries
2,000	to	F187-52010	Legal Advertising
500	to	F187-52050	Postage
2,500	to	F187-52920	Work trnsfr To/From dept
3,000	to	F187-52950	Misc Services - NOC
1,000	to	F187-53140	Audio Visual Materials
1,000	to	F187-53500	Motor Fuel
1,000	to	F187-53520	Parts for Boats
2,000	to	F187-53950	Supplies & Materials - NOC
2,000	to	F187-54300	Maintenance of Boats & Marina
45,000	to	F187-59260	Marine Equipment
\$66,000	from	F187-35024	RRR – Shellfish Permits

This request is made to cover routine operating expenditures and an additional allocation for the purchase of a new boat to be used by the Shellfish Commission. The funds are to be transferred from the RESERVE RESTRICTED RECEIPT(RRR) Account.

Ms. Flynn explained that these funds will be used for are routine operating expenses. Video equipment is included. The largest expense is \$45,000 for the purchase of a new boat. Safety is the concern here. The boat that is currently being used was purchased in 1973. Maintenance and repair is very expensive. The Shellfish Commission coordinator needs to use this boat to

monitor areas and take samples from various beach locations. Because Areas G & F are open to the public, the Commission is looking to enhance this area which means that they will need extra sampling and monitoring in order to keep them safe. The Commission is also interested in bringing scallops back to Greenwich and this will require planting of grasses and more monitoring of the shell fishing beds to be set up. It would also require 'planting' of the beds. An educational program for Greenwich students is another goal of the Commission and they would need a boat that could accommodate and safely take students out to see various sites in the Greenwich area to learn about shellfish.

The fund balance that they would be drawing these expenses from is currently \$222,000. This fund is generated by the sale of permits and the sale of shellfish. This appropriation would leave this fund at \$222,000 less the \$66,000.

Mr. Walko asked what would be done with the existing boat and it was suggested that the Byram area, with its shallow drafts, might have a need and be able to use it.

It was pointed out that the Shell fishing Coordinator is a part-time temporary position. The Blue Sheet will be revised for the full BET meeting to include FICA expenses for the temporary salary line.

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

HD-3 Health – Approval to Use - \$8,182

Approval to Use:  
\$8,182 to F4031-51010 Regular Salaries  
\$8,182 from Emergency Preparedness Planning Grant

This request is being made to accept the final of six grant payments of State funds over a two year period for Public Health Emergency Preparedness. This is the last amount of funds that will come from the State of Connecticut and will be used to cover the salary for the Public Health Emergency Preparedness Coordinator.

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

NW-1 – Nathaniel Witherell - Transfer– \$143,943

Approval to Use:  
\$143,973 to Z450-59560 28020 Person Centered Satellite Dining  
\$150,000 From Z450-59560 28020 Witherell Channel  
(6,057) to Capital Reduction in Capital Requested

Mr. Walko pointed out that this is an appropriation and not a transfer and that Nathaniel Witherell should know that.

Mr. Ormsby explained that given the nature of the business at Nathaniel Witherell, the priorities have changed over the year that has passed since the 07-08 Capital Budget was developed and presented to the Finance Department in September 2006. This facility is a constantly changing one that requires 24/7 attention to the quality of life and care of its residents

A team of Nathaniel Witherell food service professionals analyzed the patterns and costs of food distribution. Moving food from the kitchen to the residents.

Mr. Walko proposed that they take the merits of the case before talking about the other issues in the process. He asked Mr. Ormsby to explain the process. Mr. Ormsby explained that the Connecticut Department of Public Health came in for their annual audit on August 21, 2007. The food service department was thoroughly inspected. They also ask the residents for comments regarding the food service and they were told that the food was not warm enough. Although they were not cited, they need to develop a plan of corrective action to remedy the situation. Method of delivery was remiss in serving the 200 residents. The centralized kitchen needs to serve residents in many different locations and on different schedules.

Under “Personal Centered Satellite Dining” the food is still cooked in the central kitchen but then transported in bulk to different satellites where food can be served to residents individually in a more timely manner, at the pace of the residents.

There is potential for energy savings under this plan. Another benefit of this plan is the kitchen will not generate as much heat. The air conditioning issue would be alleviated. Also energy savings will be realized by not needing to have the steamers on all day. The service personal will not only serve the food but they also wash dishes.

