

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE
DEPARTMENTAL REVIEW for FY11 BUDGET
MINUTES
Cone Room, 2nd Floor – 9:00 A.M.
Thursday, February 18, 2010**

Present:

Committee: Michael S. Mason, Chairman; William Finger, Laurence B. Simon, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Peter Tesei, First Selectman; Amy Siebert, DPW Commissioner; Al Monelli, Department of Public Works, Charlee Tufts, Executive Director, GEMS, John Strong, GEMS, Allen Corry, Parking Services Director, Maureen Kast, Director of Human Resources, Genny Krob, RTM Member, Steve Warzoha, RTM Member, Boris Hutorin, Director of Information Technology, Wayne Fox, Town Attorney, Peter Siecienski, Fire Chief, Robert Kick, Assistant Fire Chief, Charlee Tufts, Greenwich Emergency Medical Services, Jay Domeseck, Fleet Director, Joseph Siciliano, Director of Parks and Recreation, Tom Greco, Parks and Recreation

Board: Steve Walko, Nancy Barton, Jim Campbell, Randall Huffman, William Kelly, Art Norton, Joseph Pellegrino, Jeff Ramer

Mr. Mason called the meeting to order at 9:08 A.M.

SPEAKERS

1. Selectman – First Selectman Peter Tesei and Town Administrator John Crary appeared to answer questions in the following areas:

- **Emergency Operations Center** – There were discussions about the terms of the contract for Dan Warzoha, Emergency Operations Coordinator, regarding compliance with Internal Revenue Services requirements being an independent contractor. When asked about the status of finalizing the contract with Mr. Warzoha, Mr. Crary stated it has not been finalized. Mr. Tesei told BET Budget Committee members that he supported the position being an independent contractor and not an employee. Mr. Tesei also supported utilizing Mr. Warzoha, due to the extent of his institutional knowledge. Mr. Finger questioned Mr. Tesei about the use of former employees being rehired as part-time workers across the Town.

- **Temporary Staffing** – Mr. Tesei informed the Committee that the increase in the Selectman’s part-time budget was due to the rehiring of the former nuisance abatement officer, Ms. Charlene Abdal, on a part-time basis. Mr. Tesei told the Committee that this function was formerly administered with two employees that had retired and were now re-hired on a part-time basis performing this function only. Mr. Simon asked where this function should reside and Mr. Tesei answered that it was his opinion that the function truly belongs as an enforcement function and should be in the Zoning Enforcement budget.
 - **Historical Society** – Mr. Tesei told the Committee that the original request from the Historical Society was for \$150,000 and he pared it down to \$50,000. Mr. Tesei stated that the Historical Society performs a valuable function for the Town, in that it retains and archives materials for historical preservation purposes. Also, he told Committee members that the Historical Society provides educational programming for Town students, at a cost of \$6 per student to the Board of Education. The Committee asked Mr. Tesei what he thought the Historical Society might do if the request was denied. Mr. Tesei answered that they would reduce programs by reducing hours and may have to tap into their endowment fund.
 - **Modification of the Table of Organization** – Mr. Mason started the conversation by stating that, in light of early retirement incentives, the Table of Organization (TOO) was basically unchanged. Mr. Simon suggested to Mr. Tesei that he honor the commitment and that the matter could be addressed at a future BET Budget Committee session. Because of a prior commitment, Mr. Tesei started to address the question, but had to leave.
- 2. Information Technology** – Mr. Hutorin and Mr. Cray appeared to answer questions in the following areas:
- **MAN** – Mr. Hutorin addressed the status of the Municipal Area Network (aka MAN) by stating that the number of locations has increased from 29 in 2001 to 62 today. Mr. Hutorin, when asked, answered that future growth is tied to Town department implementation plans and requests with the current intent to add 7 Fire Department locations. Mr. Simon asked if there was any type of long-term planning in this area and Mr. Hutorin answered that he reacts to departmental requests and demands.
 - **How are Information Technology needs monitored and priorities set?** – As a follow up to previous questions, Mr. Simon asked Mr. Hutorin how he and his department communicate with Town and Board of Education officials in addressing their needs. Mr. Simon supplemented his question by asking Mr. Hutorin on how he communicates with Town and BOE employees with the loss of the previous existence of a Steering Committee that would address the information technology needs of the Town. Mr. Hutorin offered that when Town

and BOE employees need something they communicate directly with him. Mr. Mason criticized Mr. Hutorin's answer by stating that we only react when the need arises and do not adequately anticipate or try to prevent problems.

