

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
MINUTES  
Cone Meeting Room

Tuesday, September 10, 2013

Committee:  
Present: Joseph L. Pellegrino, Chairman; William R. Finger, Jeffrey S. Ramer, Leslie L. Tarkington  
Board: Robert Brady, Sean Goldrick, Randall Huffman, Marc Johnson, Mary Lee Kiernan, Michael Mason, Art Norton  
Selectmen: Peter Tesei, First Selectman  
Ex-Officio: Ed Krumeich; Alma Rutgers  
Staff: 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  
Other: 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

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. Settlemeyer 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

\$ 54,927 from PHEP Funds – Grant

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:

\$ 400	to	F40328-51490	Professional Services – NOC
\$ 1,164	to	F40328-52010	Advertising
\$ 2,350	to	F40328-52920	Work Transfer To and From
\$ 400	to	F40328-52950	Misc. Services – NOC
\$ 900	to	F40328-53950	Supplies and Materials – NOC
\$ 5,214	from		Lead Grant

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:

\$1,584,000	to	Z106-92500-Telecom	New Centralized Telecom System
\$1,584,000	from	Z106-92500-Telecom	New Centralized Telecom System

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.

FI-1 Finance – Other \$1,742,345

Other:

\$ 100	to	B Various FY2008-2009	Bonded Projects
\$ 16,291	to	B Various FY2009-2010	Bonded Projects
\$ 522,189	to	B Various FY2010-2011	Bonded Projects
\$ 125	to	B Various FY2011-2012	Bonded Projects

\$ 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 11<sup>th</sup>, 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**

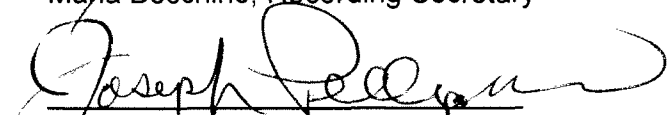
**Budget Committee Regular Meeting, June 11, 2013**

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,

  
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Maria Bocchino, Recording Secretary

  
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Joseph L. Pellegrino, Chairman