### AGENDA

Opening remarks – Chairman, Joseph L. Pellegrino

<table>
<thead>
<tr>
<th>Requests for Budget Adjustments</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA-1</td>
<td>Brd. Of Assmnt Appls</td>
<td>$ 8,000</td>
<td>Release of Conditions, Temporary Salaries</td>
</tr>
<tr>
<td></td>
<td>A136 51300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA-1</td>
<td>Assessor</td>
<td>$ 32,000</td>
<td>Release of Conditions, Temporary Salaries</td>
</tr>
<tr>
<td></td>
<td>A135 51300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC-1</td>
<td>Conservation Comm.</td>
<td>$ 3,500</td>
<td>Additional Appropriation, Equipment</td>
</tr>
<tr>
<td></td>
<td>F172 53550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PZ-2</td>
<td>Planning &amp; Zoning</td>
<td>$ 7,720</td>
<td>Additional Appropriation, Consulting</td>
</tr>
<tr>
<td></td>
<td>F171 51440</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW-6</td>
<td>DPW</td>
<td>$ 149,000</td>
<td>Additional Appropriations, STP Pavement Restoration</td>
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<tr>
<td></td>
<td>Z312 59600 12123</td>
<td></td>
<td></td>
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<tr>
<td>PW-7</td>
<td>DPW</td>
<td>$ 225,000</td>
<td>Additional Appropriations, Overtime Salaries</td>
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<tr>
<td></td>
<td>A312 51100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW-8</td>
<td>DPW</td>
<td>$ 25,000</td>
<td>Additional Appropriations, Overtime &amp; Temp. Salaries</td>
</tr>
<tr>
<td></td>
<td>A321 51100 &amp; 51300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Old Business:
- CityView Discussion
New Business:
  • Report of Status of Current Economic Conditions

Acceptance of BET Budget Committee Meeting Minutes:
  • December 13, 2011 Regular Monthly Meeting
Town Of Greenwich  
Request Form For Budget Adjustments

Department & Division:  Brd of Assmnt Apps
Action Requested:  Release of Conditions
Date of Submission:  January 3, 2012

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Object</th>
<th>Project</th>
<th>Desc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>A</td>
<td>136</td>
<td>51300</td>
<td>Temporary Salaries</td>
<td>8,000.00</td>
</tr>
</tbody>
</table>

From:  8,000.00

Justification of Request:

Request that the condition placed on temporary salaries be removed to provide funding for tax appeals that will begin in March.

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:  

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: Jan-12
Application #: TA 1

Department & Division: Assessor
Action Requested: Release of Conditions
Date of Submission: December 15, 2011

<table>
<thead>
<tr>
<th>Fund</th>
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<th>Object</th>
<th>Project</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>A</td>
<td>135</td>
<td>51300</td>
<td>Temporary Salaries</td>
<td>32,000</td>
</tr>
</tbody>
</table>

From: 32,000

Justification of Request:

Application TA-1 is a request to release a $32,000.00 budget condition on temporary employee salaries. The funds are needed to cover costs for temporary employees for the second half of the year and the cost of temporary appraisers who assisted in preparing the 2011 Grand List.

Board Chairman

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
Application TA-1 is a request to release a $32,000.00 budget condition on temporary employee salaries. The funds are needed to cover costs for temporary employees for the second half of the year and the cost of temporary appraisers who assisted in preparing the 2011 Grand List.
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jan-12
Application #: CC 1

Department & Division: Conservation Comm

Action Requested: Additional Appropriation

Date of Submission: January 2, 2012

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Object</th>
<th>Project</th>
<th>Desc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>F</td>
<td>172</td>
<td>53550</td>
<td>Equipment</td>
<td>3,500</td>
</tr>
<tr>
<td>From:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,500</td>
</tr>
</tbody>
</table>

Justification of Request:

In 2009, the Conservation Commission received a $2,000 grant from the LISFF for equipment to conduct an eel survey on the Byram River. The survey was completed in the summer 2009. The CC has now applied and been awarded a grant of $3,500 for materials to install an eel passage on the Byram River at the Pemberwick Dam. The Byram River has over 40 dams blocking passage of migrating eels. This passage will collect the eels and then be re-distributed in the Byram River on town, state and Audubon properties. Grant will be booked to F172-43100.

