

1. BET Budget Comm. Meeting Documents

Documents:

APPROVED_BET_BUDGET_COMM_MEETING_MINUTES_10-09-07.PDF
BET_BUDGET COMM_MEETING_AGENDA_10-09-07.PDF
BET_BUDGET COMM_MEETING_PACKET_10-09-07.PDF
FINAL_BET_BUDGET_COMM_MEETING_MINUTES_10-09-07.PDF
SUB_TO_APP_BET_BUDGET_COMM_MEETING_MINUTES_10-09-07.PDF

TOWN OF GREENWICH
 BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
 MINUTES
 Cone Room
 Tuesday, October 9, 2007

Present:

Committee:

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

Board:

Nancy Barton, Leslie Tarkington, Art Norton, Robert Stone, William Finger, Alma Rutgers, Jim Himes

Staff:

Roland Gieger, Budget Director; Peter Mynarski, Comptroller

Also Present:

Colleen Giambo, Chairman, Sue Wafferstein, Board of Education
 Caroline Baisley, Director of Health, Debbie Flynn, Health Department
 Bruce Spaman, Superintendent of Parks, Joann Messina, Executive Director of Greenwich Tree Conservancy.
 John Wayne Fox, Town Attorney, Valerie Maze Keeney and Aamina Ahmad, Law Department

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

Requests for Budget Adjustments

The Committee voted unanimously to change the order of agenda items and take up Item HD-4 before HD-3.

HD-4 Health Approval to Use - \$74,608

Approval to Use:

\$51,522	to	F403-51300	Temp Salaries
3,000	to	F403-51490	Professional Services NOC
3,000	to	F403-52010	Publicity
9,254	to	F403-53250	Med, Surg, and Lab Supplies
720	to	F403-52950	Maintenance of Office Equipment
2,900	to	F403-54200	Maintenance of Instruments
4,212	to	F403-57050	Social Security

\$74,608 from Public Act Funds - Grants

Ms. Baisley confirmed that we have already received these funds from the State of Connecticut and that they are to be used for programs within the Department of Health. This year's per capita funding was \$1.18 which is more than we have ever gotten before. The grant will be used to fund part-time services for a public health educator, an assistant, and public health nursing

services, all of which were done last year. These expenditures have been approved by the State and the Board of Health. The department has engaged in Public Health Messaging on radio broadcasts, reminding the public about mammograms and influenza clinics. Ms. Baisley pointed out that this has had a very positive effect on public health education and is working out well. Funds have also been spent on publicity including pamphlets and advertising.

Lab supplies to support radon and tick testing were purchased with these funds. The Tick Thermal Cycler will enable the town to test more ticks rather than sending them to the State for testing. Maintenance of all equipment which was purchased using State funds was also included. This means that those costs will not need to be covered by the town.

Mr. Walko asked whether the department needed to issue a report to the State. Ms. Baisley confirmed that they need to file a report at fiscal year end. This report includes overages which need to be reported and approved by the state. The state also needs to approve spending of unused or carry-over funds that might be spent differently than originally budgeted. They also completed an application for the upcoming year grant. This report can be several pages long.

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

ED-3 Board of Education - Transfer \$28,875

Transfer:			
\$10,000	to	A6001793-52300	Rental Auto Equipment
18,875	to	A6201753-52360	Rental Maintenance of Software
\$10,000	from	A6001793-51490	Professional Services
18,875	from	A6201753-51310	Temporary Services

Mr. Walko asked to talk about timing before reviewing this application. There was considerable discussion about the timing of transfers, approvals, the agreement between the BOE and the BET, the protocol involved, and resulting delays. Last month the Budget Committee agreed to continue in force the trial period for approvals and would like to continue for another year but this has not yet made it to the BET agenda for ratification. This is planned to happen this month.

Ms. Gianbo explained that the BOE tries to make transfers as quickly as possible so that their books are current and they are able to track the expense fairly close to the time it actually occurs.

The Committee voted 4-0 to approve the transfers.

The Committee voted unanimously to change the order of agenda items and address the Resolution before moving into executive session.

Resolution to Amend Budget Resolution #39 (FY 2007-2008 Budget)

Mr. Walko questioned whether the law department had reviewed this resolution. Mr. Spaman indicated that it had been presented to them but not yet approved. Mr. Walko pointed out that it

needs to be in legal order before it is passed and ultimately moved onto the RTM for adoption. Therefore the law department needs to review it by next Monday.

