The meeting was called to order at 5:31 P.M.

Mr. Mason explained that the Fiscal Year for the Town ends June 30th and this is the month when the Town decides what to continue of force, encumber, or close out concerning Capital appropriations. The Operating Budget closes on June 30th; however the Finance Department allows an additional 45 to 60 days to fully close out the fiscal year.

**Requests for Budget Adjustments**

**PR-3 Parks & Recreation – Capital Carry Forward $100,000**

Capital Carry Forward:
$ 100,000 to Z834-59260-21950 Replace Harbor Ferry Boat (design)

Mr. Siciliano presented the Ferry Projects Overview, Action Plan, Recommendations, and gave an explanation for the return of $100,000 to the Capital Non-Recurring Fund, at this time. A discussion followed regarding the dock design and ferry boat replacement, the capital plan, and beach card revenues.

No action was taken on this item since it was a return of money.
ED-8  Board of Education – Transfer $87,289.75

Transfer:
$50,168.75 to B680-11148 North Mianus Parking Lot
$37,120.40 to Z680-11148 North Mianus Parking Lot
$25,635.13 from B680-59560-28009 Glenville School
$1,000.00 from B680-59560-28014 Roof Replacement
$23,533.62 from B680-59560-21934 Roof Replacement
$37,120.40 from Z680-59560-28136 Modular Removal

Mr. Gieger gave an explanation for this request, stating that the funding to be used is from closed out items. Mr. Mynarski stated that $2.4M was borrowed for a group of projects, of which the North Mianus parking lot is a small piece. A discussion followed regarding year-end reporting.

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

FD-1 Fire Department – Transfer $240,000

Transfer:
$240,000 to A205-51110 Overtime Services
$75,000 from A202-51110 Overtime Services
$100,000 from A208-51149 Prof. & Other Services – NOC
$10,000 from A204-51331 Pers. Protec. Equip.

Assistant Chief Kick explained that these funds are to cover overtime costs due to coverage for firefighter’s on injury leave, and stated that 8,738 hours were lost due to injury leave this year. Assistant Chief Kick then gave an overview of the staffing issues and costs. A discussion followed regarding volunteer coverage, future plans to reduce overtime costs, staffing, and the cost of Workers Compensation claims.

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

FD-2 Fire Department – Approval to Use $126,247

Approval to Use:
$126,247 to Z206-59200-21902 Dry Hydrant
$126,247 from F206-43477 Dry Hydrant STEAP (Small Town Economic Assistance Program) Funds
Assistant Chief Kick gave an explanation for the request. A discussion followed regarding clarification of the request. This money will go into an existing account enabling the Fire Department to build more dry hydrants.

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

**LW-1  Law Department – Release of Condition $239,000**

Release of Condition:
$ 239,000  to  A140-51000  Personal Services

Mr. Fox explained that this request is for anticipated year-end expenses. Mr. Fox also gave an overview of the Law Department’s attorney to staff ratio, in comparison with other entities, and made suggestions for the Law Department’s staffing needs going forward. A conversation followed regarding efficiencies and future staffing needs.

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

**NW-3  Nathaniel Witherell – Transfer $296,800**

Transfer:
$ 146,800  to  H45079-57100  Employee Healthcare Costs
$ 80,000  to  H45079-53250  Medical Supplies
$ 70,000  to  H45079-53400  Food
$ 150,000  from  H45079-51000  Salary, Wages, Prof. Fees
$ 70,000  from  H45079-52000  Service Expense
$ 75,000  from  H45079-56000  Insurance
$ 1,800  from  H45079-58000  State Claims & Refunds

Mr. Brown explained that this request was to shift money to update finances. A discussion followed regarding planning future budgets.

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  DPW – Capital Carry Forward $300,000**

Capital Carry Forward:
$ 300,000  for  Z345-59560-28052  Town-wide Restroom Rehab

The Committee reviewed the Capital Project Appropriation Statement by Year, June 10, 2011 and the Capital Closeouts July 1, 2010 – June 10, 2011, which showed at total of $2,647,901.71. Ms. Siebert gave brief updates of the DPW’s 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-14 DPW – Capital Carry Forward $300,000

Capital Carry Forward:
$ 300,000 for K361-59650-11177 Grass Island Grit Screw

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 DPW – Capital Carry Forward $500,000

Capital Carry Forward:
$ 500,000 for B312-59660-11127 Drainage at Brothers Brook & East Putnam Ave.

