TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
BUDGET COMMITTEE
CONSOLIDATION DAY 2013 - 2014 BUDGET
MINUTES
Town Hall Meeting Room, 1st Floor – 9:00 A.M.
Tuesday, February 26, 2013

Present:
Committee: Joseph L. Pellegrino, Chairman; William Finger, Jeff Ramer, Leslie L. Tarkington
Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Maureen Tracy, Financial Analyst
Board: Michael Mason, Chairman, Sean Goldrick, Mary Lee Kiernan, Art Norton, Marc Johnson, Robert Brady, Randall Huffman
Other: John Crary, Town Administrator; John Wayne Fox, Town Attorney; Eugene McLaughlin, Assistant Town Attorney; William McCormick, Public Works

Mr. Pellegrino called the meeting to order at 9:06 A.M.

TOPICS
Mr. Pellegrino informed the Committee that the meeting will start with a review of Capital Projects first, followed by a review of the Operating Budget by department. In addition, Mr. Pellegrino stated he has invited Town Attorney Wayne Fox to discuss budget voting procedures at the Budget Committee and full BET levels.

Mr. Pellegrino proceeded in reviewing all Capital Accounts one at a time and invited discussions on any item that the Committee members want to discuss or propose changes. The following projects were commented on:

GENERAL FUND
• Trunked Radio System Replacement - $2,500,000 - Mr. Pellegrino indicated that he thought that this project should be conditioned. Mr. Ramer and Ms. Tarkington presented the following conditions:
  o The Committee would like to see from the consultant, Trott Consultants; 1) an inventory of facilities affected, 2) identification of the end-users, 3) preparation of a plan detailing what is being proposed and 4) a timeline for expenditures.

• Document Imaging Project - $186,000 - A review of this project initiated a discussion on the request for the pending additional appropriation for the Avaya Software Upgrade that was previously rejected by the BET Budget Committee. Mr. Crary gave the Committee an update on the Avaya software and no action was taken by the Committee.

• Implementation of the Human Capital Management System - $2,072,000 - Ms. Tarkington asked if this project could be phased over a period of time and was told no, there
are deadlines that must be met. The project is on a tight deadline with a proposed implementation goal of July 1, 2014.

FIRE DEPARTMENT

- Mr. Finger suggested that the BET talk to Mr. Crary and First Selectman Tesei to revisit the location of a suitable site in the northwest quadrant for a new fire station.

- **Dry Hydrant – Back Country Water Supply - $250,000** - Ms. Tarkington suggested that the Town should pursue gifts or grants regarding dry hydrants. Mr. Crary reminded the Committee that the Town already has received grants monies through the STEAP Grant Program and would be applying again.

POLICE DEPARTMENT

- **Dive Team Equipment Replacement Program – $17,450** - Based on a Police Department response from a previous question regarding the Police Dive Team, Mr. Pellegrino stated that there is confusion as to how many divers the Police Department has available. Mr. Ramer suggested that the number of divers be cut back to 8 divers from 12 divers, but there was uncertainty about the actual number the Police Department has. Mr. Pellegrino requested that Police Chief James Heavey be contacted to clarify the number of divers assigned to the Police Dive Team.

- **Police Department Prisoner Transport Vehicle - $78,000** - There was a discussion about cutting the Prisoner Transport Vehicle request. This matter was deferred to the discussion of the entire vehicle request under the Fleet Department.

PARKING SERVICES

- **Gate Installation in the Plaza Garage - $187,000** - Mr. Pellegrino stated he will move to cut this request from the budget on Decision Day. Ms. Tarkington requested that monies be budgeted to put in speed bumps. Mr. Gieger told the Committee that they will put money in for speed bumps in the Parking Services Operating Budget.

- **Parking Multi-Space Pay on Foot Stations - $105,000** - Mr. Ramer requested that Allen Corry, Parking Services Department Head, be directed to trade in the old pay stations.

PUBLIC WORKS

- **Cos Cob Park – Final Remediation and Park Construction - $2,300,000** - Mr. Pellegrino stated he will move to double the request to $4.6 million. He said the project has been taking too long and would like to speed up the process to completion. Mr. Ramer and Mr. Finger concurred with the addition of monies and Ms. Tarkington said she is against adding more money to the project at this time. Ms. Tarkington stated her reason was that there is the issue of capacity and how much the Public Works Department could do.