The Tree Conservancy plans to donate trees to be planted on town property using town resources. The Tree Conservancy would donate cash to cover the cost of trees that would otherwise be purchased by the town. Mr. Spaman would like to have this resolution passed in order to be able to purchase additional trees without going through the appropriation process each time.

There was considerable discussion about the details of using town labor resources and how these plantings would be supervised and managed. Ms. Tarkington explained that it is important that all planting be done by town personnel and that this will have an impact on the town's labor force. She also pointed out that town property versus private property would have an impact since they often are very close. It was questioned as to what trees would be chosen and where they were to go.

The wording of the resolution was an issue. Mr. Simon expressed concern over the use of the word 'reimbursement'. It was a matter of reflecting the timing of the purchases, planting, and donations.

Mr. Simon asked who gets to oversee the planting. Mr. Spaman replied that he does this and that he uses the Open Space catalogue.

Mr. Walko pointed out that this resolution still needs to be reviewed by the Law Department before Monday's BET meeting and that the wording using 'reimbursement' should be reviewed.

Mr. Mynarski explained that December was the due date for putting items in front of the RTM. Mr. Walko stated that it was up to Mr. Spaman and his staff to get this past the Law Department for review and revision. When this is done it can go on the agenda for the BET on Monday night.

Upon a motion by Mr. Simon, seconded by Mr. Krumeich, the Board voted 4-0-0 to approve the resolution.

EXECUTIVE SESSION:

The committee voted unanimously to enter into executive session at 7:10 to discuss settlement of legal claims.

In attendance were:

Roland Gieger: Budget Director; Peter Mynarski, Comptroller

Mssrs. Finger, Himes, Krumeich, Mason, Norton, Simon, Stone;

Mmes: Barton, Rutgers, and Tarkington; current BET

Law Department: John Wayne Fox, Valeric Maze Keeney and Aamina Ahmad

The committee voted unanimously to conclude the executive session and resume the regular meeting at 7:40 PM.

SE-7 - First Selectman- Additional Appropriation

Additional Appropriation:

to P935-57350

Settlement, Little, Little v. Warzoha & TOG

from

Risk Fund Balance

No Action Taken.

SE-8 First Selectman- Additional Appropriation - \$270,000

Additional Appropriation:

\$270,000 to P935-57350

Settlement, Tomberg v. Hendric & TOG

\$270,000 from

Risk Fund Balance

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. Simon, seconded by Mr. Krumeich, the Board voted 4-0-0 to approve the minutes from the September 11, 2007 Regular Budget Committee Meeting.

There being no further business before the committee, upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 7:50 P.M.

Respectfully submitted,



Anne Merz, Recording Secretary



Stephen G. Walko, Chairman



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MEETING
CONE ROOM
TUESDAY, OCTOBER 9, 2007, 6:30 PM**

REVISED AGENDA

Requests for Budget Adjustments

<u>Number</u>	<u>Department</u>		
ED-3	Board of Education	\$ 28,875	Transfer
	A6001793-52300	10,000	Rental Auto Equipment
	A6201753-52360	18,875	Rental Maintenance of Software
HD-4	Health	\$ 74,608.01	Approval to Use
	F403-51300	51,522	Temp Salaries
	F403-51490	3,000	Professional Services NOC
	F403-52010	3,000	Publicity
	F403-53250	9,254.01	Med, Surg, and Lab Supplies
	F403-54150	720	Maintenance of Office Equipment
	F403-54200	2,900	Maintenance of Instruments
	A901-57050	4,212	Social Security
SE-7	First Selectman		Additional Appropriation
	P935-57350		Little, Little v. Warzoha & TOG
SE-8	First Selectman		Additional Appropriation
	P935-57350		Tomberg v. Hendrie & TOG

Approval of Budget Committee Meeting Minutes for:
- Regular Meeting of the Budget Committee 9/11/07

Resolution to Amend Budget Resolution #39 (FY 2007-2008 Budget) regarding the Greenwich Tree Conservancy and the acceptance of gifts



This certificate received on file
on the OCT 5 day of 2007 @ 2:40 PM
Baronette C. Budkin
Town Clerk

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE MEETING
CONE ROOM
TUESDAY, OCTOBER 9, 2007, 6:30 PM**

