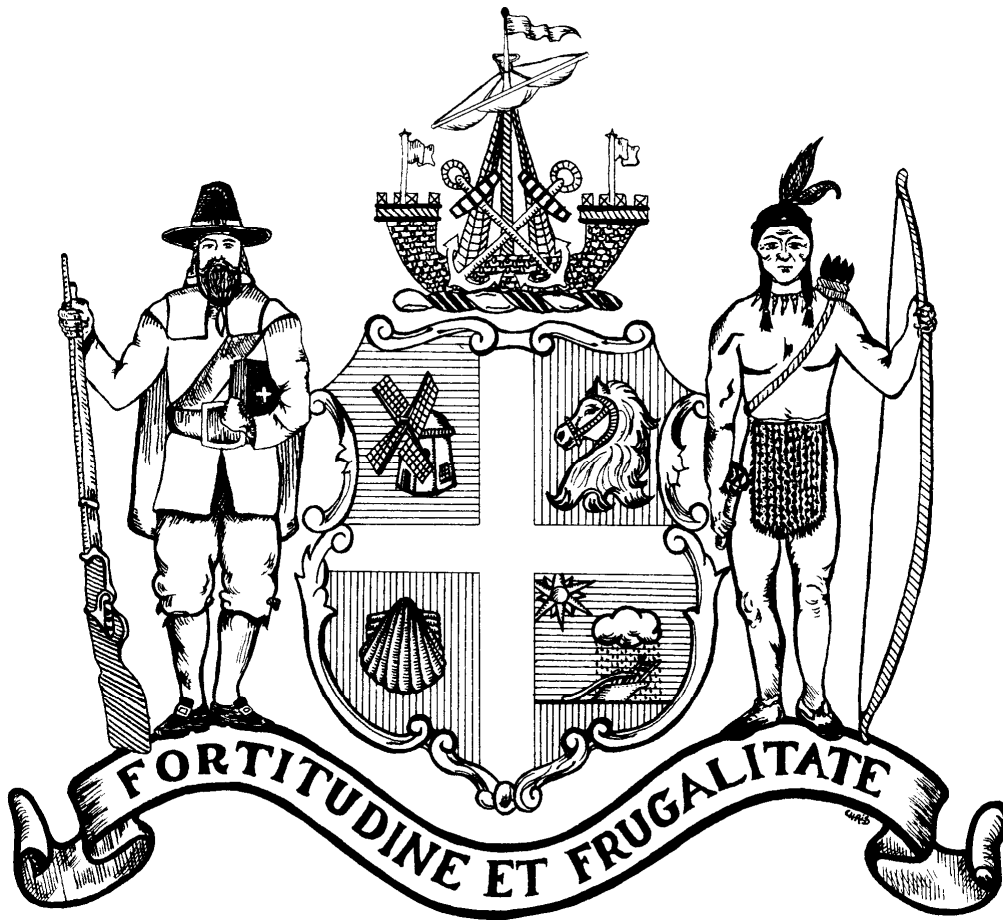


ANNUAL REPORT

July 1, 2007 – June 30, 2008

TOWN OF GREENWICH CONNECTICUT



COAT OF ARMS
OF
GREENWICH, CONNECTICUT
Adopted April 25, 1940

TOWN OF GREENWICH, CONNECTICUT

NOTICE

This annual report has been compiled and published by the Board of Estimate and Taxation in accordance with Section 7-406, General Statutes, State of Connecticut, and Section 224 of the Town of Greenwich Charter. It includes the various reports of Town Officers to the Representative Town Meeting, called for by such chapters, and also financial statements and statistics.

While the statements in this report are fairly comprehensive, further details may be found in the Annual Recommended Budget and in other office records of the comptroller and other Town departments.

Copies of the Audit Report are also filed in the office of the Connecticut State Tax Commissioner at Hartford.

The constant improvement of the Annual Report of the Town of Greenwich is earnestly desired. Corrections of errors and suggestions as to form or substance, forwarded to the Board of Estimate and Taxation, Town Hall, Greenwich, Connecticut 06830, will be very much appreciated.

ANNUAL REPORT

TOWN OF GREENWICH CONNECTICUT



**FOR THE FISCAL YEAR
JULY 1, 2007 - JUNE 30, 2008**

Published by the
Board of Estimate and Taxation

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**REPRESENTATIVE TOWN MEETING
MINUTES SUMMARY
2007-2008**

Regular Meeting – September 17, 2007 – 193 present-35 absent - 1 vacancy.

Town Clerk Carmella C. Budkins swore in Emil Benni Benvenuto, a new member in District 12.

The following resolutions were adopted:

A resolution recognizing the service and contributions of Nelaura Orr “Rusty” Lewis.

Accepting a gift in the amount of \$25,000 as reimbursement for the Independence Day Fireworks.

Accepting a gift of a formal park entrance walkway valued at \$7,500 from the MacNamee family to be located at Roger Sherman Baldwin Park.

Appointing Noble Welch an alternate member of the Historic District Commission for a term expiring 3/31/12.

Accepting a three year grant for \$60,000 from the State Education Resource Center (SERC) of which \$25,000 will be appropriated to the account E0458-43100.

Appointing Heather Parkinson-Webb a member of the Board of Ethics for a term expiring 3/31/08.

Appropriating the sum of \$28,900 to be added to Account No. Z345-59120-28xxx, known as “3/4 ton Cargo Van”.

Amending Sec. 40 of the Town Charter – Attendance requirements of the members of the Representative Town Meeting.

Appointing Rick Capozza a member of the Board of Parks and Recreation for a term expiring 3/31/08.

Accepting a gift of \$20,000 from Robert E Button to the Parks and Recreation Foundation for future maintenance of the new Showmobile, which will be named “The Bob Button Bandstand” in honor of Mr. Button.

Amending Sec. 7-24 and 7-45 of the Greenwich Municipal Code -”Fish and Wildlife”.

Appropriating the sum of \$250,000 to be appropriated to Capital Account No. Z312-59660-28xxx – Storm Drain Master Plan-Phase I.

Authorizing the Board of Selectmen to seek removal of the Town of Greenwich from the Southwest Connecticut Regional recycling Operating Committee (SWEROC).

The following resolutions were postponed indefinitely.

Enacting a Public Notification Ordinance.

Amending Article 8 Section 2-35 of the Greenwich Municipal Code “Sales of Realty”.

Regular Meeting – October 22, 2007 – 180 present – 47 absent – 2 vacancies

The following resolutions were adopted.

Approving the Community Development Block Grant.

Appropriating the sum of \$150,000 transferred from the Witherell Channel Item into Account 59560 for Person-Centered Satellite Dining.

Appropriating the sum of \$54,100 for Selectman's Accounts for Channel 79 was postponed indefinitely.

Special Meeting – October 29, 2007 – 168 present-59 absent-2 vacancies.

Rejecting the arbitration award between the Board of Education and the Greenwich Education Association for the period of July 1, 2008 to June 30, 2009.

Approving a sense of the meeting resolution supporting the Board of Education's efforts to incorporate a performance pay plan teachers into its collective bargaining contract with the GEA.

Regular Meeting – December 10, 2007 – 176 present – 51 absent – 2 vacancies.

Town Clerk Carmella C. Budkins swore in two new members – Genevieve Krob in District 8 and Hans Isbrandtsen in District 10.

The following resolutions were adopted:

Recognizing the service and contributions of the late David P. Agnew.