They can have this system up and running in approximately 4 months.

Mr. Walko asked to now discuss process. He stated that they are asking to take an item that was combined in a CIP application last year and convert it to this Personal Centered Satellite Dining program. He explained that we have an item here in a CIP process by which we have a ranking of capital projects. They go through the BET. The overriding concern is that we have a process that we don't want to deviate from because this is a process that is significantly better than what we had in the past and we don't want to lose it.

Mr. Ormsby explained that Nathaniel Witherell operates differently from any other department in the town because they need to deal with different issues.

Mr. Krumeich pointed out that if approved, we need to move forward on this project.

Mr. Kowalewski pointed out that Nathaniel Witherell will need to go in front of the RTM next year. They need to justify that they are able to make a profit this year. This results in their

trying to control their costs. After one month of the new fiscal year they are on track to make their.

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

SE-3 - First Selectman- Additional Appropriation - \$15,000

Additional Appropriation:

\$ 15,000 to P935-57350 Settlement

\$15,100 from Risk Fund Balance

This matter has been withdrawn pursuant to our own BET policies. The policy is that settlements under \$25,000 do not need to be approved by the Budget Committee. This item will be resolved by the Law Committee and then presented to the BET on September 18, 2007.

SE-4 First Selectman- Additional Appropriation - \$54,100

Additional Appropriation:

\$ 35,000 to A105-51300 Temp Salaries  
5,000 to A105-51490 Prof Fees Eng Assessment  
3,000 to A105-52150 Misc program fees  
8,600 to A105-53070 IT Supplies  
2,500 to A105-53010 Office Supplies

\$54,100 from General Fund Balance

The GCTV Channel 79 was reconstituted in January 2007 using a limited budget funded by the Office of the Selectman and a modest grant from Cablevision. Mr. Joyella explained the plans for moving to the next level of video-based information service for the community. He wants it to be similar to and at the level of other government channels in the lower Fairfield County area. The committee was formed was out of cycle for the town budgeting process and that is why they are coming for an interim appropriation. The key item is having a paid staff member. They are in the process of becoming incorporated as a limited liability non-profit corporation. They plan on participating in the budgeting process for next year. They are looking for space, perhaps at the library or the Bruce Museum.

It was questioned whether the town would own the equipment. The Selectman's office has already bought the equipment. The other question was whether the employee would be employed by the town.

This appropriation will be subject to the incorporation of this entity and will be the employer of the temporary employee. The Committee asked that the Blue Sheet be revised to show an equipment purchase and a grant to a non-profit entity.

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

**APPROVAL OF MINUTES**

Upon a motion by Mr. Krumeich, seconded by Mr. Simon, the Board voted 4-0-0 to approve the minutes from the July 10, 2007 Regular Budget Committee Meeting.

**Discussion of Budget Guidelines for 2008-2009 Fiscal Year**

The committee discussed the language used in the guidelines, particularly with regard to the BOE budget. The goal being to avoid the miscommunications which occurred last year. The Committee also reviewed major budget numbers used to avoid calculation errors and to understand what is or is not included. Considerable time was spent going over the BOE numbers and the impact of various variables such as enrollment and staff changes. Mr. Walko intends to update the Guidelines and send to the Board of Education for the upcoming deadline in October.

Mr. Mynarski addressed the revenue issues in the guidelines.  
Mr. Lash reviewed the upcoming meeting schedule.

**Discussion of Board of Education Transfers for FY 2006-2007**

Mr. Walko questioned whether reviewing these transfers was a worthwhile process, how often, and when it should be done. Mr. Simon moved that they continue this interim approach, consistent with the current policy, but amending the ending to be June 30, 2008. Mr. Walko seconded, passed 4-0.

**Establishment of Other Post Employment Benefit (OPEB) Trust Fund**

Mr. Walko presented the Trust Agreement to be recommended to the BET for ratification in September, as amended. Upon a motion by Mr. Mason, seconded by Mr. Krumeich, the Budget Committee voted 4-0-0 to present it to the BET.

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 9:50 P.M.

Respectfully submitted,

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Anne Merz, Recording Secretary

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Stephen G. Walko, Chairman





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BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE MEETING  
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	F4031-51010		Regular Salaries	
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