REVISED AGENDA

Requests for Budget Adjustments

Number	Department		
ED-3	Board of Education	\$ 28,875	Transfer
	A6001793-52300	10,000	Rental Auto Equipment
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HD-4	Health	\$ 74,608.01	Approval to Use
	F187-51300	51,522	Temp Salaries
	F187-51490	3,000	Professional Services NOC
	F187-52010	3,000	Publicity
	F187-53250	9,254.01	Med, Surg, and Lab Supplies
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Approval of Budget Committee Meeting Minutes for:
- Regular Meeting of the Budget Committee 9/11/07

Resolution to Amend Budget Resolution #39 (FY 2007-2008 Budget) regarding the Greenwich Tree Conservancy and the acceptance of gifts

**Town Of Greenwich
Request Form For Budget Adjustments**


BET Meeting Date: Oct-07
Application #: ED 3

Department & Division: BOE
Action Requested: Transfer
Date of Submission: October 4, 2007

	Fund	Dept	Object	Project	Desc	Amount
To:	A	6001793	52300		Rental Auto Equip	10,000
	A	6201753	52360		Rental Maintenance of Software	18,875
From:	A	6001793	51490		Professional Services	10,000
	A	6201753	51310		Temporary Services	18,875

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 \$10,000 transfer is to correct coding of employee commuter van expense in Cantor House new computer Lab
The \$18,875 transfer is to provide for anticipated expense related to IEP software application implementation. Projected decrease in homebound instruction allow this re-allocation*

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 Motion: _____
_____ Disapproved _____
_____ Modified as follows: Second: _____

Clerk of the Board: _____

**Town Of Greenwich
Request Form For Budget Adjustments**

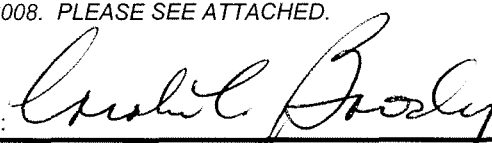
BET Meeting Date: Oct-07
Application #: HD 4

Department & Division: Health
Action Requested: Approval to Use
Date of Submission: September 28, 2007

	Fund	Dept	Object	Project	Desc	Amount
To:	F	403	51300		Temp Salaries	51,522.00
	F	403	51490		Professional Services NOC	3,000.00
	F	403	52010		Publicity	3,000.00
	F	403	53250		Med, Surg, and Lab Supplies	9,254.01
	F	403	54150		Maintenance of Office Equip	720.00
	F	403	54200		Maintenance of Instruments	2,900.00
	A	901	57050		Social Security	4,212.00
From:					Public Act Funds - Grant	74,608.01

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.)

This request is being made to accept Public Act Funds for fiscal year 2007/2008. PLEASE SEE ATTACHED.

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 Motion: _____
 _____ Disapproved
 _____ Modified as follows: Second: _____
 Clerk of the Board: _____

**Justification for Board of Estimate and Taxation Application HD 4
October 9, 2007 Meeting**

The Department was informed that the per capita funding for full-time health departments is \$1.18 for the FY 2008. In addition, a small amount of supplemental funds was distributed to each municipality. In this connection, the Chairman of the Board of Health reviewed and approved the items listed below for the 2008 per capita funding in the amount of \$74,608.01. The State of Connecticut Department of Health has also approved this application.

PERSONNEL SERVICES

\$55,734.00

- **Public Health Educator – Part-time**

This position will provide partial support assistance to the ongoing public health education efforts of the Department through the development of education pamphlets, brochures, etc.

$\$23.00/\text{hr} \times 20\text{hrs}/\text{wk} \times 50 \text{ wks} = \$23,000.00$
Social Security = \$ 2,000.00
\$25,000.00

- **Administrative Staff Assistant II – Part-time**

This position will provide clinical assistance in the Division of Family Health with services such as charting, recording, filing, assisting staff nurses and patients, interpreting, maintaining files and other duties as assigned.

$\$17.00/\text{hr} \times 14\text{hrs}/\text{wk} \times 41 \text{ wks} = \$9,758.00$
Social Security = \$ 592.00
\$10,350.00

- **Public Health Nurse – Part-time**

This position will provide nursing services support in the Division of Family Health in programs of Adult, Maternal, and Child health.

