

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday, July 10, 2012

Committee:

Present: Joseph L. Pellegrino, Chairman; William R. Finger, Jeffrey S. Ramer, Leslie L. Tarkington

Board: Robert Brady, Sean Goldrick, Randall Huffman, Marc Johnson, Mary Lee Kiernan, Michael Mason, Art Norton

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Caroline Baisley, Director; Deborah Flynn, Business Office Manager, Health Department; Allen Brown, Executive Director; Mark Kordick, Captain, Operations Division, Police Department; Ray Augustine, Director of Financial Operations, Nathaniel Witherell; Amy Siebert, Commissioner, Public Works Department

Other: Lloyd Bankson, Nathaniel Witherell Board; Andy Fox, Nathaniel Witherell Building Committee; Peter Alexander

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

REQUESTS FOR BUDGET ADJUSTMENTS

HD-1 Health – Approval to Use \$7,622

Approval to Use:

\$ 4,201	to	F406-51490	Prof. Services – NOC
\$ 600	to	F406-52010	Advertising & Public Notice
\$ 400	to	F406-52920	Transfer other Depts
\$ 1,173	to	F406-53010	Office Supplies
\$ 1,000	to	F406-53250	Medical, Dental, Lab Supplies
\$ 248	to	F406-53550	Mech Supplies, Small Tools
\$ 7,622	from		HERR Funds - Grant

Ms. Baisley explained that these funds are used for the High Cholesterol and High Blood Pressure Control Programs, and then gave a brief overview of those programs.

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

HD-2 Health – Approval to Use \$54,927

Approval to Use:

\$ 54,927	to	F4037-51490	Prof. Services – NOC
\$ 54,927	from		PHEP Funds - Grant

Ms. Baisley explained that these funds are used for the Emergency Preparedness planning consultants.

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 \$4,000

Approval to Use:

\$ 2,787	to	F40338-51300	Part-time Salaries
\$ 200	to	F40338-53010	Office Supplies
\$ 800	to	F40338-53300	Wearing Apparel
\$ 213	to	F40338-57050	Social Security
\$ 4,000	from		MRC Funds - Grant

Ms. Baisley explained that these funds support the Greenwich Medical Reserve Corps, and will be used for training, wearing apparel, and supplies. Ms. Baisley gave a brief overview of the volunteer program.

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

FD-8 Fire Department (2011-2012) – Transfer \$100,000

Transfer:

\$ 100,000	to	A205-51100	Overtime
\$ 100,000	from	A208-51490	Prof Fees

Mr. Gieger explained that the Fire Department is over budget in overtime expense, primarily due to the two storms in September and October 2011, which will be reimbursed by FEMA. Mr. Pellegrino gave a brief explanation of the unused Volunteer compensation funding and the ability to transfer those funds. A discussion followed regarding the timing of the request and the expected reimbursement.

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-1 First Selectman – Release of Conditions \$155,000

Release of Conditions:

\$ 155,000	to	A105-59250-13101	800 MHhg Radio System
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Mr. Crary reported that the working group has met several times in order to determine how to proceed with preparing an RFP to select a consultant to assist with designing the new radio system, in order to replace the existing radio system, which is obsolete. Mr. Crary then gave an overview of the evaluation and RFP process. A discussion followed regarding the working group participants, system necessities and fiscal responsibility.

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

FI-1 Finance (2011-2012) – Reduce Bonding Authorization \$(6,943,460)

Reduce Bonding Authorization:

\$(1,498,613)	to	B Various	2007-2008	Bonded Projects
\$(2,624,146)	to	B Various	2008-2009	Bonded Projects
\$ (49,223)	to	B Various	2009-2010	Bonded Projects
\$ (80,126)	to	B Various	2010-2011	Bonded Projects
\$(2,691,352)	to	J Various	2007-2008	Bonded Projects

Mr. Mynarski gave a brief overview of the bonding process, and explained that these are authorized unissued (un-borrowed) funds. Mr. Mynarski then explained that this request is to remove the outstanding balances from the books. The Committee reviewed the TOG Bonded Project Authorizations and Borrowings as of June 2012. A discussion followed regarding bond issues, un-borrowed funds, Capital model impact, and debt service.

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

NW-4 Nathaniel Witherell (2011-2012) – Transfer \$110,000

Transfer:

\$ 60,000	to	H45070-56280	Insurance Expense
\$ 30,000	to	H45011-53400	Supplies Expense
\$ 20,000	to	H45020-54060	Maintenance Expense
\$ 100,000	from	H45070-57035	Sick & Vacation Payout
\$ 10,000	from	H45070-57950	Other (401K)

Mr. Augustine explained that this request is to use unused fringe benefits, due to un-occurred staff reductions, to cover shortfalls and gave an overview of the expenses.

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 – Release of Conditions \$20,205,000

Release of Conditions:

\$20,205,000	to	B450-59560-12201	NW Project Renew
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Mr. Bankson shared comments regarding the FY 2011-2012 census and long-range plan assumptions. Mr. Bankson gave an overview of the Business Plan Assumptions. Mr. Brown gave an overview of long-term care, highlighting increasing prices. Mr. Augustine gave an overview of the current staffing model.

A discussion followed regarding bargaining agreements, room rates, cash flow, interest rates, cost increase, staffing,

1. Review and approval by the BET of a validation of the Business Plan
 - Exhibit – 1 Assumption Changes Impact Over 30 Years
 - Exhibit – 2 Statement of Cash Flows
 - Exhibit – 3 TNW Admissions Report May 2012

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

2. Review and approval by the BET of construction documents and updated cost estimates.

This item was postponed.

3. Review and approval by the BET of updated environmental reports.

Mr. Fox gave an environmental update, highlighting the Environmental Phase 1 study, asbestos removal, and soil testing. A discussion followed regarding environmental studies' records, asbestos removal, and cost estimates.

The Committee also discussed cost estimates, priorities, contingencies, long-term care building renovations, and the bid process.

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

NEW BUSINESS

Status Report of Police Comp Time

This discussion was postponed.

Report of Status of Current Economic Conditions

Mr. Mynarski gave an update regarding the Debt and Fund Balance policies, highlighting outstanding long-term debt, fund balance anticipated revenues and surplus, and stated that the final numbers will be available after the posting of the BOE summer pays at the end of the week. Mr. Pellegrino shared comments regarding the budget process, planning, and management. A discussion followed regarding preparation for upcoming Capital projects.

Upcoming Meetings

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted unanimously to not hold an August 2012 meeting.

The Committee scheduled a Budget Guidelines working session for July 25th at 9:00 A.M.

APPROVAL OF MINUTES

Budget Committee Regular Meeting, June 12, 2012

Upon a motion by Mr. Finger, seconded by Ms. Tarkington, the committee voted 4-0 to approve the minutes from the June 12, 2012, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 9:05 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Joseph L. Pellegrino, Chairman

SUBJECT TO APPROVAL