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

SPEAKERS

1. Fleet Department – Mr. Pellegrino stated that he felt the salaries line was off for the Fleet budget. Mr. Domeseck agreed that salaries were off by about $15,000, due to a calculation error and this would also include overtime calculations. Mr. Pellegrino directed Mr. Gieger to add this adjustment to the list of "adds and deletes" of budget adjustments. In addition the following other areas were covered:

   - Number of Vehicles – Mr. Domeseck distributed a number of materials about the number of vehicles serviced by the Fleet Department and the amounts of miles driven. There was an extended discussion about the maintenance of the vehicles including the hybrid vehicles purchased by the Town. Mr. Lalli offered that the hybrid vehicles were partially grant reimbursable. Mr. Pellegrino requested that Mr. Domeseck provide the Committee with additional materials relative to the vehicles and their usage.

   - Fuel Increase – Mr. Pellegrino asked Mr. Domeseck about fuel increases. Mr. Domeseck indicated that as of July 2011 diesel fuel was selling at $2.39 per gallon. He stated the price of diesel fuel went up to $3.27 per gallon in September 2011. Mr. Domeseck also noted that the Town was locked into a one
year contract for diesel through September 2012. Mr. Domeseck indicated that they were paying $2.70 per gallon for gasoline in December 2011 and they are working on a cost plus market basis. Mr. Pellegrino asked Mr. Domeseck how he budgeted for fiscal year 2012-2013 if you don’t know the future price of fuels. Mr. Domeseck stated that they estimate the prices. Mr. Crary informed the Committee that Purchasing does all of the bidding for fuels and they are constantly monitoring market conditions.

Ms. Tarkington asked about supplying fuels to external entities. Mr. Domeseck answered that they supply fuels to the American Red Cross and the Transportation Association of Greenwich (TAG). He also stated that they get reimbursed through a charge back system for the fuels used by those entities.

- **GPS System** – Mr. Pellegrino asked Mr. Domeseck for an update on putting GPS units into Town vehicles. Mr. Domeseck answered that the Town went through a trial period with four units and will be requesting funds through the Capital Improvements Projects process to equip Town vehicles, excluding public safety vehicles. Mr. Domeseck also told the Committee that there was $70,000 budgeted in line item #380-54210 (Maintenance – Data Word Processing) to monitor the units.

- **Status of New Fleet Maintenance Software** – Mr. Domeseck distributed an illustrative document regarding the use of the Fleet Maintenance software and said the product was working well.

- **Other** – Mr. Pellegrino asked about the increase in line item #380-54200 (Maintenance of Machinery, Tools) of $35,000. Mr. Domeseck answered that the increase was attributed to one time purchases consisting of a tire changing machine and a press for the shop.

Mr. Pellegrino asked Mr. Domeseck if he wanted to comment on the achievements of the department. Mr. Domeseck answered that he is most proud of the fact that more vehicle maintenance work is being done in-house saving money. He also informed the Committee that employee vacancies are hurting the department. Mr. Domeseck offered that they are experiencing difficulties recruiting capable mechanics. Mr. Finger asked if the pay scale was adequate. Mr. Domeseck answered that the compensation and benefits were good.

2. **Nathaniel Witherell** – Mr. Pellegrino started the discussion by saying he wants the Nathaniel Witherell budget page to be restructured. He referenced the two contributions of $1 million each and directed that they be taken out of the revenue section since they are not revenues and simply transfers. The Committee members concurred and Mr. Gieger agreed to restructure the page.

Mr. Augustine began by saying that construction is scheduled to start in September 2012 and should take 17 to 19 months to complete. He offered that if that schedule is held the Nathaniel Witherell budget, as presented, would be the same as the one submitted and reviewed by the Health Dimensions Group.
• Census Data – Budget Sensitivity – There were a number of budgetary documents distributed and Mr. Bankson directed the attention of the Committee members to one particular document indicating census data was down through December 2011. He indicated that it was primarily due to less private pay patients entering the nursing facility creating a year-to-date shortfall of $678,190. In addition, Mr. Bankson strongly objected to the inclusion of fringe benefits in the Nathaniel Witherell budget and asked for some relief from the Committee. Mr. Pellegrino agreed to schedule Al Cava, Town Labor Negotiator, to a future budget meeting to discuss benefit issues.