Recognizing the service and contributions of the Special Committee on the Nathaniel Witherell –Robert J. Richardson, chairman, Fred A DeCaro, III, vice chairman, Robert K. Brady, Linda R. deSeife, Patricia Elsaesser, Gina Higbie, Randall Huffman, Arline Lomazzo, Mary B. McNamee, David L. Melick, Gerald A. Pollack, Stephen M. Soler, J. Robert Tuthill and Nancy Weissler.

Appropriating the sum of \$30,000 for fiscal 2007-2008 to carry out the terms of an agreement between the Town of Greenwich and the Laborers' International Union of North America Local 136, AFL-CIO.

Approving an ordinance establishing a municipal fine for inland wetlands violations.

Accepting a gift of trees and planting from the Greenwich Tree Conservancy, Inc and accepting donations for purchase of trees to be planted on town property. Donations will be added to Account No. A829-53800.

Appropriating the sum of \$54,100 to be added to Account Nos. A105-53070 and A105-57210 for channel 79.

Amending the Town Charter in Sec. 80- Board of Parks and Recreation.

Amending the Representative Town Meeting schedule by changing the date of the January 2008 meeting.

Adopting an ordinance establishing an OPEB account.

Adopting a town policy of Public Notifications of Meeting and Hearings.

Adopting a sense of the meeting resolution to provide guidance to the constituent parts of Town government to improve the Town's long-range planning and the linkage of the Town's budgeting of capital improvements projects with its long-range planning in the POCD.

Annual Meeting – January 14, 2008 – 204 present – 25 absent – 1 vacancy.

The meeting elected Thomas J. Byrne as moderator with the Town Clerk casting one vote.

The meeting elected Joan Caldwell of District 10 with a vote of 159 to 43 for Christine Edwards of District 8.

The following resolutions were adopted.

Recognizing the service and contributions of the late Barbara Kitchel Girdler.

Appointing Richard C. Wellington a member of the Board of Parks & Recreation for a term expiring 3/31/11.

Appointing Robert J. Oca a member of the Board of Parks & Recreation for a term expiring 3/31/11.

Appointing Scott R. Johnson a member of the Board of Parks & Recreation for a term expiring 3/31/11.

Appointing Heather Parkinson-Webb a member of the Board of Ethics for a term expiring 3/31/11.

Appointing Gloria (Lori) B. Jackson a member of the Commission on Aging for a term expiring 3/31/11.

Appointing Catherine M. Brennan a member of the Commission on Aging for a term expiring 3/31/11.

Appointing Howard (Chip) P. Serrell a member of the Commission on Aging for a term expiring 3/31/11.

Appointing Thomas A. Saccardi a member of the Nathaniel Witherell Board for a term expiring 3/31/11.

Appropriating the sum of \$550,000 to be added to Account Z68017925955025110 Hamilton Avenue School Reconstruction.

Appointing William W. Galvin, III a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/08.

Appropriating the sum \$750,000 to be added to Account No. A140 51400 Law Department Professional and Other Special Services – Attorneys.

Accepting a gift in the amount equal to the actual cost not to exceed \$450,000 for the Greenwich Point Conservancy to restore the Innis Arden Cottage (Queen Anne Building) at Greenwich Point.

The following resolutions were postponed until the March 2008 meeting.

Appointing Ricky M. Capozza a member of the Board of Parks and Recreation.

Appointing R. Ellen Avellino an alternate member of Planning and Zoning Commission

Appointing Margarita T. Alban an alternate member of Planning and Zoning Commission

Appointing Frederick Henry Brooks an alternate member of the Planning and Zoning Commission.

Appointing Garrett I. Dietz a member of the Inland Wetlands and Watercourses Agency.

Appointing Robert L. Ailleo a member of the Board of Health.

Appointing Peter A. Arturi a member of the Board of Health.

Appointing Thomas E. Zack a member of the Alarm Appeals Board.

Regular Meeting – March 10, 2008 – 191 present – 39 absent – no vacancies

The following resolutions were adopted:

Appointing R. Ellen Avellino an alternate member of the Planning and Zoning Commission for a term expiring 3/31/11.

Appointing Margarita T. Alban an alternate member of the Planning and Zoning Commission for a term expiring 3/31/11.

Appointing Frederic Henry Brooks an alternate member of the Planning and Zoning Commission for a term expiring 3/31/11.

Appointing Garrett I. Dietz a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/12.

Appointing Robert L. Ailleo a member of the Board of Health for a term expiring 3/31/12.

Appointing Peter A. Arturi a member of the Board of Health for a term expiring 3/31/12.

Appointing Thomas E. Zack a member of the Alarm Appeals Board for a term expiring 3/31/12.

Appointing Robert Byrnes a member of the South Western Regional Planning Agency for a term expiring 3/31/10.

Appointing Aris Crist a member of the Historic District Commission for a term expiring 3/31/13.

Appointing Jane A Finn a member of the Board of Ethics for a term expiring 3/31/10.

Accepting a gift valued at \$13,500 from the Friends of Greenwich Point for three BigBelly solar trash containers for Greenwich Point.

Appointing James G. Boutelle, Joshua H. Brown, Robert M. Byrnes, Joan E. Caldwell, David W. Detjen members of the Labor Contracts Committee for a term expiring 12/31/09.

Appointing William Galvin a member of the Inland Wetlands and Watercourses Agency for term expiring 3/31/12.

Appointing Marilyn Ross Cahn a member of the Board of Health for a term expiring 3/31/12.

Appointing Christopher Ann Thurlow a member of the Nathaniel Witherell Board for a term expiring 3/31/11.

Authorizing the First Selectman to apply for and accept grants from the State of Connecticut, Department of Transportation under the Connecticut Clean Fuel Program.

Appropriating the sum of \$87,000 to be added to Account No. Z312-59600-28011 - Department of Public Works – Highway Maintenance.

Appropriating the sum of \$640,000 to be added to Account No. Z312-59600-28104 - Department of Public Works- Nor'easter Damage Repairs.

Appropriating the sum of \$145,000 to be added to Account No. K361-59650-28104 - Department of Public Works - JJ Kennedy Force Main and Pump Station.

Appropriating the sum of \$42,000 to be added to Account No. 380-53500 – Fleet Department – Motor Fuel and Lubricants.

Appointing Gordon A. Ennis a member of the Condemnation Commission for a term expiring 3/31/10.

Appointing Richard F. Kral, Jr. a member of the Condemnation Commission for a term expiring 3/31/10.

Appointing Neil P. Ritter a member of the Condemnation Commission for a term expiring 3/31/10.

Appointing Robert A Perri a member of the Condemnation Commission for a term expiring 3/31/10.

Appointing Joseph Ricciardi a member of the Condemnation Commission for a term expiring 3/31/10.

Appointing Jane W. Arnone, Robert L. Beerman, John H. Blankley, Francis (Kip) J. Burgweger, Jr., Edward D. Dadakis, Lloyd Hull, Edward Manganiello, David I. Melick and John A. Shulman members of the Claims Committee for a term expiring 12/31/09.

Appointing Martin Kagan a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/12.

Appointing Robert V. Sisca an alternate member of the Inland Wetlands and Water Courses Agency for a term expiring 3/31/12.

Appointing Kimberly Terrenoire a member of the Board of Social Services for a term expiring 3/31/11.

Appropriating the sum of \$83,000 to be added to Account No. 380-53510 – Fleet Department- Parts for Automotive Equipment.