Board Chairman

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: ____________________

Second: ____________________ Clerk of the Board: ____________________

This form should be submitted with 35 blue copies in addition to a current Appropriation Statement.
TOWN OF GREENWICH, CT – Representative Town Meeting

ITEM NO: DEPARTMENT: Conservation Commission 1201CC01
CONTACT: Denise Savageau 203-622-6461 denise.savageau@greenwichct.org
REFERRED TO:
VOTES:

RESOLVED, RESOLVED, that (a) the Conservation Commission of the Town of Greenwich be hereby authorized to accept receipts from the National Fish and Wildlife Foundation’s Long Island Sound Futures Fund (LISFF) Program in the amount of $3,500 and (b) these receipts to become appropriations in appropriate accounts upon approval of the Board of Estimate and Taxation.

EXPLANATORY COMMENTS

In 2009, the Conservation Commission received a $2,000 from the LISFF for equipment to conduct an eel survey on the Byram River. This is in keeping with the Commission’s natural resource inventories in Town. The survey was completed in the summer of 2009. As a follow-up, the CC has now applied and been awarded a grant of $3,500 for materials to install an eel passage on the Byram River at the Pemberwick Dam (just north of Comly). The Byram River has over 40 dams blocking passage of migrating eels. The eel passage will collect the eels that will then be re-distributed in the Byram River on town, state, and Audubon properties. Permission for the eel passage has been secured from the owner on the dam, and Audubon has agreed to allow release of eels on its property.

The installation of the eel passage will be overseen by CC and become part of its Habitat Volunteer program. Volunteers and students will assist the CC in distributing the eels throughout the watershed. This is a unique education opportunity for residents to help with an important fish migration. American eels are an important part of the food chain and important to the health of the stream and Long Island Sound.

The eel pass consists of plastic tubing, netting, a plastic drum, an electric pump, 6 car batteries, 3 battery chargers, and a solar panel to maintain battery charge. Total cost of materials is $3500.

The Town will provide inkind service in the form of staff hours as a match for the grant.

ATTACHMENTS

Project location map
This map shows:
1) Location of the project area
2) Location of the eel pass relative to Long Island Sound
3) Location and ownership of stocking properties
4) Distribution and prevalence of dams
5) The decline in measured eel density upstream from 8 dams
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jan-12
Application #: PZ-2

Department & Division: P & Z Comm
Action Requested: Additional Appropriation
Date of Submission: January 4, 2012

<table>
<thead>
<tr>
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<th>Dept</th>
<th>Object</th>
<th>Project</th>
<th>Desc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>F</td>
<td>171</td>
<td>51440</td>
<td>Consulting</td>
<td>7,720</td>
</tr>
</tbody>
</table>

From: 7,720

Justification of Request:

The Greenwich Coastal Resiliency Flood Mapping Project has been awarded $7,720 that will be receipted to the 43100 account. These monies will go towards a consultant to collect data of first floor elevations of residentially used structures in the AE and VE flood zones.

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:

<table>
<thead>
<tr>
<th>Approved</th>
<th>Motion:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
<tr>
<td>Modified as follows:</td>
<td>Second:</td>
</tr>
</tbody>
</table>

Clerk of the Board: ____________________________

This form should be submitted with 35 blue copies in addition to a current Appropriation Statement.
December 29, 2011

Katie Blankley, Deputy Director of Planning and Zoning
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

Subject: Project #06 - Greenwich Coastal Resiliency Flood Mapping Project, Greenwich, CT

Dear Ms. Blankley,

The Association of US Delegates to the Gulf of Maine Council on the Marine Environment (US Gulf of Maine Association) in coordination with the Gulf of Maine Council (GOMC) and Northeast Regional Ocean Council (NROC) is pleased to announce that your application was approved for a funding amount of $7,720. Congratulations! This amount of $7,720 has been approved through August 31, 2012.

We recommend that you promptly initiate work with your GOMC-NROC Technical Lead (listed on page two) to develop a final scope and budget for your project. Please develop one scope of work and budget for year one funding and a second scope and budget for year two funds. Please save Appendix A (Tasking and Deliverables Timeline) and Appendix B (Budget) templates included in this package. These will be used to create the final scopes and budgets for your project.

Please use the project number and name in the subject line of this letter in all future email correspondence with this program. On behalf of the GOMC and NROC, we look forward to a successful grant project.

