

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE  
CONSOLIDATION DAY 2011 - 2012 BUDGET  
MINUTES  
Cone Room, 2<sup>nd</sup> Floor – 10:00 A.M.  
Monday, February 28, 2011**

Present:

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

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director;

Board: Nancy Barton, Randall Huffman, Art Norton, Jeff Ramer

Other: John Crary, Town Administrator, Dustin Anderson, Executive Assistant to the First Selectman, Genny Krob, RTM, Steve Warzoa, RTM, Leslie Moriarty, Board of Education, John Blankley, RTM.

Mr. Mason called the meeting to order at 10:06 A.M.

**TOPICS**

The BET Budget Committee and BET members in attendance were provided with a list of consolidation topics for today and any items requiring further action on Wednesday, March 9, 2011 at the BET Budget Committee Decision Day meeting. The topics generally covered revenues, expenses and capital projects in a number of different areas.

Ms. Mason instructed Mr. Gieger to insert the operating model into the budget book in the Budget Schedules section and revise the pages.

Mr. Mynarski read from a prepared list with the following recommended revenues adjustments:

1. Department 130 – Finance – Administration – reduce Interest Earned on Investments by \$100,000.
2. Department 139 – Tax Collector – increase Prior Year Tax Collections by \$100,000.
3. Department 161 – Planning and Zoning Board of Appeals – create a new account for the collection of fees - \$100,000.
4. Department 620 – BOE Instruction – add \$1,500,000 for the recognition of Special Education cost reimbursements. Mr. Gieger was instructed to report back to the Budget Committee where the total of \$1,500,000 in expenses will be located in the BOE budget.
5. Department 620 – BOE Instruction – increase the Education Cost Sharing Grant amount by \$489,000, as per the Governor's budget.
6. Department 997 – State and Federal Grants – reduce the Boat Registration Grant of \$100,000 to \$0. The program funding is discontinued, per the Governor's budget. The program will be returned to the local municipalities effective with the Grand List of October 1, 2011 for each town. The revenues would then be received in the fiscal year of 2012-2013.
7. Department 997 – State and Federal Grants – reduce the PILOT – New Equipment reimbursement of \$70,000 to \$0, per the Governor's budget.
8. Department 997 – State and Federal Grants – reduce the PILOT – Tax Exempt Properties by \$78,000. These are payments in lieu of taxes for Greenwich Hospital, a tax exempt property, per the Governor's budget.
9. Department 998 – Miscellaneous Revenue – increase the Cancellation of Prior Year's Encumbrances by \$50,000.

10. Department 998 – Miscellaneous Revenue – reduce the account, Not Otherwise Classified by \$500,000. The monies will be reclassified to another account by adding \$900,000 for Cos Cob Power Plant reimbursement to an account to be established.
11. Department 999 – Transfers From/To Other Funds – reduce the Retirement Reserve Fund transfer by \$150,000. An expense account in Department 131 will be reduced by the same amount.

This concluded the revenue adjustment portion of the meeting.

Mr. Mason proceeded to go through the operating budget by each department, stopping for the following recommended operating budget adjustments:

1. Department 108 – Human Resources – reduce the temporary salaries account by \$18,500 per the department's request. Due to adequate staffing levels the need for temporary salaries was reduced.
2. Department 130 – Finance – increase Account #51490 – Professional Services by \$50,000 to issue a Request for Proposal for a study of the Finance, Information Technology, Tax Collection, Assessor and other Town Hall first floor departments on staffing subsequent to the completion of the Human Resources RFP study currently in process.
3. Department 131 – Retirement Administration – reduce management fees – Account #51490 – by \$150,000.
4. Department 134 – Information Technology – there was an extended discussion about having a Strategic Plan Study performed for the future of the department. Capital Project monies were conditioned later in the meeting. The condition was upon receipt of an RFP containing sufficient scope to insure the study is comprehensive enough to provide a town-wide strategy for Information technology.
5. Department 139 – Tax Collector – Ms. Tarkington requested an "aging of receivables", feedback on a foreclosure detailed in the Greenwich Time and also proposed a condition subjecting to release 25% of the salary major object code monies, due to the large increase in the temporary salary line.
6. Department 161 – Planning/Zoning Board of Appeals – Mr. Simon requested a further explanation and reconciliation of the Temporary Salaries account, due to the transfer of 3.7 zoning enforcement personnel from Public Works.
7. Department 196 – Senior Center – Mr. Simon wanted to know about the number of meals provided which was answered later in the meeting as 16,000 meals. In addition, the Committee wondered why revenues went up by only \$6,000, if the cost of a meal increased from \$3 to \$4.
8. Department 205 – Fire Department – Fire Fighting Force – there was an extended discussion of sick time abuse and rising workers' compensation costs driving up overtime costs. There was debate about budgeting workers' compensation costs in each department to hold department heads more accountable. Mr. Mason recommended conditioning the overtime account. No amount was determined.
9. Department 208 – Fire Department – Volunteers – Mr. Simon requested a detailed listing of healthcare costs by individual volunteer. Mr. Mason requested occupancy costs for the volunteers using the firehouses and suggested it as a monthly BET Budget Committee discussion topic.
10. Police Department 211 – it was requested to correct page 59 listing the Police Chief and Captain positions to properly reflect the current table of organization.
11. Department 301 – Public Works – it was requested to adjust three accounts by a net total of \$11,750 as requested by DPW. There was an extended discussion on the transfer of three zoning enforcement personnel to Planning and Zoning and the proper accounting of three Public Works personnel supervised in Public Works but charged to the Parking Fund budget. Department 321 – Public Works Waste Disposal – The Committee wanted to know the monetary impact of single stream recycling of trash contract changes.
12. Department 380 – Fleet – Mr. Mason expressed frustration with not knowing the cost of what the Fleet Department does in-house versus outsourcing. Mr. Mason suggested including this topic for a monthly BET Budget Committee discussion items.

