

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Room
Tuesday, June 15, 2010

Committee:

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

Board: Randall Huffman, Art Norton, Joseph Pellegrino, Jeffrey Ramer, Steve Walko

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director
John Crary, Town Administrator; Allen Brown, Executive Director;
Raymond Augustine, Director of Financial Operations, Nathaniel Witherell; Joseph Siciliano, Director; Tom Greco, Business Services Operations Manager, Parks & Recreation; Amy Siebert, Commissioner, Public Works

Other: David Ormsby, Chairman; Lloyd Bankson, Nathaniel Witherell Board

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

Requests for Budget Adjustments

NW-1 (2011) Nathaniel Witherell – Transfer \$347,000

Transfer:

\$ 347,000	to	H450-51010	Regular Salaries
\$ 347,000	from	H450-57960	Salary Adjustment Account

Mr. Mason explained that this request was forwarded from the Human Resources Committee which voted to restore funds from fixed charges back to the major object code beginning July 1, 2010. The positions were listed as vacancies, although they were being filled by part-time employees and Nathaniel Witherell is unable to continue using part-time employees to fill the positions due to the amount of hours required.

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

NW-1 (2010) Nathaniel Witherell – Transfer \$270,000

Transfer:

\$ 100,000	to	H45043-53250	Prescription Drugs
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\$ 141,000	to	H45011-53400	Food
\$ 29,000	to	H45011-53350	Custodial & Household Supplies
\$ 106,000	from	H45070-56100	General Liability Insurance
\$ 128,600	from	H45070-57500	Sewer Taxes
\$ 35,400	from	H45070-57120	Town Department Support

Mr. Augustine presented a Financial Operations Update through April, 2010, and reported that as of July 1, 2010, Nathaniel Witherell became a Revolving Fund. For the first ten months of the year occupancy is at 93.4% vs. a budget of 95%, due to difficulty filling the quads. Short-term occupancy was budgeted at 13.9%, and is averaging 16%. Revenues through April 2010 are \$18,334,227, which is slightly behind the budget by \$35,971, but is favorable to last year's budget by approximately \$332,000. The operating gain is \$336,000 vs. a budget of \$14,000, a favorable variance of \$321,000 to that budget, and favorable \$422,000 to prior years. The TNW surplus before depreciation is \$632,000. In response to Mr. Simon, Mr. Augustine stated that for FY 2011 sewer tax was budgeted for an additional 3.5% over FY 2010 actual.

Mr. Augustine stated that this request is due to both the increase in short-term occupancy, which results in an increase in Prescription Drugs and medical supplies and housekeeping costs, as well as correction of an error made in the original budget for food, which has been corrected for FY 2011. A discussion followed regarding additional costs and fund balance, comparable facilities, budget adjustments for FY 2011, and the flexibility of the revolving fund.

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

Mr. Mason gave a brief explanation of Capital Carry Forward requests in accordance with the Town Charter.

PR-5 Parks & Recreation – Capital Carry Forward \$18,000

This item was withdrawn since the contract will be signed and the mower delivered by June 30, 2010.

PR-6 Parks & Recreation – Capital Carry Forward \$56,000

Capital Carry Forward:

\$ 56,000 to Z-822-59830-21941 Playground Upgrade Program

Mr. Siciliano explained that the playground inspection program cannot begin until the school year ends on June 30, 2010.

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

PR-7 Parks & Recreation – Capital Carry Forward \$10,000

Capital Carry Forward:

\$ 10,000 to Z-833-59080-21947 Solar Powered Refuse Contain

Mr. Siciliano explained that this is a partnership of the Town with The Friends of Greenwich Point and the delay was due to the lack of a contract to purchase, which was recently obtained.