$\$31.00/\text{hr} \times 14\text{hrs}/\text{wk} \times 31 \text{ wks} = \$13,454.00$
Social Security = \$ 1,330.00
\$14,784.00

- **Laboratory Assistant – Temporary**

This position will provide support services to the Laboratory specifically in the radon and tick testing outreach programs. Duties will include but will not be limited to data collection and calculations, reporting, radon and tick testing, etc.

$\$13.00/\text{hr} \times 30\text{hrs}/\text{wk} \times 5 \text{ wks} = \$1,950.00$
Social Security = \$ 150.00
\$2,100.00

- **Environmental Health Aide – Temporary**

This position will provide support services to the Division of Environmental Services specifically in the summer beach and public pool water testing program.

$\$14.00/\text{hr} \times 30\text{hrs}/\text{wk} \times 8 \text{ wks} = \$3,360.00$
Social Security = \$ 140.00
\$3,500.00

PROFESSIONAL SERVICES

\$3,000.00

- **Public Health Messaging** \$2,500.
To obtain professional media services in an effort to provide effective public health messaging to the community on a weekly basis through local radio broadcasting. The program will consist of using pre-recorded messages addressing various health issues, concerns, and offered programs that benefit residents. Approximately 15- ten second messages will be announced during 1 week per month for 10 weeks for a total of 150 messages.
- **1 Public Health Screening Clinic** \$500.
To obtain professional services (registered dietitians, physicians, etc.) to assist with conducting one public health screening clinic at St. Paul's Church in Byram. This clinic will be coordinated with the church pastor in an effort to promote positive health initiatives through measures such as dietary control, exercise, etc. Screening services will include metabolic syndrome screening, cholesterol screening, vision and hearing screening, etc.

PUBLICITY

\$3,000.00

To obtain advertising services to promote public health initiatives and programs (such as influenza clinics) in the community throughout the year. Items will include ads in local newspapers.

MEDICAL, SURGICAL, AND LAB SUPPLIES

\$9, 254.01

- **Hybrid PXE Thermal Cycler** \$5,099.
This piece of equipment will be used to enhance the laboratory's existing tick testing program. In the 2006/2007 fiscal year, 715 ticks were tested for the Lyme bacterium with 30% reporting positive. This thermocycler will allow more tick specimens to be processed.
- **Health Screening Clinic Supplies** \$655.01
To purchase supplies that will be needed for one public health screening clinic offered in the community. Items will include toothbrushes, calorie counters, blood tubes, lipid profile test cassettes, bandaids, etc.
- **Radon and Tick Testing outreach program supplies** \$3,500.
To purchase supplies that will be needed for two community outreach programs; radon in air and tick testing for the Lyme disease bacterium (Bd). Items will include but not be limited to short term radon measurement chambers, primers for tickborne pathogens, and general supplies to conduct controlled testing.

MAINTENANCE OF OFFICE EQUIPMENT **\$720.00**

To support the needed maintenance of a Xerox copier purchased with State funds.

MAINTENANCE OF MACHINERY, TOOLS AND INSTRUMENTS **\$2,900.00**

To support the needed maintenance of a Millipore Water Purification System purchased with State funds.

Total Grant **\$74,608.01**

VENDOR INVOICE FOR GOODS OR SERVICES RENDERED TO THE STATE OF CONNECTICUT CO-17 Rev 7/03 VENDOR: Please complete this form and send it to the DEPARTMENT BILLING ADDRESS SHOWN ON PURCHASE ORDER	STATE OF CONNECTICUT OFFICE OF THE STATE COMPTROLLER CENTRAL ACCOUNTS PAYABLE DIVISION
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(1) Business Unit Name	(2) Business Unit Number	(3) Invoice Number	(4) Invoice Amount \$74,608.01
(5) Document Date	(6) Invoice Date	(7) Accounting Date	(8) Rpt. Type T
			(9) VENDOR FEIN/SSN - SUFFIX 000-000-057

VENDOR/PAYEE: FIELDS 9, 10 14 and 18 ARE MANDATORY FOR PAYMENT

(10) PAYEE: Greenwich Health Department ADDRESS: 101 Field Point Road P.O. Box 2540 Greenwich, CT 06830-2540	(11) Voucher Number (12) Voucher Date: _____ Prepared by: _____
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(13) **VENDOR BILLING COMMENTS**
 SFY 2008 Per Capita Grant