- **Update of ANSI X834 Project** – Mr. Crary attempted to explain what the ANSI X834 Project was by saying that the current MUNIS software application takes employee healthcare data and sends it to the current vendor. Mr. Simon became harsher in his criticisms of a lack of planning and lack of success in carrying out information technology projects. Mr. Simon offered that this particular project has been going on for four years without success and criticized the fact that it resides in Human Resources when it is clearly an Information Technology Department project.
- **Update of Imaging Project** – Mr. Hutorin was asked about the status of the digital imaging project and distributed a status report on the departmental status of the project. When asked about the goals for the project, Mr. Hutorin answered that the goal is to bring departments on line one-by-one first. After bringing departments on line, they would go back and collect archived data. At that point, Mr. Hutorin stated they would quantify the hardware costs.

The overall criticisms of the information technology function continued. Mr. Finger asked Mr. Hutorin what “no interest” meant as a comment on his imaging project status report. Mr. Hutorin simply offered that the two referenced departments were simply not interested in participating.

At this point, Mr. Walko joined fellow BET members and was very critical of Mr. Hutorin's Operations Plan that clearly was deficient in identifying department goals and objectives. Mr. Walko offered that without defined goals and objectives it is difficult to measure performance in carrying out the information technology needs of the Town.

3. Law Department – Mr. Wayne Fox represented the Law Department and answered questions in the following areas:

- **Operations** – Mr. Fox gave the Committee a status report of the digital imaging project relative to the Law Department.

Mr. Fox informed the Committee that when he was hired there were two negative conditions existing within the Law Department function. Mr. Fox stated that there was the complaint that the Law Department was not responsive enough to the departmental needs for legal assistance, especially in the area of Board of Education matters. Mr. Fox stated it was his goal to correct this and he felt he accomplished that goal. Secondly, Mr. Fox stated that the perception was that the Town of Greenwich had developed a very negative image in the handling of their lawsuits. The Town was losing major lawsuits and with that came negative newspaper reporting articles, critical of the Town handling of lawsuits. Mr. Fox

also felt that he accomplished erasing a major portion of this image with a number of successes.

- **Outsourcing** – Mr. Fox and Committee members had an extended discussion on how and when the Town outsources legal work, in lieu of using in-house attorneys. Mr. Simon asked Mr. Fox if he felt that the Town's Law Department had the right mix of in-house attorneys and outsourced attorneys. Mr. Fox strongly defended the expertise of his staff and his decisions on when to go to outside legal firms for assistance. Mr. Fox's answer to Mr. Simon was yes, he thought the Town had the right mix.

4. Parking Services – Mr. Allen Corry represented the Parking Services division and reported as follows:

- **Revenues from additional staff** – Mr. Corry, Parking Services Director, discussed problems he encountered with the hiring of two additional staff personnel. Mr. Corry stated he was only able to hire two out of a possible three new hires and one of the new hires required medical surgery and miss a period of time at work. However, Mr. Corry distributed a detailed handout how each of his personnel were doing relative to collections. When asked about the collection distribution, Mr. Corry stated that about 70% of revenue collections come from central Greenwich, 10% come from Byram and about 15% comes from Old Greenwich.