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

PR-8 Parks & Recreation – Capital Carry Forward \$100,000

Capital Carry Forward:

\$ 100,000 to Z-833-59260-21950 Replace Harbor Ferry Boat

Mr. Siciliano explained that this is the seed money for replacement of the ferry boat. There are funds appropriated for the extension of the Captain’s Island dock in conjunction with the funds for the ferry boat replacement. An engineering survey of the Captain’s Island dock and applications, have been submitted to the DEP and the U.S. Army Corps of Engineers for approval. These funds are to be used to design a hull or to purchase a pre-designed hull, once the applications are approved and a water depth is established. A discussion followed regarding the timeline, and ferry replacement and maintenance.

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

PR-9 Parks & Recreation – Transfer \$86,512

Transfer:

\$ 86,512	to	A833-54300	Maint Boats / Marina
\$ 15,000	from	A801-52350	Rental – data/word proc
\$ 5,000	from	A812-52130	Transportation – Non emp
\$ 5,000	from	A816-53200	Recreational Athletic
\$ 7,500	from	A816-54200	Maint / Machinery / Tool
\$ 3,500	from	A821-52090	Tuition Payments
\$ 5,000	from	A822-35500	Mech Supplies
\$ 15,000	from	A822-53800	Botanical & Agrig Supply
\$ 7,000	from	A829-53800	Botanical & Agrig Supply
\$ 7,512	from	A801-51490	Prof & Other Spec Svcs
\$ 16,000	from	A812-51300	Pymts Temp Servs

Mr. Siciliano explained that this request is a result of the U.S. Coast Guard full inspection and maintenance directives for the two larger ferry boats while in dry dock resulting in a total cost of \$175,141. The next dry dock inspection will be in the spring of 2012.

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

HR-1 Human Resources – Additional Appropriation - \$53,431

This item was changed to:

PW-16 Public Works – Transfer - \$53,431

Transfer:

\$ 53,431	to	A345-51010	Salaries
\$ 53,431	from	A901-57960	Salary Adjustment Account

Mr. Cray explained that this request was due to an error. Mr. Mason clarified that at one time there were four painters, plus a vacant lead painter position. In 2009 one painter position was eliminated as a part of the reduction in force. Of the remaining three painters, one will be promoted to lead painter.

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

PW-6 Public Works – Capital Carry Forward \$500,000

Capital Carry Forward:

\$ 500,000	to	Z321-59560-29033	Holly Hill Master Plan
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Ms. Siebert explained that a great deal of time has been spent designing the Holly Hill Master Plan and this item is in conjunction with PW-11. One of the goals is to separate the resident from the commercial traffic and address storm water management at the site. A contract for the design consultant is currently with the Law Dept. for review. A discussion followed regarding time limits on Capital Carry Forward requests.

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

PW-7 Public Works – Capital Carry Forward \$350,000

Capital Carry Forward:

\$ 350,000	to	Z345-59560-29043	Town Wide Restroom
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Ms. Siebert explained that this item along with PW-8, are for the Grass Island restroom and locker room building. Mr. Mason explained that the second digit of the project number indicates the fiscal year of the appropriation (the 9 indicates Fiscal Year 08-09). A discussion followed regarding the town wide restroom renovation plan, the timeline, and funding.

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

PW-8 Public Works – Capital Carry Forward \$300,000

Capital Carry Forward:

\$ 300,000 to Z345-59560-28052 Town Wide Restroom

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

PW-9 Public Works – Capital Carry Forward \$770,000

Capital Carry Forward:

\$ 770,000 to J361-59650-29088 Old Greenwich Force Main

Ms. Siebert explained the final design for addressing the restriction in the force main that goes underneath the railroad tracks at the Riverside train station, has been submitted to Metro North in March, 2010 for approval.

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

PW-10 Public Works – Capital Carry Forward \$1,500,000

Capital Carry Forward:

\$1,500,000 to B302--59560-29108 Cos Cob Power Plant

Ms. Siebert explained that this took a long time going through the land use process and can now go to bid for remediation. Approximately \$900,000 in reimbursement revenue is expected in FY 2011 once this project has been completed.