- **Asphalt Paving Program - $2,500,000** - Mr. Finger and Mr. Ramer stated they would like to add $1 million to the request. Mr. Pellegrino and Ms. Tarkington were against adding more money to the paving program. However, Mr. Pellegrino said that he would like to see an escalation of funding of this program in the future, but not at this time. Mr. Finger added that he was also in support of adding money to the Highway Maintenance request of about $250,000.
• There are a number of requests in the Capital Budget for bridges. Ms. Tarkington made a general statement that she was concerned about the large number of bridge requests for this year and referred back to her previous statements about her concerns in dealing with capacity or the ability of Public Works Department to manage the workload.

• Greenwich High School Soils Remediation - $800,000 - Mr. Pellegrino expressed two concerns he had with the CIP Program in general and this request specifically. His first concern was that BET Guidelines previously recommended that this program should have an annual allocation of $3 million dollars per year for five years. He noted that this request is only for $800,000 in conflict with the budget guideline. Secondly, Mr. Pellegrino said he was concerned that this request and the fifteen year CIP Plan do not reflect any requests for future funding. Mr. Pellegrino referred to the BET Reference Handbook that states the role of the BET Budget Committee is to recommend an annual budget and is also responsible for long-range planning. Mr. Pellegrino stated that he was concerned that the CIP Committee disregarded the BET Budget Guidelines more specifically in dealing with this matter.

• Central Fire Station – Public Safety Complex - $20,000,000 - Ms. Tarkington requested that this project be subjected to a release of conditions. Ms. Tarkington would like to see as a condition, the review of the bids when received.

• Emergency Generator Upgrade - $125,000 - This item was reduced to zero. The monies requested for the specific generators were funded in the current year because of a surplus of funds from other generators previously requested.

• Grease Trap Program - $60,000 - Ms. Tarkington requested that someone follow up with Amy Siebert, Director of Public Works, to see if the grease trap at the Senior Center had been serviced or was on the list to be serviced.

• Heating System Upgrade – Old Greenwich Civic Center - $200,000 - Ms. Tarkington wanted to express her feeling that she was unhappy that this item suddenly appeared on the CIP list and had not been properly planned for and listed in prior CIP listings. Mr. Ramer commented that it is sometimes very hard to plan for unanticipated mechanical breakdowns.

• Byram Beach/Pool Master Plan - $200,000 - Ms. Tarkington read excerpts from the minutes of last year’s February 27, 2012 Budget Committee Consolidation Day Meeting. Ms. Tarkington expressed her disappointment in that materials that were promised at that meeting had still not been delivered. Ms. Tarkington stated that she was in support of this project, but would not vote in favor of it until information she had previously requested has been delivered. Mr. Pellegrino asked Ms. Tarkington if she would prefer subjecting this project to a release of conditions and she responded no; she didn’t want to put a lot of pressure on Town officials.

Mr. Pellegrino asked Mr. Finger and Mr. Ramer if they supported the project and if they feel a subject to release of conditions was warranted. Mr. Finger said he supported the project and he didn’t want to condition the project. He felt it was not a lot of money and that is not an efficient way to go. Mr. Finger added that he feels this is the normal progression of a typical large capital project. Mr. Ramer said he supported the project and didn’t want to delay the project with any conditions. Mr. Pellegrino concluded by saying he wants to see the project proceed.
FLEET DEPARTMENT
• Fleet Department – Vehicle Request for FY 2013-2014 - $3,638,000 - Mr. Pellegrino stated he will move to cut this budget request by 25% and did not specify where to make the cuts. Ms. Tarkington asked how much was spent in the current year. Mr. Gieger responded that $2.6 million was requested for the FY 2012-2013 Town-wide Vehicle request. Ms. Tarkington asked if any of the vehicle requests were for new vehicles. Mr. Gieger said no, the requests are all for replacement vehicles.

BOARD OF EDUCATION – SCHOOLS
There was a discussion among the Committee vendors speculating on the BOE potential interim appropriation for approximately $1.4 million for school security upgrades. The speculation centered on the timing of the upgrades and when the BOE may need the money.

• Building Envelope & Structure – Capital Maintenance - $325,000 - Mr. Pellegrino stated he will request a reduction in the $200,000 request for repainting at Cos Cob School. Mr. Pellegrino stated that since BOE officials admitted that a mistake had been made in this budget submission, the repainting project would have to be eliminated or restated. Mr. Pellegrino suggested a $50,000 cut with the remaining $150,000 to go for the implementation of a maintenance program and some for specific repainting. Ms. Tarkington stated that she would like to see the whole $200,000 reduced and reiterated her concerns about the BOE’s ability to complete all of the projects they are requesting. Ms. Tarkington felt the GHS MISA Project will take away the capacity to complete competing capital projects.