(14) Give a full description of goods or services completed	(15) Quantity	(16) Units	(17) Unit Price	(18) Amount
SFY 2008 State Aid pursuant to Section 19a-202 of the Connecticut General Statutes. For the period 7/1/07 - 6/30/08				\$74,608.01

I certify that the above is a valid claim and has not been paid

xx *Cristina C. Bradley*
 (Contractor) Signature of Authorized Person
Director of Health
 (Name & Title)

BUSINESS UNIT USE ONLY

REQUIRED							OPTIONAL		REQR
Amount	FUND	Department	SID	Program	Account	Project	Activity	Agency Chart	Budget Ref
74,608.01	11000	DPH48558	17009	42006	55070	DPH Non-Project	N/A	N/A	08

(32) DEPARTMENT NAME AND ADDRESS: STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH 410 CAPITOL AVENUE, MS# 11GCT PO BOX 340308 HARTFORD, CT. 06134-0308	(33) PO NO.	(34) COMMODITIES RECEIVED or SERVICES RENDERED- Signature <div style="text-align: center;">(DPH AUTHORIZED SIGNATURE)</div>
	(35) PO BUS UNIT	(36) Receiving Report No.
		(37) Date of Receipt

SHIPPING INFORMATION

(38) Date shipped	(39) From City/State	(40) Via Carrier	(41) F.O.B.
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STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



SFY 2008 PER CAPITA FUNDING APPLICATION FOR:

Greenwich Health Department
101 Field Point Road
P O. Box 2540
Greenwich, CT 06830-2540

SFY 2008 Per Capita Allocation \$74,608.01

Population (2005) 62,236

This application certifies that Greenwich Health Department is in compliance with the following terms of the State Aid to Full-time Health Department Program:

1. The city/town employs a duly authorized full-time Director of Health as defined in Section 19a-200 C.G.S. We understand that we may become ineligible to receive this Grant-in-Aid if the Director of Health position is either vacant or filled with an acting Director of Health for more than (3) months.
2. The city/town expends at least \$1.00 per capita per fiscal year from annual local tax receipts for health department services.
3. If this grant application is approved, monies granted will not be used to substitute for funds budgeted for the local health department under the normal budgetary process.
4. The information provided on behalf of the health department in this application and attachments is true and correct.

Name of Individual
Completing the Application:

Caroline C. Baisley
(Please print or type)
Signature: Caroline C. Baisley

Director of Health:

Caroline C. Baisley
(Please print or type)
Signature: Caroline C. Baisley

Chief Elected
Official:

Benny Monahan Acting First Selectman
(Please print or type)
Signature: Benny Monahan

**State of Connecticut
Office of the State Comptroller**
Hartford, CT 06106-1775

DPHM1 11908323 0000000057
GREENWICH HEALTH DEPT
C/O DIRECTOR OF HEALTH
PO BOX 2540
GREENWICH, CT 06830

BU DPHM1
Agency Name Dept. of Public Health
Reference Number 11908323
Payment Date 9/5/2007
Payment Amount 74,608.01

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Net Amount
SFY2008PERCAPITAGRANT <i>SFY 2008 Per Capita Grant</i>	8/20/2007	00046237	74,608.01	0.00	74,608.01

Additional information is required, please call Dept. of Public Health at (860)509-7222

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT AN ANGLE TO VERIFY.

O-205 (NEW 9-99)

BUSINESS UNIT DPHM1
AGENCY NAME DEPT. OF PUBLIC HEALTH

Office of the State Comptroller
to the
State Treasurer

51-44
119 CT

PAYMENT AMOUNT
SEVENTY-FOUR THOUSAND SIX HUNDRED EIGHT AND 01/100 DOLLARS

VENDOR CHECK NO. 11908323

BANK OF AMERICA
Hartford, CT 06110

PAY TO THE ORDER OF
GREENWICH HEALTH DEPT

Payment Amount
\$74,608.01

NOT VALID UNLESS SIGNED BY BOTH
STATE COMPTROLLER AND STATE TREASURER


NANCY WYMAN
COMPTROLLER - STATE OF CONNECTICUT


DENISE L. NAPIER
TREASURER - STATE OF CONNECTICUT

⑈ 11908323 ⑆ 011900445 ⑆ 57437888 ⑆

State of Connecticut Department of Public Health

Local Health Administration Branch, MS# 11LOC
P.O. Box 340308, 410 Capitol Avenue
Hartford, CT 06134-0308
Telephone: (860) 509-7660
FAX: (860) 509-7782