Regards,

Cynthia Krum, Executive Director
U. S. Gulf of Maine Association
P.O. Box 6063
Falmouth, Maine 04105

Cc: Nathan Frohling, The Nature Conservancy
Adrienne Harrison, NOAA
Jennifer Pagach, CT Long Island Sound Program
GOMC-NOAA Partnership Team for Your Project

Technical Lead (your primary GOMC-NROC contact)
Adrianne Harrison  603-862-4272  Adrianne.Harrison@noaa.gov

State Representative
Jennifer Pagach  860-424-3616  Jennifer.Pagach@ct.gov

US Gulf of Maine Association (contracting and invoicing)
Cynthia Krum  207-653-0494  cindy@2oceanconsult.com
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jan-12
Application #: PW 6

Department & Division: DPW
Action Requested: Additional Appropriation
Date of Submission: December 8, 2011

<table>
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<tr>
<th>Fund</th>
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<th>Object</th>
<th>Project</th>
<th>Desc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>Z</td>
<td>312</td>
<td>59600</td>
<td>12123 STP Pavement Restoration</td>
<td>149,000</td>
</tr>
<tr>
<td>From:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>149,000</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.)

Additional funds are being requested to complete the STP Pavement Restoration on East Elm Street and Milbank Avenue. This project is grant reimbursable through the State of Connecticut, Department of Transportation at 80% of allowable costs. The estimated total project cost is $649,000; reimbursement would be $519,200; total actual cost to the Town would be $129,800. Attached explanation has a detailed breakdown of the costs as well as the project background and schedule.

First Selectman: Director: 

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: 

Second:
STP Pavement Restoration on East Elm Street and Milbank Avenue
State Job No. 56-310
Town Project No. 10-16

The Town of Greenwich Department of Public Works (DPW) is requesting $149,000 as interim funding to finance the Connecticut Department of Transportation (CTDOT) Surface Transportation Program (STP) Pavement Restoration on East Elm Street and Milbank Avenue. These funds are required to supplement a capital project in our current FY 11-12 budget. DPW has received bids for the proposed project, on East Elm Street and Milbank Avenue, to mill, repair and resurface approximately 5,600 linear feet of roadway, install ADA compliant pedestrian ramps, replace curbing and reinstall pavement markings.

- **Project Background:** DPW requested funds in the CIP for FY 2011/2012 in the amount of $500,000. This amount was based on a preliminary estimate and the intention of construction taking place in the Fall of 2011. Due to extensive reviews by the CTDOT and revisions to the plans and specifications, this timeframe was not achievable. This is a weather dependent project and it is located within the commercial business district where holiday season street opening moratoriums apply. The project is now planned for Spring 2012. Four bids were received on November 4, 2011 with lowest bid from Guerrera Construction in the amount of $528,601.75. DPW considers this bid to be competitive, and recommends that the Town accept this bid.

- **Project Financing / Reimbursement:** CTDOT will provide 80% of the construction cost, through the STP. Based upon a preliminary assessment, the construction cost, including contingencies and inspection, will be approximately $649,000. Therefore, the total allowable cost to be reimbursed to the Town of Greenwich is $519,200. The cost breakdown is as follows:

<table>
<thead>
<tr>
<th>Construction Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Construction Cost</td>
<td>$530,000</td>
</tr>
<tr>
<td>Contingencies &amp; Extra Work</td>
<td>Estimated (10%)</td>
</tr>
<tr>
<td>Construction Inspection</td>
<td>Based on Proposal</td>
</tr>
<tr>
<td><strong>Total Construction Cost</strong></td>
<td><strong>$649,000</strong></td>
</tr>
<tr>
<td>-Total to be reimbursed to the Town</td>
<td>80% of Project Cost</td>
</tr>
<tr>
<td><strong>Actual Cost to the Town</strong></td>
<td><strong>$129,800</strong></td>
</tr>
</tbody>
</table>

- **Construction Schedule:** Construction is scheduled to begin April 15, 2012 and be completed by June 15, 2012.

- **Construction Administration:** In accordance with CTDOT program requirements, the Town must award the construction administration contract prior to awarding the construction contract. The construction administration fee for this project is estimated at $66,000 and is included in total cost of the project. Since funding is being provided by the CTDOT, it is a requirement that an outside consultant provide the construction administration services.
- **Total interim request:** In summary, we are requesting $149,000 to allow us to award both the construction administration and construction contracts.