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

PW-11 Public Works – Capital Carry Forward \$50,000

Capital Carry Forward:

\$ 50,000 to Z321-59600-28062 Recycling Area Paving

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

PW-12 Public Works – Capital Carry Forward \$50,000

Capital Carry Forward:

\$ 50,000 to K361-59650-21957 Grassland Grit Screw

Ms. Siebert stated that the contract is being submitted to the Law and Finance Depts. for review.

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

PW-13 Public Works – Capital Carry Forward \$490,000

Capital Carry Forward:

\$ 490,000 to J361-59650-21955 Pump Upgrades

Ms. Siebert stated that this contract was recently approved.

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

PW-14 Public Works – Capital Carry Forward \$100,000

Capital Carry Forward:

\$ 100,000 to Z345-59560-21921 Town Hall Space Utilization

Ms. Siebert explained that this is for the Town Hall hallway rehabilitation materials.

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

PW-15 Public Works – Capital Carry Forward \$500,000

Capital Carry Forward:

\$ 500,000 to B312-59660-21917 Drainage

Ms. Siebert explained that the Town Engineering Dept. is currently designing improvements for Pemberwick Park among other areas near the Millam River and all funds will be used for construction.

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

FI-1 BET - Administration – Transfer - \$550,000

Transfer:

\$ 450,000 to A902-57300 Work Compensation

\$ 100,000 to A902-57330 Unemployment
\$ 550,000 from A908-56920 Insurance Expense

Mr. Mynarski explained that this request is to cover shortfalls in the Workers Compensation and unemployment insurance accounts. The Workers Compensation shortfall was caused by two catastrophic claims. The unemployment insurance shortfalls were driven by last year's lay-offs.

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

NEW BUSINESS

Capital Project Closeouts

The Committee reviewed the Capital Project Appropriation Statement and Capital Carry Forward Summary June 2010. Capital Closeout for FY 2010 total \$2,560,474.36 and \$3,700,000 for Nathaniel Witherell which was not included in the total. \$400,000 will be returned to the Capital non-recurring fund and approximately \$1,000,000 to the B and sewer improvement funds which are bonded. A discussion followed regarding project completion delays, possible closeouts, and Capital funding for Nathaniel Witherell Project Renew. Mr. Walko commented that the Capital Carry Forward projects should be discussed in February when preparing the Capital Budget.

Report of Status of Current Economic Conditions

Mr. Geiger presented the Selected Revenues and Spending Rate May 2010 report to the Committee and stated that appropriation statements are reviewed weekly. A discussion followed regarding the teacher payroll, the spending rate, and revenue shortfall.

Senior Tax Relief Review

The Committee reviewed the Senior Tax Relief for 2009 List Year. The total amount is \$862,006 for 754 individuals. The budgeted amount is \$905,000.

RTM Finance Committee Debt Policy Review

Mr. Mason reported that the RTM's Finance Committee is looking at debt structure and the financing model across the Town, in order to get a better understanding and look at the Capital projects moving forward. Mr. Mynarski volunteered to assist the group regarding setting debt policy and will share this in the monthly Committee Report. Mr. Walko stated that in accordance with the Town Charter, establishing financial policy goes under the purview of the BET.

OLD BUSINESS

APPROVAL OF MINUTES

Budget Committee Regular Meeting, April 13, 2010

Ms. Tarkington added an amendment to the discussion concerning Nathaniel Witherell's request for an additional appropriation NW-1.

Upon a motion by Mr. Finger, seconded by Ms. Tarkington, the committee voted 4-0 to approve the minutes from the April 13, 2010, Regular Budget Committee Meeting, as amended.

Budget Committee Regular Meeting, May 11, 2010

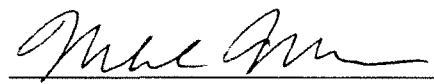
Upon a motion by Mr. Finger, seconded by Mr. Simon, the committee voted 4-0 to approve the minutes from the May 11, 2010, Regular Budget Committee Meeting.

There being no further business before the Committee, the meeting was adjourned at 8:07 P.M.

Respectfully submitted,



Maria Bocchino, Recording Secretary



Michael S. Mason, Chairman