RECEIVED

AUG 31 2007

**DEPARTMENT OF HEALTH
GREENWICH, CONNECTICUT
OFFICE OF THE DIRECTOR**

August 29, 2007

Ms. Caroline C. Baisley, MPH
Director of Health
Greenwich Health Department
101 Field Point Road
P.O. Box 2540
Greenwich, CT 06830-2540

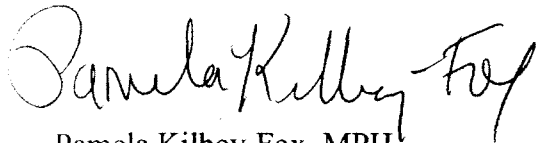
Re: SFY 2008 Per Capita Funding Application

Dear Ms. Baisley:

The Local Health Administration Branch is in receipt of your Per Capita Application for SFY 2008. Your application has been approved and the invoice payment has been processed. It will take approximately two to three weeks to receive payment.

Please contact Sue Walden at (860) 509-7660 if you have any questions regarding the per capita application process.

Sincerely,



Pamela Kilbey-Fox, MPH
Branch Chief

cc: Sue Walden

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,

Anne Merz, Recording Secretary

Stephen G. Walko, Chairman

Current Resolution:

"The Department of Parks and Recreation, Tree Division is authorized to accept gifts of trees and plantings from The Greenwich Tree Conservancy, Inc."

Draft of Proposed Resolution:

The Department of Parks and Recreation, Parks & Trees Division is authorized to accept gifts of;

- a. trees and plantings from The Greenwich Tree Conservancy, Inc. and/or
- b. receipts representing gifts from The Greenwich Tree Conservancy for reimbursement of the cost for trees and plantings, these receipts to become appropriations that the Comptroller may add to appropriate accounts.

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Room
Tuesday, October 9, 2007**

Present:

Committee:

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

Board:

Nancy Barton, Leslie Tarkington, Art Norton, Robert Stone, William Finger, Alma Rutgers, Jim Himes

Staff:

Roland Gieger, Budget Director; Peter Mynarski, Comptroller

Also Present:

Colleen Giambo, Chairman, Sue Wallerstein, Board of Education
Caroline Baisley, Director of Health, Debbie Flynn, Health Department
Bruce Spaman, Superintendent of Parks, Joann Messina, Executive Director of Greenwich Tree Conservancy.
John Wayne Fox, Town Attorney, Valerie Maze Keeney and Aamina Ahmad, Law Department

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

Requests for Budget Adjustments

The Committee voted unanimously to change the order of agenda items and take up Item HD-4 before ED-3.

HD-4 Health – Approval to Use - \$74,608

Approval to Use:

\$51,522	to	F403-51300	Temp Salaries
3,000	to	F403-51490	Professional Services NOC
3,000	to	F403-52010	Publicity
9,254	to	F403-53250	Med, Surg, and Lab Supplies
720	to	F403-52950	Maintenance of Office Equipment
2,900	to	F403-54200	Maintenance of Instruments
4,212	to	F403-57050	Social Security
\$74,608	from		Public Act Funds - Grants

Ms. Baisley confirmed that we have already received these funds from the State of Connecticut and that they are to be used for programs within the Department of Health. This year's per capita funding was \$1.18 which is more than we have ever gotten before. The grant will be used to fund part-time services for a public health educator, an assistant, and public health nursing

services, all of which were done last year. These expenditures have been approved by the State and the Board of Health. The department has engaged in Public Health Messaging on radio broadcasts, reminding the public about mammograms and influenza clinics. Ms. Baisley pointed out that this has had a very positive effect on public health education and is working out well. Funds have also been spent on publicity including pamphlets and advertising.

Lab supplies to support radon and tick testing were purchased with these funds. The Tick Thermal Cycler will enable the town to test more ticks rather than sending them to the State for testing. Maintenance of all equipment which was purchased using State funds was also included. This means that those costs will not need to be covered by the town.

Mr. Walko asked whether the department needed to issue a report to the State. Ms. Baisley confirmed that they need to file a report at fiscal year end. This report includes overages which need to be reported and approved by the state. The state also needs to approve spending of unused or carry-over funds that might be spent differently than originally budgeted. They also completed an application for the upcoming year grant. This report can be several pages long.