13. Department 401 – Health Department – the Committee recommended eliminating the “Public Health Emergency Coordinator” position for \$75,695. Mr. Gieger informed the Committee that if the position was eliminated, the grant revenue in the General Fund for \$61,000 would have to be eliminated.
14. Board of Education Budget – The Committee recommended cutting \$400,000 from the BOE budget. Mr. Simon asked a number of questions regarding grant funded BOE employees. Mr. Gieger informed Mr. Simon that there are 50 full-time equivalent positions in the Grant Fund. Mr. Gieger informed Mr. Simon that there is \$540,000 coming back to the Town in fringe benefit reimbursements. Mr. Simon felt the figure was too low and Mr. Gieger stated that they don't get charged for pension costs and FICA, only the Medicare portion. Mr. Simon requested that a list of grant funded people be compiled and the individual healthcare costs analyzed for accuracy. Mr. Finger asked what grant funded people budgeted at less than 1.0 are doing in the remainder of their job. The Committee suggested adding \$1,500,000 to the budget for Special Education costs, offset with a revenue line amount of \$1,500,000. Ms. Tarkington asked why the sewer bill was so low. It was explained that the BOE does not pay for sewers, but pays for the one school with septic, Parkway School. Ms. Tarkington asked about utility costs. Mr. Cray provided the Committee with a report entitled “Energy Commodity Usage and Prices” detailing usage, costs, contract terms and vendor.
15. Department 901 – Fixed Charges – Mr. Gieger reported that the Healthcare and HSA Contribution lines need to be increased. It was decided to increase the HSA Contribution from \$1,180,000 to \$1,500,000. The change was due to updated information.
16. Department 999 Transfers From/To Other Funds – the Committee recommended subsidizing the School Lunch Fund by \$75,000 and redoing the budgetary page to reflect more accurate numbers. The Committee also recommended subsidizing The Nathaniel Witherell Revolving Fund for \$118,000 to keep their fund balance at a break even figure. It was also recommended to condition \$125,000 for the sprinkler capital project. Ms. Tarkington asked about the Medicare a revenue increase of 20.6%. The Committee recommended decreasing the Risk Fund contribution from \$1,000,000 to \$500,000.
17. OPEB Fund budget was reviewed and it was decided that updated figures are needed. Mr. Gieger offered to update the budget page for the OPEB budget.

The recommended adjustments to the operating budget discussions concluded at this point.

The final portion of Consolidation Day was devoted to Capital Project items. The following projects were discussed:

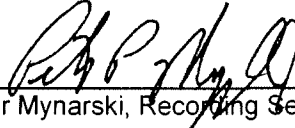
1. Central Fire House – the Committee would like to know for Decision Day, how much it cost to get through the 100% drawings stage.
2. GHS MISA – Mr. Simon asked Ms. Moriarty to tell the Committee how much it is anticipated that will be reimburse from the State of Connecticut for school construction reimbursements. Ms. Moriarty responded that the Governor's budget reflect a decrease in the reimbursement rate for new construction from 20% to 15% of eligible costs. Her estimates are for a range of \$1.7 million to \$3.9 million. There was a discussion about waiving building permit fees to be further discussed on Decision Day.
3. Fire Apparatus and Equipment – Self contained breathing apparatus capital project – The Committee would like to know for Decision Day; 1) How many units currently exist and their age, 2) How many units will be owned in total, including Volunteers, 3) How long do they last and what is the program cost?
4. Eastern Greenwich Civic Center Roof – should the Town purchase a roof if the building, the building will not be replaced in the next six years.
5. The Committee wanted to know if we own Shubert Library.
6. Strickland Brook – Mr. Simon wanted a reconciliation of the costs. Mr. Cray explained the costs for the project and that the survey costs were a small portion of the total \$255,000 for the project.
7. Board of Education – Food service equipment – Mr. Mason wanted to know if we ever charged capital projects to the Public School Lunch Revolving Fund. Mr. Gieger responded no, during his time.


8. Byram Pool Master Plan – there was a discussion about the \$45,000 contribution from the Parks and Recreation Foundation and the role of the Junior League. The Committee recommended conditioning funds, subject to receipt of private funds.
9. Streets and Bridges – Sidewalk Improvements – The Committee recommended deferring the \$45,000 for one year until Hearthstone is done.
10. Town Hall Space Utilization – Mr. Simon asked where the plans for the Land Use Agencies and Building Department Integration are and what happened to the project.
11. Tax Collection and Assessment Software Module – The Committee wanted to condition the funds until the track record was proven of the desired vendor working with MUNIS and ProVal. Mr. Crary countered that the RFP hasn't been issued and the vendor has not yet been selected.
12. Fleet Maintenance Software – The Committee wanted to know who the evaluation committee is. Mr. Crary responded that the selection would be led by Jay Domeseck, the Fleet Director. The Committee also wanted to know what the proposed Fleet maintenance software does that the current one doesn't, how common is the proposed system and will the fuel system be integrated into the new software.
13. Mr. Ramer made a point of indicating that there are a number of capital projects contained with the requests that are clearly operating expenses.
14. Ms. Tarkington reminded everyone that we still need the legal opinion from Gene McLaughlin, Law Department, regarding the charging of drainage, storm water and sewage projects to either the Sewer Maintenance or Sewer Improvement Fund.
15. Mr. Mason asked Mr. Crary to look at what capital projects can be deferred.

This concluded the capital projects review portion of the meeting.

The meeting adjourned at 3:12 P.M.

Respectfully submitted,

  
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Peter Mynarski, Recording Secretary

  
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Michael S. Mason, Chairman