TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
MINUTES
Cone Meeting Room
Tuesday, September 10, 2013

Committee: Joseph L. Pellegrino, Chairman; William R. Finger, Jeffrey S. Ramer, Leslie L. Tarkington
Present: Robert Brady, Sean Goldrick, Randall Huffman, Marc Johnson, Mary Lee Kiernan, Michael Mason, Art Norton
Board: Peter Tesei, First Selectman
Selectmen: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Sheila Civale, Program Coordinator, Board of Education; Princess Erfe, Administrator, Community Development; Aamina Ahmed, Assistant Town Attorney; Caroline Baisley, Director; Deborah Flynn, Business Office Manager, Health Department; Joan Sullivan, Director; Eileen Ingalls, Telecommunications Coordinator, Purchasing Department; John Crary, Town Administrator
Ex-Officio: Ed Krumeich; Alma Rutgers
Staff: George Yankowich, Chairman; Alma Rutgers; Paul Settelmeyer, Housing Authority Board of Commissioners; Anthony Johnson, Executive Director, Housing Authority; Penny Lore, Director, Parsonage Cottage; Steve Leaden, Leaden Associates

Other: The meeting was called to order at 6:00 P.M.

Executive Session

The Committee voted unanimously to enter into executive session at 6:00 P.M. to discuss site selection for the Northwest Greenwich Fire Station.

In attendance were:
Peter Mynarski, Comptroller, Peter Siecienski, Fire Chief
Peter Tesei, First Selectman
BET Members: Pellegrino, Ramer, Finger, Tarkington, Brady, Goldrick, Huffman, Johnson, Kiernan, Mason, and Norton

The Committee voted unanimously to leave executive session at 7:00 P.M.

REQUESTS FOR BUDGET ADJUSTMENTS

ED-1 BOE – Approval to Use $87,000

Approval to Use:
$ 80,000 to F6061735-51390 Salaries
$ 7,000 to F6061735-52100 Travel Expense
$ 87,000 from STEM – Grant
The Committee reviewed “Strengthening Connecticut’s STEM Pipeline: Disseminating Models for College and Career Readiness”. Ms. Civale gave a brief overview of the STEM (Science, Technology, Engineering and Math) program.

In response to Mr. Pellegrino, Ms. Civale stated that this is a 2-year, fully-funded grant, with no cost to the Town, which ties into the District’s goals and implementation of the Common Core, but is not a part of the Digital Learning Initiative.

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

**CD-1 Community Development – Approval to Use $680,000**

Approval to Use:
$ 680,000 to Q197 CDBG PY2014 Budget
$ 680,000 from HUD Entitlement

Ms. Erfe presented the 2014 CDBG Annual One-Year Action Plan to the Committee, and gratefully acknowledged the Community Development Advisory Committee members, who were in attendance. A public hearing concerning this item will be held at the BET regular meeting on September 24, 2013.

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

**CD-2 Community Development – Transfer $131,681**

Transfer:
$ 121,681 to Q19713-59900-13322 HATG Kitchen Rehab at AG
$ 10,000 to Q19713-59900-13313 SFH Food Service Program
$ 131,681 from Q1913-59900 PY2013 Contingency Funds

Ms. Erfe gave a brief overview of the request to allocate CDBG PY2013 excess funding, and stated that the Advisory Committee reconvened to decide where to allocate the funds.

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

**CD-3 Community Development – Other $396,093.67**

Other:
$396,093.67 to Loan Forgiveness

Mr. Yankowich gave an overview of the 1995 CDBG Loan to the Housing Authority for the rehabilitation of Parsonage Cottage, which was (and is) a limited partnership to take advantage of tax laws at that time. Mr. Johnson shared comments concerning the Housing Authority’s responsibilities, requirements, debt, and improvement plan. Mr. Krumeich shared background information regarding Parsonage Cottage financing, Mr. Settelmeyer shared information regarding federal housing tax credits, and Ms. Rutgers shared information concerning the
CDAC decisions. A discussion followed regarding cash flow, debt obligation, operations, federal housing tax credits, block grant funding, and legality.

Upon a motion by Mr. Finger, the Committee voted 4-0 to approve the request, Subject to Release upon receipt by the Board of Estimate and Taxation of a letter from the Housing Authority stating their intent, that if they succeed in refinancing their debt, the proceeds go to repayment of the Town of Greenwich loan.

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

**HD-1  Health – Approval to Use $4,000**

Approval to Use:
- $ 500 to F40339-52010 Advertising
- $ 670 to F40339-52090 Tuition Payments
- $ 330 to F40339-52100 Travel Expense
- $ 1,000 to F40339-52950 Services – NOC
- $ 500 to F40339-53300 Wearing Apparel
- $ 1,000 to F40339-53950 Supplies – NOC
- $ 4,000 from MRC Funds – Grant

Ms. Baisley gave an overview of the request to use funds for the Greenwich Medical Reserve Corps (MRC).