<table>
<thead>
<tr>
<th>Total Construction Cost</th>
<th>$649,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Funding Provided for FY 2011/2012</td>
<td>-$500,000</td>
</tr>
<tr>
<td>Interim Request</td>
<td>$ 149,000</td>
</tr>
<tr>
<td>Construction (Including Construction Administration)</td>
<td></td>
</tr>
</tbody>
</table>

- **Relation to Previous Projects:** In June of 2010, the DPW completed a pavement restoration project under the American Recovery and Reinvestment Act of 2009 administered by the CTDOT. The initial grant amount was scheduled to be $1,300,000 and DPW was provided funding in this amount of $1,458,764 to complete the project. Because of competitive bid pricing at the time, only $858,764 was needed; therefore $600,000 was given back to the general fund. The remaining grant money was given to the State of Connecticut to be redistributed as a part of STP funding. The Town of Greenwich DPW applied for and has received this remaining grant money in order to construct this proposed project.
Town Of Greenwich
Request Form For Budget Adjustments

BET Meeting Date: Jan-12
Application #: PW 7

Department & Division: DPW
Action Requested: Additional Appropriation
Date of Submission: December 28, 2011

<table>
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<tr>
<th>Fund</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>To:</td>
<td>A</td>
<td>312</td>
<td>51100</td>
<td>Overtime Salaries</td>
<td>225,000</td>
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<tr>
<td>From:</td>
<td></td>
<td></td>
<td></td>
<td>Fund Balance</td>
<td>225,000</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.)

Please see attached

First Selectman: [Signature] Department Head: [Signature]

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

Date: [Signature] Comptroller: [Signature]

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: [Signature]
The Town of Greenwich Department of Public Works (DPW), Highway Division is requesting an additional appropriation of $225,000 for overtime services. These funds are being requested to replace those expended as a result of two major storms, to allow Highway to move into snow season with some funds in the budget.

- **Current Budget Status:** DPW – Highway’s FY 11/12 overtime budget of $400,000 has been exhausted due to the impact of Tropical Storm Irene on August 28, 2011, and the early snowstorm, Alfred on October 29, 2011. The immediate response for both of these storms occurred on weekends, and clean-up continued for more than a week after the initial events. The extended clean-up efforts continued outside of regular work hours, as well as Saturdays. These efforts were necessary to clear roads of debris and conduct related activities for public safety.

The Highway Division’s overtime budget funds labor related to snow and ice control, leaf collection, asphalt paving, emergency call-outs, street sweeping, pavement markings, and other tasks that must be performed outside routine working hours. In the table below, current budget status is shown.

<table>
<thead>
<tr>
<th>Actual Overtime Costs through 30 December 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 11/12 Budgeted Amount:</td>
</tr>
<tr>
<td>Tropical Storm Irene</td>
</tr>
<tr>
<td>Storm Alfred</td>
</tr>
<tr>
<td>Current Highway Overtime: Leaf Collection, Asphalt Paving, Emergency call-outs, etc.</td>
</tr>
<tr>
<td><strong>TOTAL COSTS as of 30 December 2011:</strong></td>
</tr>
<tr>
<td>30 December 2011 Shortfall:</td>
</tr>
</tbody>
</table>

- **FEMA Reimbursement Requested:** Under the FEMA program, DPW has submitted reimbursement requests in the amount of $225,000, for which the Town will be reimbursed 75% (approximately $170,000). The breakdown of budget and costs are as follows:

| Total Storm Costs (Irene & Alfred)         | $225,000  |
| -FEMA Reimbursement                        | -$170,000 |
| **Total Cost to Town**                     | **$55,000** |

- **Total additional request:** In summary, we are requesting $225,000 to allow us to continue to fund overtime services during the upcoming winter months. All reimbursement received from FEMA is returned to the General Fund, not to the departmental operating budget.
**Town Of Greenwich**

**Request Form For Budget Adjustments**

**BET Meeting Date:** Jan-12

**Application #:** PW 8

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**Department & Division:** DPW

**Action Requested:** Additional Appropriation

**Date of Submission:** December 28, 2011

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<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Object</th>
<th>Project</th>
<th>Desc</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>321</td>
<td>51100</td>
<td></td>
<td>Overtime Salaries</td>
<td>16,500</td>
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<tr>
<td></td>
<td>321</td>
<td>51300</td>
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<td>Temporary Salaries</td>
<td>8,500</td>
</tr>
</tbody>
</table>

**From:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Object</th>
<th>Project</th>
<th>Desc</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>321</td>
<td>52920</td>
<td></td>
<td>Transfer To/From</td>
<td>25,000</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.)

