

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE**

MINUTES
Cone Meeting Room
Tuesday, June 3, 2014

Committee

Present: Marc V. Johnson, Chairman; Jeffrey S. Ramer, Mary Lee Kiernan, Leslie L. Tarkington

Board: Michael Mason, BET Chairman; John Blankley, Bill Drake, William Finger, Sean Goldrick, Randall Huffman, Nancy Weissler

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Allen Brown, Nathaniel Witherell Executive Director; Raymond Augustine, Director of Financial Operations; Caroline Baisley, Director Health Department; Aamina Ahmad, Assistant Town Attorney; Dan Warzoha, Town Emergency Coordinator, Peter Siecienski, Fire Chief; Robert Kick, Assistant Fire Chief; Amy Seibert, Director DPW; Joseph Siciliano, Director of Parks and Recreation; Tom Greco, Assistant Director of P&R.

Other: Charlee Tufts, GEMS Director; John Strong, GEMS Fiscal Officer; Sandy Kornberg, Volunteer Firefighter Chiefs Association

The meeting was called to order at 5:01 P.M. Mr. Johnson thanked the Fire Department for advising that their meeting had ended early and the BET Budget Committee could move their meeting from the Ground Floor Employee Lounge back to the Second Floor Cone Meeting Room.

Requests for Budget Adjustments

<u>HD-7</u>	<u>Health</u>	<u>Release of Conditions</u>
\$3,500	F 40340 & various codes	Enhance Greenwich Medical Reserve Corps (MRC)

And

<u>HD-8</u>	<u>Health</u>	<u>Approval to Use</u>
\$4,000	F 40339 51300 & 57050	MRC Program Enhancement

At its May meeting the full BET had requested the BET Budget Committee (Committee) to review concerns about potential town liability from actions of the MRC. It gave full authority to the Committee to release the funds. Ms. Baisley addressed the Committee's concerns about potential liabilities for medical professionals and volunteers by noting highlights of the Medical Reserve Corps of CT Region 1 Handbook and relating how the risk of liability to the town was lowered by volunteer selection, scope of practice, licensing, Town of Greenwich residency and policy and procedure followed in recruitment and training. Ms. Kiernan asked about the risk management practices regarding MRC's conducted by the Greenwich Health Department. Ms. Ahmad expanded on her previously submitted legal opinion regarding how the town was protected during an MRC incident by describing her findings in the Connecticut State statutes

regarding MRC volunteers acting within the scope of their duties. She offered that whereas there is an exemption from liability, it did not protect the Town from being sued. She noted that it was significant that the State Attorney General would defend the Town in a law suit arising from an MRC incident suit assuming there had been no willful or wonton misconduct. Mr. Mynarski commented that the Town's Risk Manager, Ron Lalli, had reviewed insurance coverage for MRC situations and, based on the recommendations of the Town's insurance agent, did not recommend getting additional malpractice coverage. Mr. Ramer expressed concern based on restrictive comments in the Federal and State immunity provisions and asked that a malpractice insurance quote be sought. Ms. Kiernan asked that as Mr. Lalli continues his insurance analysis he obtain some best practices from comparable communities regarding insurance and risk management.

Members of the Committee decided the Release Conditions had been met but asked Mr. Mynarski to proceed with obtaining a quote for additional insurance for their consideration.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to release the conditions for the Health Department to accept the funds for both requests.

GM-2	GEMS	Release of Conditions
\$2,309,955	A 440 57225	Contribution to GEMS

Ms. Tufts and Mr. Strong offered highlights of the financial documents presented in the Committee's meeting package that were now consistent with TOG accounting standards as prescribed during the Committee's Budget Hearings in February. Mr. Johnson clarified that the Release of Conditions was for 53% of the total annual contribution by the TOG. The Committee would have an opportunity to review and release conditions again in six months. Ms. Tarkington commented on the TOG's contribution to GEMS' Budget based on its marginal increase in employees' salaries in excess of that provided to Town employees. She emphasized that GEMS percentage of salary increases was more generous than TOG's and questioned why TOG should be offsetting that expenditure. Mr. Strong responded that GEMS' salaries were an important part of recruiting and retention and were not comparable to other TOG services. He indicated that GEMS' salary lines did breakout the cost of benefits and overtime unlike TOG's accounting practice. Ms. Tarkington commented that the contribution to GEMS by the Town averages approximately \$85,000 per employee (including FTE's)

Ms. Kiernan asked if GEMS was seeking less expensive alternatives for future health benefits. Ms. Tufts replied that a new EMS consortium was currently exploring benefit options.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the applications and forward it to the Board of Estimate & Taxation as a non-Routine Application.

SE-5	First Selectman	Additional Appropriation
\$xxxxx		Settlement – Bushnoe v. TOG

Upon a motion by Mr. Ramer, seconded by Ms. Kiernan, the Committee voted 4-0-0 to enter Executive Session to discuss legal business.

The Committee exited Executive Session at 6:35 P.M.

NW-4	Nathaniel Witherell	Transfer
\$75,000	H45020 54050	Maintenance Building

Mr. Brown and Mr. Augustine requested the fund transfer to correct damage due to winter's heavy weather; the repairs had not been part of the original repair budget specification of Project Renew. They also indicated that some of the funds would be for installation of new wiring required for the Human Capital Management System clocks that would accommodate the ADP payroll system.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

FD-1	Fire	Transfer
\$90,000	A 201 52210	Aquarion Water Services

Chief Siecienski and Assistant Chief Kick requested the transfer of funds due to an 8.6% increase in water service use.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

FD-3	Fire	Release of Conditions
\$1,828,319	A 205 51100	205 Overtime Expenses

Chief Siecienski and Assistant Chief Kick requested the release of quarterly overtime funds based on progress reaching an understanding with the Volunteer Firefighter Chiefs Association to better combine fire services shared by career and volunteers firefighters. The Chief pointed out that the heaviest use of overtime occurred in July and August due to vacation coverage and requested the release of one-third of the Overtime fund. Mr. Geiger indicated the Release Conditions for one-quarter of the funds would be more than sufficient to cover anticipated costs.