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

ED-3 Board of Education - Transfer \$28,875

Transfer:

\$10,000	to	A6001793-52300	Rental Auto Equipment
18,875	to	A6201753-52360	Rental Maintenance of Software
\$10,000	from	A6001793-51490	Professional Services
18,875	from	A6201753-51310	Temporary Services

Mr. Walko asked to talk about timing before reviewing this application. There was considerable discussion about the timing of transfers, approvals, the agreement between the BOE and the BET, the protocol involved, and resulting delays. Last month the Budget Committee agreed to continue in force the trial period for approvals and would like to continue for another year but this has not yet made it to the BET agenda for ratification. This is planned to happen this month.

Ms Giambo explained that the BOE tries to make transfers as quickly as possible so that their books are current and they are able to track the expense fairly close to the time it actually occurs.

The Committee voted 4-0 to approve the transfers.

The Committee voted unanimously to change the order of agenda items and address the Resolution before moving into executive session.

Resolution to Amend Budget Resolution #39 (FY 2007-2008 Budget)

Mr. Walko questioned whether the law department had reviewed this resolution. Mr. Spaman indicated that it had been presented to them but not yet approved. Mr. Walko pointed out that it

needs to be in legal order before it is passed and ultimately moved onto the RTM for adoption. Therefore the law department needs to review it by next Monday.

The Tree Conservancy plans to donate trees to be planted on town property using town resources. The Tree Conservancy would donate cash to cover the cost of trees that would otherwise be purchased by the town. Mr. Spaman would like to have this resolution passed in order to be able to purchase additional trees without going through the appropriation process each time.

There was considerable discussion about the details of using town labor resources and how these plantings would be supervised and managed. Ms. Tarkington explained that it is important that all planting be done by town personnel and that this will have an impact on the town's labor force. She also pointed out that town property versus private property would have an impact since they often are very close. It was questioned as to what trees would be chosen and where they were to go.

The wording of the resolution was an issue. Mr. Simon expressed concern over the use of the word 'reimbursement'. It was a matter of reflecting the timing of the purchases, planting, and donations.

Mr. Simon asked who gets to oversee the planting. Mr. Spaman replied that he does this and that he uses the Open Space catalogue.

Mr. Walko pointed out that this resolution still needs to be reviewed by the Law Department before Monday's BET meeting and that the wording using 'reimbursement' should be reviewed.

Mr. Mynarski explained that December was the due date for putting items in front of the RTM. Mr. Walko stated that it was up to Mr. Spaman and his staff to get this past the Law Department for review and revision. When this is done it can go on the agenda for the BET on Monday night.

Upon a motion by Mr. Simon, seconded by Mr. Krumeich, the Board voted 4-0-0 to approve the resolution.

EXECUTIVE SESSION:

The committee voted unanimously to enter into executive session at 7:10 to discuss settlement of legal claims.

In attendance were:

Roland Gieger: Budget Director; Peter Mynarski, Comptroller

Mssrs. Finger, Himes, Krumeich, Mason, Norton, Simon, Stone:

Mmes: Barton, Rutgers, and Tarkington: current BET

Law Department: John Wayne Fox, Valerie Maze Keeney and Aamina Ahmad

The committee voted unanimously to conclude the executive session and resume the regular meeting at 7:40 PM.

SE-7 - First Selectman- Additional Appropriation

Additional Appropriation:

to P935-57350 Settlement, Little, Little v. Warzoha & TOG
from Risk Fund Balance

No Action Taken.

SE-8 First Selectman- Additional Appropriation - \$270,000

Additional Appropriation:

\$270,000 to P935-57350 Settlement, Tomberg v. Hendrie & TOG
\$270,000 from Risk Fund Balance

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. Simon, seconded by Mr. Krumeich, the Board voted 4-0-0 to approve the minutes from the September 11, 2007 Regular Budget Committee Meeting.

There being no further business before the committee, upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 7:50 P.M.

Respectfully submitted,

Anne Merz, Recording Secretary

Stephen G. Walko, Chairman

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\$270,000 from Risk Fund Balance

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APPROVAL OF MINUTES

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There being no further business before the committee, upon a motion by Mr. Simon, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 7:50 P.M.

Respectfully submitted,

Anne Merz, Recording Secretary

Stephen G. Walko, Chairman