• Consultant Fees for Next FY Capital Projects - $730,000 - Ms. Tarkington expressed her concerns about the BOE having the ability to perform the physical plant asset tagging and condition assessment for $230,000 due to limited capacity.

• Interiors – Bathroom Renovations - $1,450,000 - Mr. Ramer expressed a need to expend more funds for New Lebanon School. Mr. Mason cautioned the Committee to keep in mind that BOE would be coming to the BET for additional funds for security upgrades throughout the school system and he had heard anecdotally that some of the work may have already been embedded in some of the overall infrastructure upgrade requests. He wanted to make sure we weren’t double counting.

• Specialty Space – GHS Music Instructional Space and Auditorium (MISA) - $3,115,000 - Mr. Finger inquired about the status of the Tree Work for $200,000 in this project and if there was a need to reduce the request. Ms. Tarkington stated she is on the MISA Building Committee and this issue was still under discussion.

PARKS AND RECREATION
• Trees at Risk Program - $325,000 – The Committee members all expressed their concerns about the amount of Police Costs for this program that is reducing the number of trees being taken down. They wondered if there was any type of solution to alleviate some of the costs for Police coverage. Mr. Gieger informed the Committee that this issue came up before and it would need an ordinance change and also needs to be addressed in the Police contract. Mr. Pellegrino asked Mr. Ramer to draft language that can be sent to the First Selectman to address this issue.
• **Organic Turf Program - $200,000** - Ms. Tarkington said that this item clearly belongs in the operating budget. Mr. Gieger responded that if you move it into the Parks and Recreation budget you would be increasing the mill rate. After further discussions, the item was tabled with no action to be taken. Mr. Finger commented that he is concerned that the Debt Policy is limiting the flexibility the BET has with its CIP Program and is not in favor of the current limit.

**NATHANIEL WITHERELL**

• **2014 TNW Operating Capital - $338,000** - Ms. Tarkington stated that she would like to see the non-vehicle portion of $300,000, be cut in half. The recommendation did not gain the support of the other Committee members.

**SEWERS**

• **Phase 1 and 2 SSES Ongoing: Private Inflow Source Removal Program - $450,000** - Ms. Tarkington proposed moving this item from the Sewer Maintenance Fund budget to the Sewer Improvement Fund budget. Mr. Pellegrino stated he would not support such a move without a written statement from the Director of Public Works on the legality of such a transfer. Mr. Finger stated he is not comfortable with such a move.

This concluded the review of Capital Projects. Mr. Gieger informed the Committee that one CIP request was submitted on time, but did not get into the budget book. The request was for the Bruce Museum for $45,000 for replacement of the computer network. The total cost requested would be for $609,000 over a period of years. Mr. Pellegrino expressed his reservations about the project, due to a lack of information. Mr. Pellegrino asked Mr. Gieger to contact Bruce Museum officials to come up with additional and more informative materials.

Mr. Pellegrino asked if the budget resolutions were ready for the Law Committee. Mr. Ramer responded that Mr. Huffman had one additional resolution that had not been submitted yet. Mr. Pellegrino directed Mr. Huffman and Mr. Ramer to expedite its submission for Law Committee review.

The Committee recessed for lunch at 12:00 P.M. and reconvened at 12:40 P.M.

Mr. Pellegrino started by saying he wanted to make two changes to the budget. The first change came as a directive to Mr. Gieger. Mr. Pellegrino asked Mr. Gieger to break out all of the salary accounts by union and roll back salary increases to a limit of 2.0%. Mr. Gieger responded that he had previously done the exercise and it amounted to a decrease in budget salaries of $278,000. The second change was a request from Chairman Mason to bifurcate the Major Object Codes containing the 100 accounts into two independent Object Codes; one for wages and one for consultant fees. Mr. Finger stated he would not be in favor of such a change without feedback from the department heads. He said he feels it may take away flexibility from the department managers.