Amending the Greenwich Municipal Code Article 6 –Waiting Period for Demolition Permits, pursuant to Public Act 07-26.

Authorizing the issuance and sale of Town of Greenwich General Obligation Refunding Bonds, not to exceed \$22,000,000.

Appointing Ricky M. Capozza a member of the Board of Parks and Recreation was postponed until the April 2008 meeting.

Regular Meeting – April 14, 2008 – 174 present-55 absent- 1 vacancy

The following resolutions were adopted:

Appointing Elizabeth Menten a member of the Board of Social Services for a term expiring 3/31/11.

Appointing Bruce D. Dixon a member of the Nathaniel Witherell Board for a term expiring 3/31/10.

Appointing Elliot R. Benton an alternate member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

Appointing Patricia G. Kirkpatrick a member of the Planning & Zoning Board of Appeals for a term expiring 3/31/12.

Appointing Robert Shippee an alternate member of the Planning & Zoning Board of Appeals for a term expiring 3/31/12.

Appointing Aubrey S. Mead, Jr. a member of the Flood & Erosion Control Board for a term expiring 12/31/11.

Appointing Edward J. Schmeltz a member of the Flood & Erosion Control Board for a term expiring 12/31/11.

Appointing Ricky M. Capozza a member of the Board of Parks & Recreation for a term expiring 3/31/12.

Appointing Donald R. Kiefer a member of the Planning & Zoning Board of appeals for a term expiring 3/31/12.

Appointing Lawrence Larson an alternate member of the Planning & Zoning Board of Appeals for a term expiring 3/31/12.

Approving the acceptance of a gift not to exceed \$100,000 from the Parks & Recreation Foundation for the purpose of conducting surveys, preliminary engineering and preparing schematic plans to build a new community pool at Byram Park.

The following resolutions were postponed until the June 2008 meeting.

Appointing Sean Turpin a member of the Alarm Appeals Board for a term expiring 3/31/12.

Appointing Genevieve (Genny) Krob, Leslie Cooper, Robert Brady, Joseph Ross, Frank Napolitano, Steve Loparco and Aris Crist members of the Greenwich High School Musical Instructional Space & Auditorium Building Committee.

Regular Meeting May 12, 2008 - 190 presnet-39 absent- 1 vacancy

A motion to reduce Code No. 170 Condemnation Commission by \$22,500 was adopted.

A motion to reduce Code No. 600-100 Board of Education- Administration by \$100,000 was lost.

A motion to delete Code No. 345-956-29037 – Public Works- Demolition of 120 Bible Street was lost.

A motion to reduce Code No. 680-956-29056 GHS Auditorium and Music Room to \$750,000 was lost.

A motion to delete \$100,000 from Parking Fund Code No. 318-921-29098 –Greenwich Avenue Lights was adopted.

Motions to amend several budget resolutions were adopted.

Budget as amended was adopted.

Regular Meeting June 9, 2008 – 192 present- 36 absent – 2 vacancies

Town Clerk Carmella C. Budkins swore in two new members: Juan Sosa in District 9 and Dora Williams in District 10.

The Greenwich Choral Society sang a couple of selections which they will be performing on their trip to France this summer as part of an exchange with the Town's sister city of Vienne, France.

The following resolutions were adopted.

Appropriating the sum of \$700,000 to be added the Account No. Z68059560 Board of Education –Reserved for Capital and Non-Recurring Fund- Project 28139 for GHS Clark House roof.

Appropriating the sum of \$300,000 to be added to Account No. A321-52510 - Public Works - Waste Removal Services.

Appropriating the sum of \$90,000 to be added to Account No. J361-52220 - Public Works-Electrical Service.

Accepting a gift valued at \$25,000 from the Hortulus Garden Club to replace the gazebo in Bruce Park.

Authoring the Board of Education to accept a donation from the Chickahominy Reunion Association for a Veteran's Memorial at Hamilton Avenue School.

Appropriating the sum of \$300,000 to be added to Account No. A140-52400 Law Department-Professional and Other Special Services-Attorneys.

Approving the Neighborhood Assistance Act.

Appropriating the sum of \$30,000 to be added to Account No. B345-59560-28021- Public Works-BOE/Senior Center.

Appointing Genevieve (Genny) Krob, Leslie Cooper, Robert Brady, Joseph Ross, Frank Napolitano, Steve Loparco and Aris Crist to the Greenwich High School Musical Instructional Space and Auditorium Building Committee.

Appropriating \$500,000 to be added to various accounts in the Board of Education General Fund balance.

Appropriating the sum of \$200,000 to be added to Account No. Z68011792-59550-25110 – Hamilton Avenue School Reconstruction.

Authorizing the acceptance of cash and in-kind gifts by the RTM 75th Anniversary Celebration Committee, with the cash gifts being appropriated to accounts set up by the Comptroller for the celebration.

The following resolution was referred to the Legislative and Rules Committee.

An ordinance permitting the municipality to abate taxes for non-profit land conservation organizations.

The following resolutions were postponed until the September 2008 meeting.

Appointing Paul S. Marchese a member of the Planning & Zoning Commission for a term expiring 3/31/11.

Appointing Frank Farricker a member of the Planning & Zoning Commission for a term expiring 3/31/11.

**OFFICE OF THE FIRST SELECTMAN
AND
BOARD OF SELECTMEN**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	9	8	8
Expenditures:			
Current	\$988,203	\$1,214,526	\$1,177,565
Capital	\$0	\$0	\$0
Total:	<u>\$988,203</u>	<u>\$1,214,578</u>	<u>\$1,157,254</u>
Revenue:	\$1,798	\$4,009	\$2,491

OFFICE OF THE FIRST SELECTMAN

The First Selectman is the Chief Executive Officer of the Town of Greenwich. He serves on a full time basis and also is an ex-officio member of all boards, commissions, and committees and a voting member of the Flood and Erosion Control Board. As the Chief Executive, the First Selectman directs the following departments and services: Community Development, Consumer Affairs, Fire, Fleet, Human Resources, Information Technology, Labor Relations, Law, Parking Services, Parks and Recreation, Police, Public Works, Purchasing and Administrative Services. He is assisted by the Town Administrator, who serves as his representative as directed. Also associated with the Office of the First Selectman are agencies such as the Affirmative Action Committee, Commission on Aging, and Historic District Commission. Section 7-47(a) of the Connecticut General Statutes designates the First Selectman as the collective bargaining representative of the municipality (except with regard to terms and conditions of employment of certified teachers).

The First Selectman appoints the Conservation Commission, the Sealer of Weights and Measures (Consumer Affairs Coordinator), the Director of Community Development and one member of the Flood and Erosion Control Board. The Board of Selectmen, on the recommendation of the First Selectman, made the following appointments during the year: Police Chief, Fire Chief and the Town Administrator

The major areas on which the First Selectman focused during the past year were:

1. Continuing to keep the overall increase in the property tax rate to 3.5%, of which approximately 1% was dedicated to repairs and maintenance of schools, public buildings, roads, and other town infrastructure.
2. Continuing to fund the construction of the new Police Headquarters and parking structure.
3. Broadening the public involvement and transparency of the annual Capital Improvement Program.
4. Negotiating new labor contracts, including substitution of the defined contribution retirement plan for new hires in place of the existing defined benefit plan.
5. Continuing efforts to contain the costs of health care for employees and retirees through negotiations with our health care vendors and our labor organizations.
6. Establishing an Environmental Task Force to assist the Town in being a more responsible steward of our environment.
7. Revising the sidewalk and traffic calming program to increase public involvement and to establish criteria to permit more analytical decisions making.
8. Continuing our efforts to better prepare for natural and terrorist disasters.
9. Finalizing the plan for the remediation of the Cos Cob Power Plant site to permit passive and active recreation uses.
10. Continuing the process of nominating highly qualified members to the Town's boards and commissions.
11. Enforcing the nuisance ordinance to remove blight and neglect.