Ass't Chief Kick reviewed all the points of agreement submitted by the Volunteer Firefighter Chiefs Association in their draft of a Memorandum of Understanding (MOU) and how the Fire Department anticipated meeting the points. The Committee asked a number of questions about the MOU. Mr. Kornberg offered that the meetings with the Fire Department had been productive and positive. Members of the Committee requested that the MOU reflect the spirit of cooperation and integration and must engage both professional and volunteer firefighters in meaningful training and response participation. Ass't Chief Kick cited conflict with job descriptions that hindered agreement on some points. Ms. Tarkington requested that Banksville be added to the volunteer companies who sign the MOU, and Assistant Kick agreed. Mr. Johnson requested that the Committee meet again with the Fire Administration and Volunteer Firefighter Chiefs in September to review progress. He hoped that the MOU would be finalized and signed by both parties and that approval by career firefighters and volunteer companies would be completed.

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a non-Routine Application.

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0-0 to change the Agenda's order to hear Application FD-2 next.

FD-2	Fire	Continue in Force
\$250,000	B 206 59650 14109	Dry Hydrant Installation

Chief Siecienski requested that funds for Dry Hydrant Installation continue in force based on the slower than expected pace of the receipt of required approvals from the State and National Audubon organizations and the scope of work required for a large cistern on the Audubon property.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

Capital Carry Forward Requests

PW-6	DPW	Capital Carry Forward
\$1,150,000	J 361 59650 13198	Pump Station Upgrades

Ms. Seibert indicated that this project was being prepared for a bid during the fall. Ms. Tarkington questioned where any unused funds would go since only residents within the sewer district were taxed. Mr. Geiger explained that these were Capital Budget items and some progress had already commenced.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PW-7	DPW	Capital Carry Forward
\$4,000,000	J 361 59650 14208	O.G. Common Forcemain Reconstruction

Ms. Seibert explained that the project had been broken up into two parts and that funds for design would be applied when the project was bid during the fall.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PW-8	DPW	Capital Carry Forward
\$300,000	B 345 59650 14210	E-1 Grinder Pump Upgrades

Ms. Seibert explained the delays and that it would be necessary to consult with the Law Department on potential TOG responsibility in case of power failure before the project could begin.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PW-9	DPW	Capital Carry Forward
\$200,000	B 345 59560 14148	O.G. Civic Ctr. Heating System

Ms. Seibert requested this money be carried forward for emergency repairs while a plan is being developed by a Friends Group for the complete renovation of the building.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PW-10	DPW	Capital Carry Forward
\$150,000	Z 302 29660 12115	Storm Water Program Compliance

Ms. Seibert explained to the Committee that EPA had recently made unannounced visits to inspect compliance with standards and this amount might be necessary for emergency repair.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PW-11	DPW	Capital Carry Forward
\$295,000	B 312 59600 13123	Street Lighting

Ms. Seibert informed the Committee that Mr. Cray requested this money during the 2014-2015 Budget process to purchase Greenwich's street lights. The cost is still under discussion.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PR-2	Parks & Recreation	Capital Carry Forward
\$18,000	Z 822 59140 14183	Park Lawn Mowers

Mr. Siciliano indicated that the process of purchasing the new lawn mowers had begun.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PR-3	Parks & Recreation	Capital Carry Forward
\$25,000	Z 822 59140 14184	Leaf Collection Program

Mr. Siciliano requested this carry forward for on-going work.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

PR-4	Parks & Recreation	Capital Carry Forward
\$90,000	Z 822 59140 14185	Bible St, Fencing & Retaining Wall

Mr. Siciliano commented that he had not had time to purchase the materials.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

<u>PR-5</u>	<u>Parks & Recreation</u>	<u>Capital Carry Forward</u>
\$25,000	Z 832 59260 14193	Replace Steel Work on Boat

Mr. Siciliano indicated that although a bid process had begun, response due to specifications was problematic. He had received suggestions to replace the boat rather than customize it with repairs. The carry forward would allow him to continue the process.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

<u>PR-6</u>	<u>Parks & Recreation</u>	<u>Capital Carry Forward</u>
\$50,000	Z 834 59700 14201	Dock Safety Lighting & De-icing – Byram

Mr. Siciliano said that the installation was being delayed due to changes to the ongoing replacement project and that this should be completed in the fall.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

Old Business:

None

New Business:

None

Report - Status of Current Economic Conditions

Mr. Geiger reported that it was too early in the month for the information to be available and that the report would be delivered to the members prior to the June BET meeting. He also reported that he would be preparing new fund balance numbers that would be available on July 1, 2014.

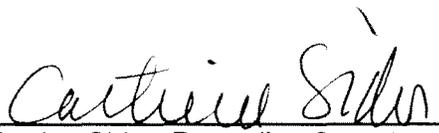
Approval of May 13, 2014 – Regular BET Budget Committee Meeting Minutes

On a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the Minutes of the May 13, 2014 – Regular Monthly BET Budget Committee Meeting.

There being no further business before the Committee, the meeting was adjourned at 7:57 P.M. on a motion by Ms. Tarkington, seconded by Mr. Ramer, by a vote of 4-0-0.

The next meeting will be Tuesday, July 15, 2014 at 6:30 P.M. in the Cone Room.

Respectfully submitted,


Catherine Sidor, Recording Secretary


Marc V. Johnson, Chairman