Mr. Pellegrino then informed the Committee that they would now review the Operating Budget one department at a time. Based on this review the following comments and recommendations were made:

• **Office of the First Selectman** – The review of the First Selectman’s budget started with a discussion about elected officials salaries. Mr. Finger asked if the elected official’s increases were reflected in the respective departments’ budgets. Mr. Gieger answered yes; the
elected official's increases were set with 2.5% increases for each of them. Mr. Pellegrino asked Mr. Johnson to give the Committee an update on the actions of the HR Committee at their meeting to set the salaries for elected officials. Mr. Johnson reported that the HR Committee voted to give the First Selectman a 2.5% increase effective December 1, 2013 and a 2.0% increase in the second year. He also reported that the Selectmen are each paid 10% of the First Selectman's annual salary. Mr. Johnson then told the Committee that the HR Committee failed to pass a vote on increasing the Town Clerk and Tax Collector's salaries because of a 2 to 2 vote. Mr. Pellegrino then asked the Committee if they were in favor of voting now on the Town Clerk and Tax Collector increases. Mr. Ramer and Mr. Finger said no and Mr. Finger added that he will make a motion to reduce the Tax Collector’s salary by fifty percent at the proper time. Mr. Finger stated that it has nothing to do with the individual, his cut pertains to the position and he made similar statements about reducing the Tax Collector’s salary four years ago, before the current incumbent was in place.

Ms. Tarkington asked why no monies were budgeted for a Construction Manager, as detailed in the Budget Guidelines. She added that the Town needs a public relations individual and a construction management background individual due to the presence of multiple large capital projects currently occurring.

Ms. Tarkington commented that she is opposed to moving the charges for the South Western Regional Communications Center, Inc. to the External Entities cost center.

- **Emergency Operations** - Ms. Tarkington asked if the $46,500 budgeted for Rental/Maintenance Software was still needed. Ms. Tarkington was informed that this money is for the Reverse 911 System and this is where it is budgeted.

- **Administrative Services Center** - Mr. Pellegrino commented that with a total headcount of 11 full-time positions in the Purchasing and Administrative Services Center Departments, he will move to cut one half of a position.

- **Human Resources** - Ms. Tarkington requested that the Committee support her in a recommendation to phase fund the new position. Ms. Tarkington wanted to budget the new position effective January 1, 2014. She did not get the support of the other Committee members.

- **Information Technology** - Mr. Pellegrino asked if any Committee members wanted to do anything now on the Information Technology budget. The consensus from the Committee was to wait for the imminent release of the BerryDunn report on Information Technology before acting.

- **Tax Collector** - Mr. Pellegrino stated he will move to cut one half of a full-time position vacancy created with the recent death on an employee in the Tax Collector’s Department. Mr. Finger reiterated his previous statements that he will move to cut the Tax Collector’s salary by 50%. In addition, Mr. Finger stated he will move to cut the $2,500 budget request for wearing apparel from the budget line.

- **Conservation Commission** - Mr. Gieger informed the Budget Committee that there needs to be a small adjustment in the Regular Salaries line due to a budget input error.
• **Fire Department** - Mr. Pellegrino proposed staffing the Glenville Fire Station with a 4 man operation as an experiment with an option to make it permanent. Mr. Pellegrino asked Mr. Gieger to approach Fire Chief Peter Siecienski to have him present a proposal on such a proposal. In addition, Mr. Gieger told the Committee that there needs to be an adjustment to account 201-52920 (Work Transfer To/From Other Departments) for $10,833. He said the amount had been inadvertently left out.

• **Police Department** - Mr. Pellegrino expressed his concerns in two specific areas. Mr. Pellegrino felt the experiment to reduce the outstanding compensatory balance had not been properly addressed and he said he will propose cutting the budget request for $150,000 out of the budget. Mr. Pellegrino’s second concern centered on the Police Department’s inability to fully staff the allotted compliment of police officers. He said he will propose cutting out the equivalent of 10 positions from the Police Department budget and move it to the Fixed Charges.

Ms. Tarkington made a comment expressing her concern about the rental of undercover vehicles. Her comment dealt with what she thought could be an excessive number of police vehicles in their collective motor pool.

At this point, Town Attorney John Wayne Fox was invited to a discussion on voting procedures. Mr. Pellegrino wanted both the Budget Committee and the full BET to be fully informed on the process of voting for the budget, budget appropriations and budget amendments and how the tie-breaking process works. Although Mr. Pellegrino seemed convinced that Attorney Fox explained the budget voting process to his satisfaction, Mr. Ramer expressed his disagreements to some of the opinions offered by Attorney Fox. Mr. Ramer based his disagreements on his interpretations of certain sections contained in the Town Charter. As this discussion concluded, Mr. Pellegrino asked Attorney Fox if he was prepared to go into executive session to discuss the Risk Fund. Attorney Fox preferred to come back on Decision Day and Mr. Pellegrino agreed.