*PLEASE SEE ATTACHED.*

---

First Selectman: [Signature]

Department Head: [Signature]

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: Second:

Clerk of the Board: ____________________________
DPW – Waste Disposal – Overtime and Temporary Services

The Town of Greenwich Department of Public Works (DPW), Waste Disposal Division is requesting a transfer of funds totaling $25,000 to cover overtime expenses and temporary services. DPW is requesting a transfer of $16,500 to the overtime services line and $8,500 to the temporary services line. These funds are being requested to replace those expended as a result of two major storms and to continue support of the transition from dual stream to single stream recycling as well as the volume of transactions at Holly Hill.

DPW – Waste Disposal’s FY 11/12 overtime budget of $90,000 was significantly impacted due to Tropical Storm Irene on August 28, 2011, and the early snowstorm, Alfred on October 29, 2011. This budget supports Holly Hill’s six day a week operation, its operation on several holidays, and standard staff extended working hours. After the storms, Holly Hill extended its service hours to accommodate Town departments (specifically Parks & Rec, and Highway), residents and contractors who were clearing debris from the roads, rights-of-way, as well as residential and commercial properties. The extended hours allowed for all Town vehicles to be weighed, making it possible to determine debris tonnages reimbursable under FEMA. These records are critical to the Town’s FEMA reimbursement requests. The extended hours also allowed DPW to serve the public during these storm cleanup periods.

DPW – Waste Disposal has been using a part-time, non-represented clerical assistant (15 hours per week) to support the single stream recycling transition, hauler licensing, notices to residents/haulers regarding proper recycling procedures, residential vehicle permitting, etc. The Holly Hill Facility continues to experience high volumes of residential customers and related customer and contractor service support tasks. To support the recycling transition, DPW had permission to use the assistant full time, moving the position back to part time in November. As a result, we are seeking to bring this operating line back into balance.

Under the shift from dual to single stream recycling, DPW has eliminated approximately $900,000/year in town recyclables collection, and has also moved to a no management fee recycling handling contract where the Town receives $17.50/ton of recyclables hauled from Holly Hill. This latter contract eliminated the past costs of approximately $250,000 to handle and ship recyclables up to Stratford, CT. Sufficient staff support at Holly Hill will help us to continue to maintain and/or grow the Town’s recycling rates – a savings to the Town.

FEMA Reimbursement Requested: Under the FEMA program, DPW has submitted reimbursement requests for overtime services in the amount of $15,000, for which the Town will be reimbursed 75% (approximately $11,250).

Total transfer request: In summary, we are requesting to transfer $25,000, $16,500 to the overtime services line, of which $11,250 is eligible for reimbursement through FEMA, and $8,500 to the temporary services line. Any funding received from FEMA is returned to the General Fund, not the departmental operating budget.
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday, December 13, 2011

Committee:
Present: Michael S. Mason, Chairman; William R. Finger, Laurence B. Simon, Leslie L. Tarkington
Board: Randall Huffman, Mary Lee Kiernan, Joseph Pellegrino, Jeffrey Ramer, Stephen Walko
Selectmen: Peter Tesei, First Selectman
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Dustin Anderson, Executive Assistant, Selectmen’s Office; Carmella Budkins, Town Clerk; Captain Mark Kordick, Operations Division, Police Department; Deborah Flynn, Business Office Manager, Health Department; Boris Hutorin, Director of Information Technology; Peter Siecienski, Chief; Robert Kick, Assistant Chief, Fire Department; Amy Siebert, Commissioner; Alan Monelli, Superintendent, Public Works Department; Al Cava, Director of Labor Relations

Other: Bill Woollacott, Vice President and Consulting Actuary, Hooker & Holcombe, Inc.; Charlee Tufts, Director; John Strong, Fiscal Officer, Greenwich Emergency Medical Service; Sean Goldrick; Mark Johnson

The meeting was called to order at 6:31 P.M.

Review and Approval of OPEB Valuation as of July 1, 2011

Mr. Woollacott presented the Town of Greenwich, CT GASB 43/45 Valuation as of July 1, 2011, highlighting Actuarial Assumptions – added for the first time this year a self insured group (Worker’s Compensation and Heart and Hypertension for retired employees). Discussion also centered on the Accrued Liability (AL) & ARC, and Assets, the self insured group, rate comparisons, impact on OPEB, and the actuarial smoothing method.

Mr. Mynarski gave an overview of the process and expressed his gratitude to the Employee Benefits Manager, Alison Graham and Mr. Simon for their efforts in creating what is probably the most accurate report in the State of CT.

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

Requests for Budget Adjustments
TC-1  Town Clerk – Release of Conditions $19,000

Release of Conditions:
$ 19,000 to A150-51300 Temporary Salaries

Ms. Budkins explained that this request is for the salaries of three part-time employees through year-end, part of which is being used to cover for one full time retirement as of January 1, 2012. A discussion followed regarding shared services, and retiree payout costs.