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

**HD-2  Health – Approval to Use $10,385**

Approval to Use:
- $ 4,201 to F406-51490 Professional Services – NOC
- $ 2,600 to F406-52010 Advertising & Public Notice
- $ 400 to F406-52920 Transfer other Depts.
- $ 1,373 to F406-53010 Office Supplies
- $ 1,500 to F406-53250 Medical, Dental, Lab. Supplies
- $ 311 to F406-53550 Mech. Supplies, Small Tools
- $10,385 from HERR Funds – Grant

Ms. Baisley gave an overview of the request to use funds for the High Blood Cholesterol and High Blood Pressure Programs for FY 2013-2014.

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

**HD-3  Health – Approval to Use $54,927**

Approval to Use:
- $ 51,024 to F4038-51300 Part-time Salaries
- $ 3,903 to F4038-57050 Social Security Benefits

Meeting of the Board of Estimate and Taxation Budget Committee
September 10, 2013- Approved
Ms. Baisley explained that this request is to use funds for two part-time Emergency Preparedness Coordinators salaries and benefits.

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

**HD-4 Health – Approval to Use $5,214**

Approval to Use:

<table>
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<th>Amount</th>
<th>To:</th>
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<tr>
<td>$ 400</td>
<td>F40328-51490</td>
<td>Professional Services – NOC</td>
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<td>$ 1,164</td>
<td>F40328-52010</td>
<td>Advertising</td>
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<td>Work Transfer To and From</td>
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<td>$ 400</td>
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<td>Misc. Services – NOC</td>
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<td>$ 900</td>
<td>F40328-53950</td>
<td>Supplies and Materials – NOC</td>
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<td>$ 5,214</td>
<td>from F40328-53950</td>
<td>Lead Grant</td>
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Ms. Baisley gave an overview of the request to use funds for the State of CT Lead Poisoning and Prevention Program.

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

**PUR-1 Purchasing – Additional Appropriation $1,584,000**

Additional Appropriation:

<table>
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<th>Amount</th>
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<tr>
<td>$1,584,000</td>
<td>Z106-92500-Telecom</td>
<td>New Centralized Telecom System</td>
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<tr>
<td>$1,584,000</td>
<td>from Z106-92500-Telecom</td>
<td>New Centralized Telecom System</td>
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</table>

Mr. Crary explained that the service provider will no longer provide software support for the current Town phone system. Mr. Leaden, the telecommunications consultant, gave an overview of the analysis, recommendations, and system's features. A discussion followed regarding cloud vs. centralized systems, costs, RFP requirements, infrastructure, and funding.

The Committee voted 4-0 to approve the request, Subject to Release, $1,434,000 of which, upon review and approval by the Board of Estimate and Taxation of an RFP to include Cloud technology and Town-wide, centralized systems and forward it to the Board of Estimate and Taxation as a non-routine application.

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

**Fl-1 Finance – Other $1,742,345**

Other:

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<td>$ 16,291</td>
<td>B Various FY2009-2010</td>
<td>Bonded Projects</td>
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<tr>
<td>$ 522,189</td>
<td>B Various FY2010-2011</td>
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</tr>
<tr>
<td>$ 125</td>
<td>B Various FY2011-2012</td>
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</tr>
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</table>
$378,250 to B Various FY2012-2013 Bonded Projects
$11,821 to B Various FY2007-2008 Bonded Projects
$813,569 to B Various FY2011-2012 Bonded Projects
$1,742,345 from

Mr. Mynarski explained that this request is to close-out funding on completed projects.

NEW BUSINESS

Budget Guidelines FY2014-2015 First Draft

Mr. Pellegrino stated that the draft guidelines have been distributed for a first read, questions and/or suggestions must be sent to Mr. Gieger, copied to Mr. Pellegrino by October 11th, and the vote will be taken at the Committee’s regular October meeting. The Committee briefly discussed questions concerning content, increased salaries, fund balance, staffing, healthcare benefits, and impact of the sewer fund.

Report of Status of Current Economic Conditions

Mr. Gieger gave a report of the status of current economic conditions, highlighting increased revenues and decreases in spending.

APPROVAL OF MINUTES

Budget Committee Regular Meeting, June 11, 2013

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the minutes from the June 11, 2013, Budget Committee Regular Meeting.

There being no further business before the Committee, the meeting was adjourned at 9:21 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Joseph L. Pellegrino, Chairman