12. Continuing the Office of First Selectman studies of Town functions to streamline operations, decrease costs and to increase accountability. Departments studied during the year include Social Services and Fleet.
13. Ongoing efforts to increase departmental performance measurement through participation in national organizations that focus on benchmarking.
14. Continued refinements of the Departmental Operational Plans to provide improved disclosure of Departmental goals, strategies and performance measurement statistics.
15. Maintaining agreements with the State of Connecticut for Homeland Security funding and services.
16. Appointment of the Greenwich High School Musical Instructional Space & Auditorium Project Building Committee.

BOARD OF SELECTMEN

The Board of Selectmen is the focal point of Greenwich Town government. Along with its many responsibilities and duties, constituent contact is an extremely important function of the day-to-day business of this office. As of December 1, 2007 the newly elected members of the Board of Selectman are:

Peter J. Tesei, First Selectman and Chairman of the Board of Selectmen
Peter J. Crumbine, Selectman
Lin Lavery, Selectman

The service of James A. Lash, First Selectman from December 1, 2003 to November 30, 2007 (4 years) was recognized as was the service of Selectman Penny Monahan from December 1, 2001 to November 30, 2007 (6 years).

The Board of Selectmen generally meets in public session twice a month unless special circumstances dictate otherwise. Minutes of such meetings are always taken. The First Selectman designates one of the other Selectmen to act in his place and stead during his absence.

The Board of Selectmen dealt with many issues during the year including:

1. Airport noise and the proposal to change flight patterns
2. Appointments and nominations to Boards and Commissions
3. Fees
4. Leases
5. Litigation and settlements
6. Parking and traffic matters
7. Tax District proposals
8. Town water supply under drought conditions
9. Westchester County cooperation
10. Beach and Ferry access policies
11. Tree Municipal Code revisions
12. Proposed charter changes
13. Human Resources Department policy
14. Energy Management and Conservation Efforts

CONCLUSION

The First Selectman, in addition to his regular Town government responsibilities and duties, supports and assists a variety of community interests, activities and organizations through proclamations, statements, appearances and participation, continuing a long-established tradition of commitment by all First Selectmen.

The Board of Selectmen continues to be gratified by the dedication and devotion to duty of the many fine employees of the Town of Greenwich. In addition, the Board expresses its genuine appreciation to the citizens of Greenwich who so willingly give of their time to serve on Town Boards, Commissions, Agencies and Special Committees in order to advance and improve our community.

Peter J. Tesei
First Selectman

CONSUMER AFFAIRS COORDINATOR

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

CONSUMER AFFAIRS COORDINATOR

The Town of Greenwich Consumer Affairs Coordinator (Sealer of Weights and Measures) appointed by the First Selectman for an indefinite term (General Statutes of Connecticut: Sec. 43-6) is responsible for all weights and measures matters including enforcement of all regulations, Federal and State Statutes and new legislation and interpreting and informing Town of Greenwich industries and merchants of these laws.

The primary function of the Consumer Affairs Coordinator is to ensure the interest of all who buy and sell and to protect those who are unable to protect themselves. The consumer today is more conscious than ever of high cost of living.

The duty of the Consumer Affairs Coordinator is to inspect, test and seal weighing and measuring devices with in the Town of Greenwich, such as store scales, gas dispensing pump meters, taxi meters, etc. Additional duties and responsibilities include handling all affairs dealing with consumer complaints or inquiries and as such, are recognized as the representative of the State in this area in matters dealing with consumer protection. This includes coordination with the State Department of Consumer Protection and Department of Fraud, Food and Drug, Banking, Housing, etc.

The Consumer Affairs Coordinator must make careful and accurate decisions between honest errors and frauds, assume full responsibility for actions taken on violations, and use authority with discretion in order to secure full cooperation of owners and managers.

This department is not equipped, at this time, to test oil truck meters, but this work is done by the State which supplies the Town with a test truck and inspector. The Coordinator joins the state inspector in testing the meters on all fuel trucks.

Utility companies in Town continue to report any planned interruption in service to the Consumer Affairs Coordinator who, in turn, notifies the local press so that residents are informed before the interruption of service occurs.

The following is a summary of activity from July 1, 2007 - June 30, 2008:

Small Capacity Scales (Capacity up to 400 pounds) Gasoline Pump Meters

135 inspected and tested
0 condemned for repairs

State Tested

Taxi Meters

55 inspected and tested
0 condemned for repair

Pre-Packaged Items

Approximately 11,000
0 rejected

Numerous complaints are handled immediately by contacting the Consumer Affairs Coordinator by phone or letter.

In addition, the Consumer Affairs Coordinator is responsible for issuing vendor permits and follow-up inspections. As of June 30th, a total of 16 permits were issued.

Anthony F. Belmont
Consumer Affairs Coordinator

Peter J. Tesei
First Selectman

**BOARD OF ETHICS
NOT AVAILABLE AT TIME OF PRINTING**

PURCHASING DEPARTMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$880,834	\$848,109	\$811,873
Capital	\$108,678	\$110,011	\$147,557
Total:	<u>\$989,512</u>	<u>\$958,121</u>	<u>\$959,430</u>
Revenue:	\$1,671	\$12,920	\$6,459

PURCHASING DEPARTMENT

The mission of the Purchasing Department is to provide centralized procurement services for all equipment, materials, services and designated construction projects in a timely manner providing optimal value for each dollar of expenditure. Associated with the above mission is the provision of contract development services to user departments. An equally important Purchasing Department mission is to provide timely, cost effective telecommunications support and services to all Town departments.

For Fiscal Year 07-08, the volume of work related to procurement process requirements increased to 117 Requests For Bid/Proposal compared to the prior fiscal year's total of 111. The number of new contracts and service agreements developed was thirty-nine. Option years on fifty-four existing service agreements were available and were elected. In addition, thirty-four commodity awards were established for the use of departments. This was a decrease of twenty-eight percent primarily due to Purchasing locating existing contracts that had been bid by other public entities and could be used by Town departments. Related to active contracts, Purchasing issued and followed up on 215 letters requiring re-documentation of insurance coverage where a particular policy term was about to lapse. Purchasing tracks all insurance coverage terms for contracts it develops and maintains current insurance documentation for close to 100 percent of contracts.

As always, a wide variety of Requests For Bid/Proposal processes were managed this fiscal year. To name a few, this fiscal year's sampling includes the Senior Center Study, the Bunker and Tee Renovation at the Harris Golf Course, the Parks Planning project, the Town-wide document imaging and archiving project, fireworks displays for 2008, the Fire Department's Engine Number 2 Replacement, tree services, Great Captain's Lighthouse Restoration project, the Art Barn Renovation project and the Grass Island Marina Maintenance Dredging project.

The size and intricacy of projects bid also increased which required a higher level of public procurement support. One project in particular, the Nathaniel Witherell Project Renew Architectural Services, was very involved with intensive man-hours being incurred in the development of the Request For Qualifications as well as the evaluation of proposals received and the awarding which took place in fiscal year 2008-2009. Also of note as far as size and intricacy were the Public Safety Complex Wiring bid and the Grass Island Maintenance Dredge project. Both of these projects spanned several months and required many hundreds of man-hours from Purchasing Department personnel.

