

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
MINUTES  
Town Hall Meeting Room  
Tuesday, May 10, 2011

Committee:

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

Board: Jim Campbell, Randall Huffman, Art Norton, Joe Pellegrino, Jeff Ramer, Steve Walko

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Caroline Baisley, Director; Deborah Flynn, Business Office Manager, Health Department; Joe Siciliano, Director, Parks & Recreation Department; Ben Branyan, School Business Administrator, Board of Education

Other: Joseph Ross, Chairman, MISA Building Committee

The meeting was called to order at 6:30 P.M.

Mr. Mason thanked the Committee members for their work on the FY2012 Budget.

**Requests for Budget Adjustments**

**HD-4 Health Department – Approval to Use \$75,500**

Ms. Baisley explained that these funds were leftover from the State of CT H1N1 Grant. Ms. Baisley then gave an overview of the planned expenditures, which include development of a Public Health Emergency Preparedness Plan, a Security Plan and the purchase of a Simply ID System.

Approval to Use:

\$ 60,000	to	F40336-51490	Professional Services NOC
\$ 1,500	to	F40336-51920	Other Dept. Transfer
\$ 14,000	to	F40336-53250	Medical, Surgical, Lab Supplies
\$ 75,500	from		Public Health Readiness/H1N1 Grant

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

**PR-2 Parks & Recreation – Transfer \$71,000**

Mr. Siciliano explained that this request is to cover unbudgeted costs for the Ranger Program and Police Department support at Island Beach for the 2010 and 2011 seasons, by transferring funds that were unallocated due to the delay in hiring of the Island Caretaker and Marine Technician. Mr. Siciliano also stated that the appropriate adjustments have been made to the FY2012 budget.

Transfer:

\$ 71,000	to	A833-51300	Temporary Services
\$ 71,000	from	A832-51010	Regular Salaries

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

ED-4 Board of Education – Additional Appropriation \$87,289

Mr. Branyan explained that this request is due to cost overruns on the North Mianus School parking lot renovation project. Mr. Branyan gave an overview of the processing issues regarding this change order, stating that the work was completed and invoiced in August and September of 2010, and then in mid April 2011 the contractor contacted the First Selectman's Office regarding a delay in payment and, due to the age of the invoice and the errors made by the District, the vendor was paid out of the BOE operating budget. Mr. Branyan assured that Committee that these issues have been addressed with the Department Head within the Board of Education.

A brief discussion followed regarding the change order process, job certification and the review of Town processes, anticipation of cost overruns on construction projects, contingency funds, and the original project costs.

Additional Appropriation:

\$ 87,289	to	B680-59830-11148	Site Work & Playground Equipment
\$ 87,289	from		Capital and Non Recurring Fund

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a non-routine application.

LAW-1 Law Department – Release of Conditions \$239,000

This item was withdrawn

**NEW BUSINESS**

Report of Status of Current Economic Conditions

Mr. Gieger presented the Selected Revenues and Spending Rate April 2011 report to the Committee. A brief discussion followed regarding conveyance tax and building permits revenues, and anticipated total spending. Total General Fund Spending is estimated to be in the \$302 to \$303 million dollar range for FY11.

Mill Rate Discussion

The Committee reviewed the Town of Greenwich 2011-2012 Mill Rate Calculation, which showed a recommended General Fund mill rate of 10.111. A discussion followed regarding fund balance reductions and adjustments, and financing requirements.

Building Permit Waiver Discussion

Mr. Ross gave an overview of the request to waive the Town portion of the building permits fees for the MISA project. Mr. Ross stated that the Town building permit rate computation is \$15.26 per \$1,000 of hard costs, which is divided into two parts; \$15.00 to the Town and \$0.26 to the State. The

anticipated costs for the MISA project building permits are \$345,000 for the Town and \$6,000 for the State of CT. Mr. Ross also stated that the building permit fees were waived for the Public Safety Complex, although not for the Hamilton Avenue or Glenville Schools projects, and the Planning and Zoning Department will waive the zoning permit fee for any Town project.

A discussion followed regarding past practice, and Capital project permit funding.

Upon a motion by Mr. Finger, seconded by Ms. Tarkington, the Committee voted 4-0 that the BET recommends to the First Selectman that the Town portion of the building permit fees for the MISA project be waived.

### **OLD BUSINESS**

#### **Review and Acceptance of the Greenwich Debt and Fund Balance Policy**

A lengthy discussion followed regarding affordability targets, capital tax levy, debt service, deferred projects, and fund balances.

Upon a motion by Mr. Finger, seconded by Ms. Tarkington, the Committee voted 4-0 that debt service payments (principal and interest) are no more than 70% of the capital tax levy in any given fiscal year.

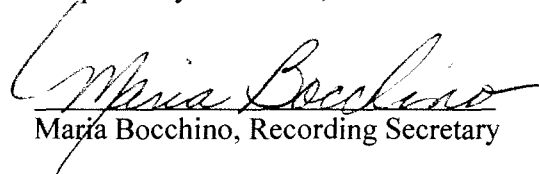
### **APPROVAL OF MINUTES**

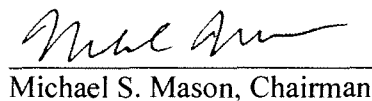
#### **Budget Committee Regular Meeting, April 12, 2011**

Upon a motion by Mr. Finger, seconded by Ms. Tarkington, the committee voted 4-0 to approve the minutes from the April 12, 2011, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 9:10 P.M.

Respectfully submitted,

  
Maria Bocchino, Recording Secretary

  
Michael S. Mason, Chairman