• **Department of Public Works** - Mr. Pellegrino asked if anyone had any specific comments on the Public Works budget. Ms. Tarkington asked if they could discuss the leaf removal program. Mr. Pellegrino agreed and stated the Town needs to start looking at its options. He added that one option would be to go from half acre lots to quarter acre lots. Mr. Ramer responded that the option is worthy of public discussion, but we need to know what the program costs are in total and how many citizens would be affected. Mr. Ramer proposed as an option the Westport, CT system, whereby they utilize paper bags. Mr. Finger agreed with Mr. Ramer but also proposed not introducing any changes this year. Mr. Pellegrino asked to have Ms. Amy Siebert to quantify the costs of the leaf removal program. Mr. William McCormick was in attendance and answered the question. Mr. McCormick stated that the haul away costs were about $200,000 and the labor costs were about $300,000. He said the average costs are about $500,000 annually, but could change if the materials get heavier from exposure to water.

Ms. Tarkington requested that they discuss tipping fees. Mr. Pellegrino agreed by saying he believes we are the only municipality in the State of Connecticut that does not charge a tipping fee to dump at the transfer station. Mr. McCormick stated that it was a fact that Greenwich is the only town that doesn’t charge a tipping fee. Ms. Tarkington said she was against imposing a tipping fee. Mr. Ramer and Mr. Finger stated they are both for it and Mr. Finger suggested that the garbage haulers will simply pass the costs along to their customers which would basically be a tax in another form. Mr. Pellegrino asked Chairman
Mason if we should put it into the budget message. Mr. Mason said yes, but it should be in the BET Budget Committee budget message.

- **External Entities – GEMS** - There was a discussion about a proposal to cut $50,000 from the GEMS budget request. It was noted that GEMS was asking for a $478,600 budget increase for a total of $4,324,600 or a 12.4% increase. Ms. Tarkington stated that although she supports GEMS she would consider the reduction. Mr. Finger offered that although GEMS was experiencing revenue shortfalls, the Town should not be held accountable dollar for dollar for the shortfall. He felt GEMS should be making a change in their operations and absorb a portion of the shortfall. Mr. Pellegrino said the $50,000 cut shouldn’t be tied to anything; the requested increase is just too large.

Mr. Gieger noted that there was a mistake in the budget Object Description section. He said on object code 57226, SWRPA should be SWRCC which stands for South Western Regional Communications Center, Inc.

- **Social Services** - The Committee agreed to add back $30,000 cut by the Social Services Board to the account #501-57210 (Contribution External Entity). Mr. Gieger was directed to contact Social Services to find out where they wanted the $30,000 distributed.

- **Schools** - Mr. Pellegrino stated he will propose to move monies budgeted for the Digital Learning Initiative from the Board of Education Operating Budget to the Town’s Capital Project Budget. Mr. Pellegrino asked the Committee if they thought it should be conditioned. Mr. Ramer said we need to establish the dollar amount and what we are spending the money on. Mr. Finger stated that he doesn’t support a subject to release condition.

- **Parks and Recreation** - There were no proposed changes for the Parks and Recreation operating budget.

- **Fixed Charges** - All of the Fixed Charges accounts were reviewed and a summation of changes follows:
  
  o Account #901-57036 – Compensatory Time – reduced $150,000 to zero. The Committee felt the experiment to reduce the liability was not working.
  o Account #902-57330 – Unemployment Insurance – reduced by $75,000 because of declining charges against the Town.
  o Account #926-57600 - Non-Public Schools Costs – reduce funding for two nurses.
  o Account #999-57121 – Transfer From/To Other Funds – Ms. Tarkington requested that $225,000 be increased to reflect a transfer of a $450,000 Capital Project in the Sewer Maintenance Fund be transferred to the Sewer Improvement Fund. This request did not have the support of the other Committee members.

- **Nathaniel Witherell** - Ms. Tarkington noted that the headcount for Nathaniel Witherell was increased by one from 156 to 157. She proposed cutting the headcount by one. There was confusion created by the numerous increase and decrease changes to various positions in the budget request. Mr. Ramer and Mr. Finger asked about the increase of one position. Mr. Gieger responded that he was told that they needed another person to keep track of receivables with the changes in the health care laws.
• **Parking Fund** - Ms. Tarkington requested that funding be placed into the budget to pay for speed bumps at the Greenwich Plaza Parking Garage. Mr. Gieger stated that the costs for speed bumps are minimal and it should be able to be absorbed in the operating budget.

All of the aforementioned comments and proposals were for discussion purposes only. There were no motions made and no votes taken on any item discussed at this meeting.

The meeting adjourned at 4:23 P.M.

Respectfully submitted,

[Signature]

Peter Mynarski, Recording Secretary

[Signature]

Joseph L. Pellegrino, Chairman