As stated in last year's annual report, Purchasing had sent out proposals for the electric supply and demand response services, with a resulting cost savings projected at that time of \$1.5 million dollars for this fiscal year 2007-2008. This contract runs through June 2010. The supply of electricity will continue to be bid out to ensure that the Town gets as competitive a rate as possible at the time of bid.

Pricing on petroleum based fuels continued to rise through most of this fiscal year. In this supply category, #2 heating oil, the Town's natural gas interruptible accounts, propane, and ultra low sulfur diesel fuel were bid out.

Although the Town issued a Request For Bid for biodiesel B20 as an alternative to diesel fuel, the cost differential, unfortunately, was too high, \$.40 per gallon, for the Town to elect biodiesel.

Purchasing's Bid Request/Bid Tracking software has continued to be a useful tool in the procurement process. Enhancements to this software have been requested of IT for possible implementation in fiscal year 2008-2009. Any department has the capability of viewing the Bid Request/Bid Tracking software to determine where its Request For Bid is in the procurement process.

In this fiscal year, Purchasing continued its practice of posting its Requests For Bid/ Proposal and all addenda to the Town's website so that they are readily available to the vendor community through downloading.

The area of telecommunications' related support and project management services remained active. Continuing Verizon infrastructure issues caused lengthy outages during or after significant rainfall primarily at the Fleet Department.

A major project this fiscal year was the Public Safety Complex project and its telecommunications requirements. Several meetings were held with the Building Construction and Maintenance Superintendent and the Police to finalize Public Safety's requirements so that the cabling of the building could be bid out.

Other telecommunications projects included the migration of the telephone systems at the Nathaniel Witherell Nursing Home and Greenwich Library to server based technology. The Senior Center, which previously had been supported by the Police Department's telephone system, was provided with its own telephone system. This new telephone system was necessary due to the conduit between the Police Department and the Senior Center being cut as necessitated by the Public Safety Complex project.

During this fiscal year, the Telecommunications Coordinator worked with the Registrars of Voters to ensure that the voting primary was successful and in compliance with State of Connecticut requirements.

In summary, fiscal year 2007-2008 continued the trend of a high level of activity in the purchasing, contract development/insurance documentation and telecommunications areas.

Joan T. Sullivan
Director of Purchasing
and Administrative Services

ADMINISTRATIVE SERVICES CENTER

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	6	6	6
Expenditures:			
Current	\$678,142	\$666,686	\$647,287
Capital	\$0	\$0	\$0
Total:	<u>\$678,142</u>	<u>\$666,686</u>	<u>\$647,287</u>
Revenue:	\$0	\$0	\$0

ADMINISTRATIVE SERVICES CENTER

Administrative Services Center's mission is to provide support services to user Town departments in a timely and cost effective manner. This division provides all centralized office services used by Town Departments including Reproduction Center services, microfilming, mail processing, word processing, desktop publishing and website management and central reception under the supervision of the Director of Purchasing and Administrative Services.

REPRODUCTION CENTER

This area provides reproduction services for all Town departments including Greenwich Library and other Town agencies such as the Housing Authority. The Central Production Printer has been replaced with a Xerox Nuvera Printer. The printer runs at 120 copies per minute with virtually no slow down in speed for two-sided copies. This printer has increased memory, better print quality, and a shorter paper path at a lower cost. These features have given us the ability to decrease our turnaround time with virtually no downtime and made it possible for Administrative Services to stay within the designated budget constraints established by the BET Budget Committee. Construction of pads, folding, booklet making and other paper finishing are done here as well. An upgraded color copier with its digital front end provides additional functionality for the Reproduction Center and the versatility has increased the percentage of duplicating work that can now be done in-house.

The monthly volume has increased to approximately 305,000 copies per month on the Central Production Printer with the color copier monthly volume increasing to 9,702. A wide variety of printing jobs are done in the Reproduction Center. These include, but are not limited to, Assessor Field Cards and the Grand List, manuals, Town and departmental Annual Reports, flyers and pamphlets, job postings, Town-wide mass mailings, meeting minutes and agendas, event calendars, the *Savvy Senior*, the telephone directory, the Town's budget, its Charter and voter lists.

The goal of the Reproduction Center is to produce as many projects in-house as possible. When departments ask for large volume color copy projects, they are advised when it would be less expensive to have the job done at a print shop utilizing offset printing. Offset printing is more expensive for initial costs (layout) but the cost per copy is significantly less for large volume projects.

MAIL HANDLING

Mail handling includes the following: the metering and posting of mail, pick-up and delivery between the Post Office and Town Hall, and the sorting and distribution of outside and inter-office mail throughout the Town Hall. The Mail Clerk processes special bulk mailings, (i.e., Town-wide mailings, *Savvy Senior* newsletter, beach applications and cards, voter registration forms, reassessment information, parking permits, alarm bills, etc.), express mail, and UPS as well as standard U.S. mail. A combination of these mail services is utilized to meet the needs of individual departments in the most cost effective manner. Administrative Services has

continued its efforts to save money for the Town by utilizing the special bulk mail rate and bar coding whenever possible. The volume is an average of 22,162 pieces of mail processed on a monthly basis.

This fiscal year, Administrative Services contracted with Corporate Mailing Services, LLC. after a Request For Proposal process was conducted for a mail presorting service. This service merges mail from several pickup sites in order to be able to post mail at the lower presort rate. This contract has offset the most recent postal increase and allows Administrative Services to stay within the budget as originally submitted. This service has worked very well and will continue for the term of the contract.

MICROFILMING

Microfilming is a service utilized by many departments to be able to meet State of Connecticut record-keeping requirements. Administrative Services updated to a digital reader-printer which produces a much better quality image than its predecessor.

Through a Request For Proposal process, the Information Technology Department has selected a vendor for optical scanning as a means of records retention to replace microfilming. The Administrative Services Supervisor and several other departmental representatives took part in the selection process by attending and evaluating vendor presentations. The implementation of the new optical imaging system will be managed by the Director of Information Technology. Administrative Services looks forward to the conversion process. Until that time, microfilming of Town records will continue to be done.

DESKTOP PUBLISHING AND WEBSITE MANAGEMENT

Administrative Services continues to provide cost effective office services and additional assistance with special projects to aid departments in meeting their growing and changing needs.

In the area of the internet, the Administrative Services Supervisor electronically updates the Town calendar and posts information provided on Channel 79, the Town's public television station.

CENTRAL RECEPTION

The Receptionist provides a central answering service for all incoming calls, access control over the secure exits to Town Hall and paging of Administrative Services and building maintenance staff as required. Several times during each day people request and receive a wide variety of information from the Receptionist. Additional services provided include managing the Town's car loaner pool and the booking of conference rooms for Town Hall activities.

In summary, Administrative Services provides a wide variety of centralized support services to the public as well as all Town government departments. This department strives to constantly upgrade its skill set to reflect that which is required by the new technology used in the provision of these services to the Town of Greenwich.

Michele Hackett
Administrative Services Supervisor

HUMAN RESOURCES

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted	17*	11	11
Personnel:			
Expenditures:			
Current	\$2,437,061	\$1,695,091	\$1,607,779
Capital	\$0	\$0	\$0
Total:	<u>\$2,437,061</u>	<u>\$1,695,091</u>	<u>\$1,607,779</u>
Revenue:	\$0	\$0	\$0

Note: * Payroll consolidation.