• Fund Raising – Mr. Bankson introduced Mr. Scott Neff, an employee of the Friends of Nathaniel Witherell, to the Committee. Mr. Bankson stated that Mr. Neff was in charge of fund raising for the Nathaniel Witherell facility and was preparing for several fund raising functions to support the nursing home. The short-term goal being $1,000,000 in contributions for Nathaniel Witherell in fiscal year 2012-2013.

• FY 2012 – 2013 Budget vs. Long Range Plan – Mr. Pellegrino indicated that in his opinion the Nathaniel Witherell was looking at a potential $600,000 deficit for the current year based on the materials distributed by Nathaniel Witherell officials. Mr. Bankson again referenced declining census as a contributing factor along with the inclusion of high fringe benefit reimbursements back to the Town as reasons for the shortfall.

3. Health Department – Mr. Pellegrino asked for an historical perspective on the funding for the Emergency Preparedness full-time new position request. Ms. Baisley started by saying that this is a three-year grant commitment and the job is currently being done by part-time personnel. She also added that it is hard to have control over these personnel because they work for other jurisdictions. Ms. Baisley told the Committee the funding for the position started in 2003 as a result of a perceived need caused by the September 2001 terrorist attacks. She said that there have been multiple people in this position over the years.

Mr. Pellegrino asked for an explanation of what is missing without a full-time position. Ms. Baisley reminded the Committee that the Health Department has lost three and one half positions since the spring of 2009 layoffs. Ms. Baisley stated these former employees would assist her with this function but this assistance has been lost due to those layoffs. Mr. Pellegrino asked if this function could be done by a consultant as opposed to a union employee. Ms. Baisley offered that they did previously attempt to do this through the use of a consultant through the Greenwich Emergency Medical Services, Inc. (GEMS), but it did not last.

Mr. Gieger was asked about the full cost of the new positions, to which he answered that it would cost about $110,000 or $66,000 more than the grant reimbursement portion.

Mr. Ramer asked if emergency preparedness could be centralized in light of its functions partially existing in a number of different Town departments. Mr. Tesei responded by saying that we work in a decentralized environment and fortunately the collective departments work well together.

As a closing comment, Mr. Finger wondered if the grant would still be available after the three year commitment period and if not, what action we would take relative to keeping the position.
Information Technology Department – Mr. Hutorin informed the Committee that the Information Technology (IT) Department had been impacted by the CityView and Document Imaging capital projects over recent years regarding increased work load demands. Mr. Hutorin also referenced a recent study requested by the Human Resources Department to study the IT Department that suggested the department is over worked and under staffed. He stated that for these reasons, that is the basis for his request for an additional full-time position. Mr. Pellegrino asked if a part-time employee would work. Mr. Hutorin responded no. Mr. Pellegrino recommended putting together a working group to study the Town wide IT working environment. He stated that we have individual pockets of IT groups in a number of different areas such as; Police Department, Library and Board of Education as examples.

GIS Refresh – Mr. Pellegrino asked Mr. Hutorin when the last aerial photo session occurred. Mr. Hutorin stated that the last fly over was five years ago. Mr. Hutorin informed the Committee that the $500,000 CIP request was not an IT request. He said the request was coming from the Land Use Departments. Mr. Pellegrino directed Mr. Gieger to schedule the Land Use Departments to come in at a future budget meeting to discuss the request. Mr. Pellegrino asked if the GIS produced any revenues and Mr. Hutorin answered about $20,000 per year.

Ms. Tarkington asked about the cost for the new website. Mr. Hutorin answered it cost $50,000 for the consultant to create a new website.

Ms. Tarkington asked Mr. Hutorin about his views on departments, like Nathaniel Witherell, going off and creating their own websites. Mr. Hutorin stated he had a negative view on such actions and that in his mind, they were not justified. However, Mr. Crary stated that in this particular case, he felt the Nathaniel Witherell was justified in developing their own website because they needed to compete in the larger community of health care facilities.

School Ground Maintenance – Mr. Siciliano told the Committee that Parks and Recreation took over school field maintenance in 1998. He stressed that they maintain the fields and not the associated landscaping around the school buildings. Mr. Siciliano offered that they do target certain schools each year for extra work with additional funds.