5. Fire Department – Fire Chief Peter Siecienski and Deputy Chief Robert Kick represented the Fire Department and reported as follows:

- **Staffing and Dispatch** - Chief Siecienski talked about the Lieutenant upgrades, the use of floaters and the payment of stipends to volunteers. Chief Siecienski also discussed the plans for the King Street Fire Station with an ultimate goal of returning to a two man staffing level after the King Street station is completed around 2013. Chief Siecienski stressed that, in his opinion, the Town does not need seven fire stations and can do with five properly staffed fire houses. Chief Siecienski warned that there is potential legislation that may mandate four person staffing requirements at firehouses, but conceded that passage is unlikely.

When asked about the need to have a dedicated fire dispatcher, Chief Siecienski answered he felt it was important to have a dedicated fire dispatcher at the communications center.

Chief Siecienski also added that overtime was up slightly due to injury and sick leave taken by fire personnel.

The Committee recessed at 12:25 P.M. for lunch and reconvened at 1:00 P.M.

6. **GEMS** Ms. Charlee Tufts and Mr. John Strong represented the Greenwich Emergency Medical Services, Inc. operations and reported as follows:

- **Facility Requirements** – The BET Budget Committee started the discussion by stating that the original plan was to have GEMS stationed at the King Street Fire House and to have GEMS headquartered at the Central Fire House after completion of construction.

There was an extended discussion about the number and types of GEMS vehicles to be housed at the Central Fire House, Greenwich Hospital site and the current Riverside location. There was no general consensus or agreement and GEMS officials were directed to communicate with Mr. Alan Monelli about the feasibility of housing GEMS at the Central Fire House location.

Mr. Simon asked GEMS officials about what the average wage increases would be and the response was 3.1%. Ms. Tuft also added that coverage at the King Street location would change to twelve hour night shifts.

7. **Fleet** – Mr. Jay Domeseck, Fleet Director, reported to the Committee as follows:

- **2010 – 2011 Vehicle Replacement** – This matter was covered during the previous session on Tuesday, February 16th and no further discussion occurred regarding vehicle replacements.
- **Department Overview** – There was an extended discussion between Mr. Domeseck and BET members about the competitive bidding process when procuring vehicles.

8. **Public Works** – Ms. Siebert and Mr. Monelli reported to the BET Budget Committee on two topics.

First was the King Street property. Mr. Monelli was called back from a previous discussion to add clarity to the septic system study and requirements for the King Street Fire House. Mr. Monelli reported that the results of the septic study would dictate the next steps in the process. Mr. Monelli reported that the adjacent golf course capital project had a septic study with a resultant requirement of two feet of fill for compliance.

Second was the Central Fire House. The Committee asked Mr. Monelli for clarification on the land use approval process. Mr. Monelli stated that if they demolish the existing building, it would require new Municipal Improvement approval from the Board of Selectman and then go to Planning and Zoning for floor area ratio and site plan approvals. The approval process would then include review and acceptance by the Historic District for site plan approvals and then back to the Planning and Zoning Board for final approvals. Mr. Monelli felt the process would

require about six or seven months to complete and the Town would be able to go out to bid for construction in December 2010.

9. **Parks and Recreation** – Mr. Siciliano and Mr. Greco reported to the BET Budget Committee on their operating budget. Mr. Finger asked how will services be impacted with only a 1.2% increase in their budget? Mr. Siciliano stated that services would not be impacted but this budget is a “bare bones” budget. Mr. Siciliano added that one tree crew and a portion of the organic turf program had been outsourced.

Mr. Mason asked about the revenues. Mr. Siciliano reported that the Board of Selectman voted on various fee and permit increases amounting to about a 2.6% overall increase.

Ms. Tarkington asked about headcount and the increase in capital project monies for the Cos Cob Marina Retaining Wall. Mr. Siciliano responded by saying that over the last two years headcount went down from 111 to 108 to 102 positions. Regarding the retaining wall, Mr. Siciliano reported that Coastal Marine gave the Town a new estimate of \$600,000, a 20% increase from the previous placeholder amount of \$500,000.

The meeting adjourned at 2:45 P.M.

Respectfully submitted,



Peter Mynarski, Recording Secretary



Michael S. Mason, Chairman