

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
2006-07 DEPARTMENTAL BUDGET REVIEWS  
MINUTES  
Cone Room  
Monday, February 6, 2006

**Present:**

**Committee:** Stephen Walko, Chairman  
Edward Krumeich, Michael Mason, Larry Simon

**Staff:** Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Ed Gomeau, Town Administrator; Wayne Fox, Law Department; Fire Chief Sanford Anderson, Deputy Chief Mike Puterbaugh, Training Director Captain Savino, Fire Department; Betty Linck, Fleet; Jim Lavin, Retirement; John Rapier, Dick Frischi, John Strong, Debbie Flynn, GEMS; Anne Drake, Ray Butler, Department of Social Services; Raymond Augustine, Don Fritz, Lynn Bausch, Dan Racini, Nathaniel Witherell; Jim Boutelle, TAG

**Board:** Nancy Barton, Alma Rutgers, Robert Stone, Leslie Tarkington

**Board Ex Officio:** James A. Lash, First Selectman

Mr. Walko called the meeting to order at 9:00 A.M.

The Committee took some time to discuss general budget issues.

Discussion of Parking Fund vs. General Fund to pay for parking structure.

Sewer maintenance- Project fund balance of zero. The topic of needing to take additional money out of contingency if necessary was discussed.

2.794 sewer assessments before Millbrook/North Mianus. Money owed as a result of sewer/clean water act loans.

1.883 Millbrook/North Mianus.

OPEB- Reconciliation procedure needs to tie in to expenses. OPEB has been and will continue to be charged premium equivalents and not actual self-insured experience.

At the end of this year, Fund Balance will be \$15 million, and the end of next year expected to be \$17 million. USI is performing the reconciliation for all retirees.

TNW:

Revenue projections increased 5.8%

Expenditures increased 5.0%, including extraordinary items

Staffing reduced by four positions from 172 to 168.

3 rehab positions are eliminated. One dietary position reduced.

Revenues for next year expected \$19.272 million vs. 2006 budget of \$18.210 million (5.8% increase)

Projected rates to be:

Occupancy 96.5%.

97.5% long term care, 90% rehab.

Medicaid recipients 65% of total census

Medicare recipients 13% of total census

Rate increase 3% private pay as of 7/1/2006

Medicaid rate \$228.66/day

Budgeted occupancy rate for this year is 62.8% for Medicaid

Medicaid occupancy projection for next year 65%.

Medicare increase displaces Medicaid people.

Rate increase of \$203 to \$228.66, \$25 per day from the state. \$564,000/year paid to the state.

\$1.2 million/year, town gets \$450,000 per year.

Medicaid revenue is projected to decrease while self pay revenue on a per bed basis is increased 3% (overall self-pay revenue is expected to decrease by \$780,000 or 12.9%).

Mr. Simon prefers to see a more conservative estimate on Medicare that may be more accurate, felt current Medicare estimate was too optimistic.

GADC rental, 6 months included. \$2,910/month, total of \$17,460 budgeted.

Mr. Stone had a question with respect to projected self pay at 22% down from 26%; Reason for bottoming out, Sun Health brought in to do rehab; individual studies on performance, sell it to the community. Boost services and sell services. Improve image based on a more active approach.

Costs:

Mr. Mason questioned foreman and 5 mechanics being on staff; were any DPW staff used?

Staff does most of the work except for things like the boilers; private contractors are brought in, no DPW personnel used.

Mr. Simon found it surprising that there is a 30% decrease in maintenance.

Misc person/NOC is \$33,000 per year, this is for outside entertainers. There was a question if each (band/groups/puppets) could be a separate line item.

Mr. Walko asked about the compensation study. Cost restructuring, study of 40 area nursing homes.

Establish costs going forward.

Information is not readily available. Differs from financial consulting

Food- Supplements formerly included now in the nursing line item.

53250- Medical/surgical/lab: up \$72,000 general nursing supplies; estimate for new rehab equipment, \$9,000 increase.

53640- Chemical supplies: 2006 budget underestimated. Includes housekeeping and laundry supplies.

Insurance premium bids are done.

Walko- No timetable for Enterprise Fund, still under review, may require change in charter.

### **LAW:**

Wayne Fox discussed subject to release; lawyers union contract has been signed, program implemented to account for time, maintain better records of time management. Percents of time spent on tax Appeals, Land Use, etc.

John Wetmore- Land Use Issues.

Gene McLaughlin- Tax Appeals

Valerie Maze- State Administrative Work

Mr. Fox expressed the goal of all lawyers having knowledge of all topics, but each lawyer has a specialty or developed expertise.

Mr. Fox did not have time percentages, but will have a better idea once the computer database is up and running.

Approximately 200-300 outstanding cases.

Somewhere in excess of 200 that have docket numbers.

For BOE, \$300,000 budgeted regular cases, also BOE type issues.

\$75,000-pupil/personnel issues, to date \$37,000 has been used.

The Law office is appropriately staffed, but occasionally there is a need to go outside of the office for a specific matter. Mr. Fox expressed praise for law staff, saying the equivalent is a private law firm. Efficient, dedicated staff.

Mr. Stone asked for details of the retainer agreement-\$250/hr, \$12,500/month. Also, how an outside firm, when needed, was chosen. This depends on the case and the nature of the matter, and is done on a case by case basis. Usually consult with staff.