MISSION STATEMENT

The Department of Human Resources works as a team to provide effective service and vital information to employees, retirees and the public with dignity and respect in a fair and equitable manner. Serving as a central resource, our goal is to foster an environment for employees to succeed, develop, and enhance their careers with equal opportunity for all.

GOALS STATEMENT

Reporting to the First Selectman, the Human Resources Department provides quality services to attract, develop, motivate, manage, compensate and retain a diverse and effective workforce within a supportive work environment. The Human Resources Department is committed to utilizing best practices to provide effective customer service and guidance through consultation and communication with the Town of Greenwich departments, appointing authorities, volunteer boards and employees. The department's key goals and objectives are: recruiting, selecting, hiring and retaining quality staff in compliance with all laws, regulations and contractual requirements; facilitating the employee performance management process; planning and providing relevant training and development opportunities; managing and administering employee benefits; administering all bi-weekly payrolls in an accurate, fair and timely manner; establishing a supportive and diverse work environment; and providing quality customer service.

SPECIFIC ONGOING ACTIVITIES IN SUPPORT OF DEPARTMENT GOALS

- Provide leadership and direction to all Town departments in the planning, development, coordination and execution of human resource policies, practices and procedures.
- Ongoing maintenance and administration of the Town's compensation plans to provide the Town with the ability to attract, retain and motivate competent personnel by remaining competitive, complying with contractual agreements and providing career opportunity.
- Manage and administer all employee and retiree benefit programs seeking to balance cost effectiveness with the needs of Town employees, retirees and their families.
- Develop long term health care strategies to ensure fiscal accountability for active and retiree healthcare costs.
- Administer recruitment activities and facilitate the employee selection processes through pre-employment and employment testing and collaboration with the appointing authorities.
- Administer the appointment process for new or promoted employees, implementing payroll authorizations and changes to the Town's system and providing employee orientation regarding job expectations, rules, regulations and benefits.

- Administer all payroll processes and functions to ensure accurate, timely and equitable pay for all employees that comply with all federal, state and contractual obligations.
- Administer, maintain and develop the Town classification system, auditing and modifying position descriptions as organizational needs require, for purposes of re-classification, re-allocation, developing career paths and establishing new positions
- Monitor and assess training and development needs and develop and administer training and professional development opportunities to align with Town goals and to inform, improve and motivate the workforce.
- Provide counsel and advice to all departments in the areas of employee behavior and performance problems, performance management, staffing issues and reorganization issues.
- Administer the Town's Employee Assistance Program for all employees and their dependents.
- Administer employee relations' services for all Town employees.
- Oversee the Town's Affirmative Action and Equal Employment Opportunity processes providing a proactive avenue for improving Town diversity efforts and a voice for employee concerns in these areas.
- Provide labor contract administration and interpretation to all departments and employees, responding to inquiries as needed.
- Administer the Town's unemployment compensation program.
- Coordinate and facilitate the Town's Employee Recognition Program.
- Administer the Town's Department of Transportation Drug and Alcohol Testing Program for town employees who hold commercial drivers license and perform safety sensitive work.
- Manage and maintain, in accordance with all state and federal regulations, all employee personnel records and files.

PROJECTS 2006 – 2007

- Obtain funding for and initiate the second round of workplace diversity awareness workshops and initiate training on identifying and preventing harassment in the work place for Town employees.
- Oversee and coordinate the Hay consultants and the Working Committee assessing the Town's managerial compensation plan.
- Improve payroll processes by eliminating the social security number on stubs and checks and implementing New York State tax deductions for resident employees of New York.
- Reviewed, analyzed and recommended a new pay grid for the Teamster's Collective Bargaining Agreement.
- Prepared and issued key policy revisions for the Employment Policy, Americans with Disability Act Policy, Electronic Mail Policy, Temporary and Part Time Employee Employment and Separation, and the Family Medical Leave Act. Prepared and established a new policy to provide guidelines for Vehicle Use.
- Prepared a candidate instruction manual as a guide and reference to completing the Town of Greenwich application process and placed a copy on the Town's web site for easy access.
- Conducted an information session at the Greenwich Library on the proper procedure to apply for a position or promotion with the town and how to complete the necessary application.
- Developed the Housing Opportunities Town of Greenwich web link that lists low cost rental and purchase opportunities for the Town employees. Prospective ads are sent to the Human Resources Department for screening and forwarding to IT for posting.
- Purchased computer-testing software, which will allow employees to assess their Microsoft Word and Excel Skills and test employees and outside candidates as part of the recruitment process.
- Review and assess software products to allow for online employment application submission.
- Prepared and established new positions for Painter Leadman, Senior Center Administrator, and Legal Secretary level 2, Lead Building Maintenance Mechanic. Amended job descriptions for Employee Benefits Manager, Engineering Inspector, Engineering Technician, Technical Program Administrator, Deputy Fire Chief/Fire Marshall, Web Specialist, Park Gardener Foreman, Process Control Manager, and Maintenance Manager.

RECRUITMENT ACTIVITIES

- Established and posted 60 full time positions for testing, 54 full time positions for transfer, 39 part time positions for transfer and 4 positions for upgrade. Full time testing consisted of 1 AFSME, 2 Firefighters 1042, 20 GMEA, 20 LIUNA, 2 MC, 2 Silver Shield and 13 Teamster represented positions.
- Coordinated and facilitated some very visible, difficult and multi-phased recruitment processes such as Firefighter, Fire Prevention Inspector, Lead Public Safety Dispatch Telecommunicator, Wastewater Division Manager, Assistant Fire Chief, Deputy Fire Marshall, Police Officer and Police Lieutenant.
- Received and coordinated approximately 1,450 resumes or letters of interest/applications from candidates for full time positions.
- Promulgated 55 eligible lists containing 409 individual candidates eligible for appointment to full time positions.
- Coordinated background investigations and pre-employment medical exams on all position hires.
- Facilitated the hiring of all seasonal staff.

EMPLOYMENT ACTIVITIES

- Appointment processing and orientation for all new Town employees, informing them of workplace rules and policies, advising and enrolling them in healthcare benefits and ensuring that accurate data concerning each employee and their respective salary and benefits is recorded in the Town's information system.
- Administered the DOT random drug and alcohol-testing program for employees possessing a commercial driver's license and employees assigned to the marine crew.
- Conducted mandatory training sessions for supervisors of CDL drivers as well as for the CDL driver, reviewing and explaining the policy and procedures with regard to CDL drug and alcohol testing.
- Oversight and coordination of all FMLA requests.

HEALTHCARE ADMINISTRATION ACTIVITIES

- Administered and coordinated the Proposal process, interview and selection of healthcare providers for the Town and Board of Education health plans.
- Administered healthcare benefits including medical, dental, prescription, life insurance, long-term disability, flexible spending (FSA), Deduct-a Ride and COBRA plans for 2400 Town and BOE active employees and employees on FMLA.
- Administered all healthcare benefits for 700 retired employees.
- Responded to enrollment issues, changes, terminations and claim problems, negotiating resolutions with healthcare vendors and educating employees.
- Coordinated and administered open enrollment for all active and retired employees for annual elections of health insurance on 7/1/07 and HSA, FSA and Deduct-a-ride on 1/1/08.
- Implemented a new Retirement Health Savings Plan for participating employees.
- Provided assistance and healthcare information for collective bargaining negotiations.
- Hosted the Sixth annual employee health fair attended by over 200 employees.
- Planned and coordinated a free flu clinic for all Town and BOE employees.
- Provided updated HIPAA and Medicare D Creditable Coverage letters to all employees and retirees.
- Reviewed and processed all healthcare provider fees.
- Prepared, reviewed and audited healthcare budget reports for monthly presentation to the BET.