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

PD-5  Police – Approval to Use $3,500

Approval to Use:
$ 3,449 to F217-51100 Overtime Services
$  51 to F217-57050 Benefits
$  3,500 from Federal Highway Safety Program Grant

Captain Kordick explained that this request is for the “Click It or Ticket” seatbelt enforcement safety program.

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

GM-1  GEMS – Release of Conditions $1,779,221

Release of Conditions:
$1,779,221 to A440-57225 Contribution to GEMS

Mr. Strong gave an overview of the GEMS Operational and Financial Quarterly Report, November, 2011. A discussion followed regarding the impact of the Medic 4 24-hour service, the impact of the High School field remediation, location status, Greenwich Hospital and other contributions.

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

SE-7  First Selectman – Release of Conditions $100,000

Release of Conditions:
$ 100,000 to Z134-59090-12102 IT Strategic Study

Mr. Hutorin gave a brief overview of the cope of work in the RFP. Mr. Crary stated that this is the third strategic review of the Town’s IT operation and gave an overview of the process in
determining areas to improve. A discussion followed regarding the focus of the study, timeline, the scope of service, and various departments' IT systems and software.

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

FD-4  Fire – Release of Conditions $100,000

Release of Conditions:
$ 100,000 to A208-57100 Volunteer Firefighter’s Health Care

Mr. Mason gave an explanation for the conditions and an overview of the Volunteer Firefighters Healthcare Stipend Program. The Committee reviewed the Draft of the Volunteer Firefighter Incentive Program: Health Insurance Incentive Program Town Wide Policy, which included a current enrollment list. A discussion followed regarding the policy language, COBRA, enforcement of the program, enrollment criteria and requirements, cost of the program and allocated funds. The Committee asked that the policy be drafted more clearly before the BET meeting on Monday December 19, 2011.

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

FD-6  Fire – Release of Conditions $41,300

Release of Conditions:
$ 41,300 to A208-51100 Volunteer Recruitment and Retention Officer

Mr. Mason explained that this condition was placed on 50% of the salary for this position, due to the inconsistencies found across the Volunteer Fire Companies indicating that there may be a need for change. Mr. Mason also commented that the Volunteer Recruitment Retention Officer position is valuable, because there needs to be a contact point for maintaining consistency,
documentation, and reporting. Asst. Chief Kick gave an overview of the responsibilities of the Volunteer Recruitment Retention Officer. A discussion followed regarding plans to re-structure the position, and the issues regarding monitoring the Volunteer Firefighter Program.

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

PW-5 Public Works – Release of Conditions $175,000

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

Mr. Monelli gave an explanation for the recommended parking layout and the proposed King Street Fire Station, showing three different options. Mr. Monelli stated that the current estimated cost of project is $2.243M. A discussion followed regarding parking lot rehabilitation, septic fields, timeline, street access, building size and configuration, and the GEMS facility and alternative locations. Additional costs associated with modifying the Golf Course parking lot and paving the lot will add $1.2 Million to the cost of the project.

The Committee voted 3-1-0 (Ms. Tarkington opposed) to approve the request and forward it to the Board of Estimate and Taxation as a non-routine application.

OLD BUSINESS

King Street Firehouse Staffing Plan

The Committee reviewed a draft of King Street Staffing Options. Mr. Tesei shared comments concerning the necessity for the King Street Fire Station and the fire safety value to the community. Asst. Chief Kick gave an overview of the staffing options and shared comments regarding NFPA codes and standards.

A discussion followed regarding Town wide response, the need for a strategic long-range plan, the FEMA Grant program, budgetary concerns, level of services, community value,

2013 Budget Schedule

The Committee reviewed the BET, BET Budget, HR & Audit Meeting Schedule 2011-2012.

NEW BUSINESS

Report of Status of Current Economic Conditions

The Committee reviewed the Selected Revenues and Spending Rate, November 2011, highlighting conveyance tax, building permit receipts, and spending which is running $3 to $4 Million higher than the previous FY.
APPROVAL OF MINUTES

Budget Committee Regular Meeting, November 15, 2011

The committee voted 4-0 to approve the minutes from the November 15, 2011, Budget Committee Regular Meeting, as amended.

There being no further business before the Committee, the meeting was adjourned at 9:50 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

SUBJECT TO APPROVAL

Michael S. Mason, Chairman