### **FIRE:**

Most of the training done is required or a refresher/recertification.

22.8% increase for this line in budget.

3 main items:

Class of Fire Officer II, Deputy Chief to bring 4 deputies to this level.

Incident safety Officer: upgrade 16 lieutenants and a deputy chief. \$14,848.

Hazardous Materials technician: all firefighters, currently 89 out of 101 at that level. \$31,600

Training as funded last year will be covered. Except Firefighter I or Firefighter II, some being sent to Stamford to get FFII, cost is \$350-\$400 each.

In the table of organization, deputy chiefs will act as shift commanders. The written test has been completed, 4 candidates will be announced in early March. They will have immediate command of any scene, will be in charge of on duty shift personnel, be in charge maintaining equipment and interface with the volunteer corps.

Current staffing as follows:

Cos Cob: 2 firefighters

Byram: 2 firefighters

Glenville: 1 lieutenant, 2 firefighters

Sound Beach: 1 lieutenant, 1 firefighter

North Street: 1 lieutenant, 2 firefighters

Headquarters: 1 lieutenant, 2 fire dispatchers.

Office: Fire Marshall, Deputy Fire Marshall, 3 fire inspectors, training captain, training lieutenant.

Vacation and injury leave is anticipated to come from overtime budget.

Relationships between paid and volunteer personnel fluctuate depending on issues, but any differences disappear once you are on the job.

An employee handbook for volunteers is being put together. Communication is improving.

Criminal background checks are done by police department. Also tracking which recruiting program works best. Gaining more volunteers than last year.

FLEET:

Mr. Mason asked how much was spent on outside vendors. Approximately 20% of vehicular work done by outside contractors. Any work done on heavy duty vehicles must go to New Haven, because they are the only service that does that. Some vehicles have to go up to as much as 50 miles away for service. Review is needed as to if more of this work can be done in house. Anything fuel related, included tires have increased in expense.

Daily vehicle statistical reports are sent to Ed Gomeau.

The process of outcome based budgeting is ongoing. Data is still being collected. The Committee wanted to know how this information was used to manage the department. The information shows trends and how time is spent. Also accounts for assets. The shift supervisors are now spending time supervising and clerical staff are doing the paperwork. Time management has improved. The information taken is matched against activity and shows with each project the financial vs. labor hours. The major expectation is that town vehicles will be maintained on a timely basis. The method of data collection needs to be re-examined.

## RETIREMENT BOARD

First draft of town charter summary amendments are back.  
The investment policy is done.

The Summary Plan Document is being updated which will cover all circumstances under which someone would retire.

Estimator/Calculator: Current status of 401K pension plans and 403 B plans now available on the web. Data is put into the estimator portion and an employee can view their retirement planning goals. EFI offered to evaluate the program and check the accuracy, and employees will be educated as to how to use the program. There is also an 800 toll free number to call and speak with a consultant who can provide the same information over the phone.

The employee who developed the program to create the input into the Estimator/Calculator has left his position but has been retained as a consultant. Source data should be validated to assure accuracy.

Mr. Lavin and Ms. Kast are responsible for USI contract, and these invoices are expected by month end.

### **GEMS:**

Compensation of employees is an issue. There is a recurring problem recruiting qualified personnel.

63 people employed by GEMS.

EMS pay rate is competitive vs. other towns, but slightly under that of Bridgeport and Stamford. Six new employees have been added in the last 6-8 months. The rate of turn over is 15-20%/year at worst. Retention difficulty is a combination of wages and the lack of a defined benefit retirement plan.

The current 401K plan is 3% after the first year, maxing out at 7% after 6 years. 401K is a non-matching plan and not based upon employee's level of contribution. The future plan includes the matching feature.

Current 401K expenses show a \$126,000 increase over the current budget.

Proposing a 2 tier plan, 1% contribution from employee salary, and a 5% annual employer contribution. Difficult to recruit EMS personnel at the 5% match level. The plan should be uniform with the Town's plan.

### **DSS:**

New location of DSS is open to consideration. Unknown if WGCC, Boys and Girls club or Town Hall offices.

Nine responses were received for positions of team leaders, six of whom actually met the qualifications. Ms. Drake was enthusiastic about the results of her meeting with the consultant with regard to a search for a new commissioner.

Programs:

BANC, small program with 28-40 participants

Cost is \$80,866 per year to the town, approximately \$20,000 of which is salary.

Youth Conservatory: summer program for teens too young to work but too old for camp program. 2 week segments doing community work such as supervised landscaping. Program also

includes guest speakers, recreation. It may be possible in the future to bring the program to the Boys and Girls club.

Cost is \$80,866 per year to the town, approximately \$20,000 of which is salary.

There is no social worker on staff at the Boys and Girls club after school 4 days a week. It is hoped that the EVOLV CS software will be in place by June. Needs a new server at Town Hall.

The departmental organization will be restructured once the new Commissioner, Team Leaders and Case Manager are on board. Human Resources is working on a timeline to implement filling these position vacancies created by reorganization.

Ms. Drake believes that DSS has made significant progress, and the addition of Team leaders will make it better.

The meeting adjourned at 5:30 P.M.

Respectfully submitted,

Valerie Zebrowski  
Valerie Zebrowski, Recording Secretary

Stephen G. Walko  
Stephen G. Walko, Chairman