Mr. Pellegrino asked Mr. Siciliano what he thought about the conditions of the Town’s fields today. Mr. Siciliano stated that the overall conditions of the Town’s fields were
good. However, he added that a number of fields were improperly engineered and there are irrigation issues with those fields.

Ms. Tarkington asked about the Organic Turf Program and whether it should be in the operating budget or capital budget. Mr. Siciliano answered it is a tough call and it could go either way. Mr. Siciliano used the analogy of painting in Town and School buildings, stating they could be considered either operating or capital expenses. Mr. Siciliano stated that it is discretionary and can go either way.

- **Water Runoff Testing** – Mr. Pellegrino asked for an explanation of what this testing was. Mr. Siciliano answered it was a State of Connecticut mandated program to test water runoff at the marinas in five locations. Mr. Pellegrino asked if we could quantify the list of state mandated programs and how much they cost. Mr. Tesei answered the Connecticut Conference of Municipalities routinely questions state mandates and tracks their costs to Towns.

The Committee recessed at 12:21 P.M. for lunch and reconvened at 12:38 P.M.

**5. Fire Department** – Fire Chief Siecienski started the discussion by informing the Committee that the Town has gone six consecutive years without a fire fatality. He credits this to safety awareness and fire alarms.

- **Volunteers** – Fire Chief Siecienski briefed the Committee on the status of the Recruitment and Retention Coordinator and how it is being put under the direction of the Training Officer. He also stated the position is currently under review with Al Cava, the Town’s Labor Negotiator. Fire Chief Siecienski was asked about how the Paid and Volunteer staff were working together. He responded that it has its peeks and valley but overall it works well. Mr. Pellegrino inquired about the Volunteer Insurance review and if there was a policy, as requested by the BET, in place and whether it was working. Chief Siecienski responded that we will know after March 1st when we implement the new policies. He added the we now have accurate monthly records and a full evaluation of the those eligible will be assessed after March 1st. Mr. Pellegrino asked as to when we will see reductions in the costs for volunteer insurance coverage. Chief Siecienski answered after March 1st.

Chief Siecienski was asked to explain account #208-51420 (Professional Medical and Dental) – He responded that the account was for physicals for volunteers.

Chief Siecienski was asked to explain account #208-51490 (Professional & Other Special Services – NOC) – He responded it was for stipends for call outs and fire watches. Mr. Pellegrino asked who is responsible for the accuracy of such reporting. Chief Siecienski responded that the district chiefs are responsible for the accuracy of call outs.

- **Need for Two New Pumpers** – Assistant Chief Kick distributed a number of materials on the Fire Department vehicle inventory, including volunteer vehicles. There was an extended discussion about the need for the two additional pumpers requested in the capital projects budget and which equipment they would be replacing. Mr. Pellegrino asked if the distributed materials could be reformatted. Assistant Chief Kick answered that it would not be a problem since they already have that information now and promised to supply the Committee.
Assistant Chief Kick informed the Committee that account #205-53950 (Supplies and Materials) had been unexpectantly zeroed out and there was a need to restore $11,550 to that account.

- **Public Works Department** – Ms. Siebert distributed a document that explained the single stream process and a discussion ensued on the process. Mr. Ramer asked about out of towners dumping illegally at the facility and if there is adequate enforcement. Ms. Siebert stated there is a dedicated waste checker and there is also a notification program in place.

- **Staffing for Capital Projects** – Ms. Siebert stated that the department will go into greater detail during the BET Budget Reviews for Capital Projects.

- **Utility Costs** – Ms. Siebert deferred to Ron Lalii and the Purchasing Department. She stated that they are not responsible for the bidding of the utilities. Mr. Pellegrino acknowledged that this was covered earlier in the day. Mr. Pellegrino asked Ms. Siebert about the snow removal budget. Ms. Siebert informed the Committee that they had budgeted $400,000 for overtime and the actual spent to date was $515,000. However, she added that the account had been replenished with a supplemental appropriation.

The meeting adjourned at 2:34 P.M.

Respectfully submitted,

[Signature]

Peter Mynarski, Recording Secretary

[Signature]

Joseph L. Pellegrino, Chairman