EMPLOYEE ASSISTANCE ACTIVITIES

- Provided client evaluations for over 450 individuals (employees or members of employee's family), referred to or seeking EAP.
- Provide critical interventions for Town employees.

- Conducted nine Critical Incidence Stress Debriefing sessions.
- Continue to provide biweekly support and facilitation of recovery groups for employees.
- Provide ongoing liaison with treatment centers and hospitals to maintain the Town's referral protocol for needed treatment facilities and private practitioners.
- Conducted annual DOT mandated training for supervisors and employees.
- Continues to conduct Life Skills sessions with employees focusing on stress and anger management, and coping skills.
- Ongoing efforts to ensure that all employees are aware of the EAP services.

AA/EEO ACTIVITIES

- Oversee and monitor the AAO consultant engaged in responding to the employee hotline and employees' complaints or concerns about discrimination, allegations of harassment or hostile work environment and conducting confidential investigations and mediation.
- Provide liaison and information to the Affirmative Action Advisory Committee.
- Plan and facilitate the conduct of training on understanding and identifying harassing or discriminatory behavior in the work place for all Town personnel.
- Plan and facilitate the second session of the Diversity in the Workplace training initiative.
- Prepare annual EEO reports for the Town.

Maureen Kast
Director of Human Resources

GREENWICH PROBATE COURT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

The Greenwich Probate Court was constituted by the General Assembly on July 4, 1853 and has served the people of Greenwich since that time. Probate judges are elected by the voters of the Town for a four-year term. Our District covers only the Town of Greenwich. Judges may appoint one or more clerks or other employees to assist in the operation of the Court; their salaries are paid by the judge. Pursuant to §45a-8 of the Connecticut General Statutes, each town is required to provide a fire-resistant safe or vault for the storage of Court documents, office space, and supplies for the Court and microfilming of Court records.

The jurisdiction of the Probate Court is established by the State Legislature. Major areas of Court jurisdiction include:

- Probating wills and the administration of estates
- Overseeing testamentary living trusts
- Determining title to real and personal property
- Construing the meaning of wills and trusts
- Appointing guardians for the mentally retarded
- Appointing conservators of the person and the estate of incapable individuals
- Committing those suffering from mental illness, alcoholism, or drug addiction to an appropriate facility
- Removing unfit parents as guardians of their children
- Terminating the parental rights of parents who cannot fulfill their parental responsibilities
- Granting adoptions
- Granting name changes

And other matters, many of which are extremely delicate and complex and some of which are confidential. By way of example, when one of our resident's dies the Probate Court oversees the division of his or her property among those legally entitled to such property. The division of his or her property will be carried out according to the person's wishes if the decedent has executed a will. If there is no will, the property will be divided according to certain laws known as the laws of intestacy. In addition to overseeing the distribution of the estate, the Court will ensure that any debts of the decedent, funeral expenses, and taxes are paid prior to the remaining assets of the estate being distributed. In the course of which proceedings, will contests and objections are not unknown.

There are 117 Probate Districts in the State of Connecticut. Each district functions with a single court, independent of the integrated State court system. Consequently, each court has developed its own unique characteristics. However, since the creation of the office of Probate Court Administrator in 1967, the publication of the Probate Practice Book, and the promulgation of the Rules for Practice and Procedure in the Probate Court by the State Supreme Court, more uniformity has been established. At the same time, this Court has retained a close informal relationship with our community. It is truly a "family court" as it deals with matters directly affecting the family and is easily accessible to all members of the public.

All records of the Probate Court are put on microfilm and maintained in our vault and frequently used by the title searchers, genealogists and various historical societies. The Court is current with respect to microfilming

decedent's estates and trust estates. Funds to complete required microfilming are being provided by the Town pursuant to its obligations under Section §45a-8 C.G.S. The files are filmed and put in compact books, and then the original files are sent to archives and stored.

Importantly, the court seeks to serve our citizens and to insure the efficient, speedy and economical handling of all personal and family matters within its jurisdiction; to provide the people of Greenwich a forum to petition for a fair, equitable and compassionate arbiter.

David W. Hopper Probate Judge
District of Greenwich

**FINANCE
&
BOARD OF ESTIMATE AND TAXATION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	17	23	23
Expenditures:			
Current	\$1,731,275	\$2,079,546	\$1,919,472
Capital	\$0	\$0	\$0
Total:	<u>\$1,731,275</u>	<u>\$2,079,546</u>	<u>\$1,919,472</u>
Revenue:	\$6,813,880	\$8,261,401	\$6,574,924

ORGANIZATION

The Board consists of twelve members, six Republicans and six Democrats, who are elected to serve two-year terms beginning January first in even years. For fiscal year 2007-2008, there were three bi-partisan standing committees, Audit, Budget, and Human Resources, with four members each. In addition, there were the Legal Services (Law Committee) and Investment Advisory Services, two-person committees (one from each party). They function without chairmen and are responsible for the areas of government indicated by their titles. Bipartisan liaisons to Town departments or program areas assist in information gathering and evaluation for the benefit of the Budget Committee and full board. Ad hoc committees are created when needed for projects within the Board, and representatives from the BET are recommended to the selectmen for Town ad hoc committees. During fiscal year 2007-2008, there was an Other Post Employment Benefits (OPEB) Ad Hoc committee formed to create a trust for retiree's benefits, other than pensions. The OPEB Trust was legally created, effective January 1, 2008.

DUTIES

The Board is responsible for the proper administration of the financial affairs of the Town: accounting and control, treasury, tax assessment and collection. The most visible responsibility is the development, approval, and monitoring of the Annual Budget of the Town and setting the Town tax mill rates. The Board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The Board is responsible for the investment of Town funds, including the General Fund, Sewer Funds, Parking Fund, OPEB (Other Post-Employment Benefits) Fund, Risk Management/Internal Service Fund, Capital and Non-Recurring Expense Fund, School Lunch Fund, and Golf Course Revolving Fund. It is also responsible for risk management and internal audit. The Board annually selects the external auditors to examine the financial records of the Town and approves the Comprehensive Annual Financial Report (CAFR) and Component Unit Financial Report for the retirement systems. The Annual Report of the Town is also under the purview of the Board. In addition, the board conducts public hearings on sewer construction appropriation requests and determines the benefit assessment or tax to be levied against the properties located within the sewer district involved and the level of participation by general taxpayers when appropriate.

MEETINGS

There were eleven (11) regular monthly meetings, two (2) special meetings, one (1) organizational meeting, one (1) budget meeting, two (2) public hearings: one (1) on the 2008-2009 Budget Committee budget recommended to the full BET and one (1) on the adoption of the Community Development Block Grant Application for 2008.

Highlights of BET actions during the fiscal July 1, 2007, to June 30, 2008.

July 2007:

7/16/07 Regular Meeting

The Board granted approval to transfer \$13,883 from Community Development Block Grant Contingency to Family Centers, Inc. Rehabilitation.

The Board granted approval to use \$60,000 for the Board of Education Early Intervention Program Grant

The Board granted approval to use \$28,500 for a Health Department grant for salaries.