Ms. Siebert gave an overview of the CDOT boundaries.

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

PW-16 DPW – Capital Carry Forward $500,000

Capital Carry Forward:
$ 500,000 for B321-59560-11128 Holly Hill Master Plan

Ms. Siebert stated that the scale installation award letter was received.

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

PW-17 DPW – Capital Carry Forward $1,500,000

Capital Carry Forward:
$1,500,000 for B302-59560-21908 Cos Cob Power Plant Site Remediation

Ms. Siebert gave an overview of the two phase project. A discussion followed regarding allocations, remediation and completion of the project.

The Committee voted 4-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.
PW-18 DPW – Capital Carry Forward $100,000

Capital Carry Forward:
$ 100,000 for Z312-59600-11120 Roadway Survey Update

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

SE-13 First Selectman – Approval to Use $63,515

Approval to Use:
$ 10,000 to F834-51300 Temp Salaries
$ 26,500 to F834-51490 Prof. & Other Spec. Services – NOC
$ 250 to F834-52110 Mileage
$ 4,000 to F834-52360 Software Maintenance/Rental
$ 2,500 to F834-52950 Misc. Services – NOC
$ 1,000 to F834-53010 Office Supplies
$ 1,500 to F834-53500 Fuel
$ 7,000 to F834-53520 Boat Parts
$ 4,000 to F834-54300 Maintenance of Boats & Marinas
$ 765 to F834-57050 FICA
$ 6,000 to F834-59260 Marine Equipment
$ 63,515 from F834-35005 RRR Coastal Resources

Mr. Tesei gave an update regarding the Harbormaster. A discussion followed regarding the use of outside counsel, and rogue moorings.

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

ED-5 BOE – Capital Carry Forward $525,000

Capital Carry Forward:
$ 471,000 for B680-0989-59560-11143 Doors & Windows
$ 54,000 for B680-1489-59560-11143 Doors & Windows

Ms. Chipouras gave an explanation for the request. A brief discussion followed regarding the bids.

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

ED-7 BOE – Release of Conditions $1,800,000

Release of Conditions:
$1,800,000 to B680-59560-12149 MISA
Mr. Ross gave an overview and explanation of this request for early site work. A discussion followed regarding bid packages, contractor's qualifications, design and construction contingency, tree and drainage issues, in-kind services, traffic control, and TOG building permit fees.

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

NEW BUSINESS

Report of Status of Current Economic Conditions

Mr. Gieger presented the Selected Revenues and Spending Rate May 2011 report to the Committee. A discussion followed regarding year end closeouts and projections, and the Grand List increase for October 1, 2011.

Volunteer Firemen Tax Credit Ordinance Discussion

Mr. Mason stated that through an ordinance of the Town, volunteer firefighters can receive a property tax credit, and during the budget process some inconsistencies in this program were found. Mr. Kelly gave an overview of the program over the last five years. A discussion followed regarding roles and responsibilities, documentation, eligibility, governance, and accountability.

Discussion of Internal Service Fund

Mr. Mason explained that currently employee healthcare is appropriated in fixed charges, however there is reimbursement coming from stand alone funds such as Nathaniel Witherell and the golf course, etc., and employee contributions. Mr. Mason also stated that the BET can set up a fund which would enable greater accuracy and will allow remaining funds to be reserved for the possibility of becoming self-insured in the future. Mr. Simon stated that this fund also provides the ability to look at net health care costs to the Town.

A discussion followed regarding run rates, budgeting, increases, net costs, and regular analysis.

OLD BUSINESS

Discussion of Greenwich Debt and Fund Balance Policy

In response to Mr. Mason, Mr. Mynarski stated that the definition of debt should be what the debt service is in the General Fund, including the regular debt service and half of the outstanding sewer debt that is paid from the General Fund. A discussion followed regarding ratings
agencies' views, obligations of the Town, various types of debt, acceptable level of debt, and the proposed policy.

Discussion of Budget Process Recap / 2012-2013 Budget Guidelines

Mr. Mason shared comments regarding poor departmental submissions, issues with the Hay Study compliance, the CIP Committee's need for a debt policy, and the meeting of the guidelines. A brief discussion followed.

APPROVAL OF MINUTES

Budget Committee Regular Meeting, May 10, 2011

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the committee voted 4-0 to approve the minutes from the May 10, 2011, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 8:46 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Michael S. Mason, Chairman