The Board granted approval to use \$3,760 for a Police Department Grant for Personal Protective Equipments.

The Board voted to appropriate \$45,000 from the Risk Fund for a settlement of Moss v. Cohen & Town of Greenwich.

The Board voted to appropriate \$250,000 from the Capital Non-Recurring Fund for a drainage study for the Pemberwick area.

The Board voted to appropriate \$1,500 from the Risk Fund for a settlement of Bill Clark v. Town of Greenwich.

The Board approved the regular BET meeting dates for 2008.

August 2007:

There was no BET Meeting for the month of August 2007.

September 2007:

September 18, 2007 Regular Meeting and Public Hearing

Mr. Tesei opened a public hearing on the Community Development Block Grant for 2008. He welcomed Ms. Princess Erfe, the new Director of Community Development. Mr. Tesei noted that the former Director of Community Development, Nancy Brown, has retired and was in attendance. He wished her well, with the hope that she will return to the town in a volunteer capacity. In addition, the Board voted 12-0-0 to accept and use \$1,005,052 from the 2008 Community Development Block Grant. The Board also voted 12-0-0 to approve the Resolution concerning the Community Development Block Grant Proposed Budget for Year 2008.

The Board granted approval to use \$66,000 for the Health Department from the Reserved for Restricted Receipts – Shellfish Permits.

The Board granted approval to use \$8,182 for a Health Department Emergency Preparedness Planning Grant.

The Board voted to appropriate \$15,000 from the Risk Fund for the settlement of Frank Juliano v. Town of Greenwich.

The Board voted to appropriate \$143,943 from the Capital Non-Recurring Fund to The Nathaniel Witherell for Person-Centered Satellite Dining.

The Board voted to appropriate \$54,100 from General Fund Balance for the Office of the First Selectman to assist in funding the external entity – Channel 79.

The Board voted 12-0-0 to approve the Other Post Employment Benefits (OPEB) Resolution and Trust Agreement. The purpose of the resolution was to create a trust fund for OPEB that would be forwarded to the Representative Town Meeting for their approval.

The Board voted 12-0-0 to adopt the Budget Guidelines for the 2008-2009 Fiscal Year.

October 2007:

10/15/07 Regular Meeting

The Board granted approval to use \$74,608.01 for a Health Department Public Act Funds Grant.

The Board voted to appropriate \$4,500 from the Risk Fund for the settlement of Liptow v. Town of Greenwich.

The Board voted to authorize the waiver of a lien in an amount up to \$80,000 in the settlement of Little vs. Warzoha and the Town of Greenwich.

The Board voted to appropriate \$270,000 from the Risk Fund for the settlement of Tomberg v. Hendrie & Town of Greenwich.

The Board voted 12-0-0 to approve a resolution delegating authority to approve Board of Education transfers between major object codes. Mr. Tesei pointed out this is a reconfirmation of a six-month arrangement whereby the BET delegates its authority to the Budget Committee for approval of BOE transfers that are \$10,000 or more and to the Comptroller for transfers of less than \$10,000. This practice will continue through the 2007-2008 fiscal year and will be reviewed again in July 2008.

Mr. Jim Lash presented a brief update on the progress that is being made regarding the Public Safety Complex. He said the project is doing well and is under budget and ahead of schedule. To document this progress, he distributed a report prepared by URS, the project manager.

November 2007:

11/19/07 Regular Meeting

The Board granted approval to use \$9,610 for the Health Department from the State of Connecticut – HERR Funds Grant.

The Board voted to appropriate \$1,200 from the Risk Fund for the settlement of Frey v. Town of Greenwich.

The Board voted to appropriate \$10,000 from the Risk Fund for the settlement of Hanscom v. Town of Greenwich.

The Board voted to appropriate \$1,000 from the Risk Fund for the settlement of Bruce Park Avenue Greenwich LLC v. Plant Integration Association and Home Care Solutions, et. al.

The Board voted to approve the Assessor's and Finance Department's operational plans and budget for fiscal year 2008-2009 by a vote of 11-0-0 and 10-0-0 respectively (one BET member arrived late).

The Board voted 11-0-0 to approve the revised OPEB Resolution and Declaration of Trust. Mr. Walko stated that the OPEB Committee approved a revised Resolution and Declaration of Trust to be submitted to the RTM for approval at its December 2007 meeting. The revisions have taken into account suggestions from RTM members.

The Chairman of the Selectman's Advisory Committee on Aircraft Noise, Mr. Bruce Dixon, gave a report on the subject of FAA litigation. Mr. Dixon said the committee has been monitoring the FAA Airspace redesign. Upon the FAA's issuance of an environmental impact statement, twelve communities formed the Alliance for Sensible Airspace Planning (ASAP) to support litigation, lobbying and grassroots mobilization. The cost for the first round through 2008 is \$1 million. The cost is allocated to participating municipalities according to population size. Greenwich's share of the \$1 million is \$117,000, half of which is due shortly. The Board of Selectman has approved \$64,000. The second installment is due February 2008.

Mr. Robert Stone reported that the Audit Committee made a recommendation to the BET regarding a discussion of future construction projects under the supervision of building committees. The draft recommendation was presented to the BET and discussed.

Mr. Don Heller, Chairman of the Planning and Zoning Commission, addressed the BET, giving a brief progress report on the work being done on the Plan of Conservation and Development (POCD).

December 2007:

12/17/07 Regular Meeting

The Board voted 11-0-0 to elect James Campbell to fill the vacancy on the Board created by the resignation of Peter Tesei upon his becoming First Selectman. Mr. Campbell took the Oath of Office administered by Town Clerk Carmella Budkins.

The Board approved the release of conditions of \$500,000 for the Retirement Board.

The Board voted to appropriate \$500,000 from the Risk Fund for the settlement of Sanders v. Town of Greenwich.

The Board voted to appropriate \$50,000 from the Risk Fund for the settlement of Camiglio v. Town of Greenwich.

The Board voted to appropriate \$500,000 from the Risk Fund for the settlement of Romig v. Town of Greenwich.

Mr. Mosley, one of the partners from New England Pension Consultants (NEPC), gave a summary report regarding the potential investment of \$10 million, by the Retirement Board, in two private equity funds. They were the AIG Global Fund, based in New York City, with a target size of \$750 million, a ten-year life and an internal rate of return of 18-20% and the Blackrock Fund, formerly Quellos, with a target size of \$600 million and a 12-year life. The BET voted 12-0-0 to approve the Retirement Board going forward with its plan to enter into contracts with the two private equity managers.

The Board held a discussion on a resolution, as recommended by the Audit Committee, to adopt as BET policy requirements that town, school and town-related constructions projects budget funds for the engagement of a full-time "owner's representative" or "project manager" for projects with budgets of \$5 million minimum; that such construction budgets include a contingency of at least 5%; and that a representative of such construction projects report in writing to the BET at least quarterly. The BET voted 12-0-0 to refer the resolution to the Budget Committee.

The Board voted 12-0-0 to approve the appointment of Mr. Norton as Interim Liaison to the Glenville School Building Committee.

January 2008:

1/02/08 Organizational Meeting

The Board voted 10-0-0 to elect Stephen Walko, Chairman of the Board of Estimate and Taxation (BET), Robert Stone, Vice Chairman of the BET and Leslie Tarkington, Clerk of the BET.

The Board voted 10-0-0 to appoint Ted Gwartney as Assessor for a two-year term effective January 2, 2008 and terminating on the date of the first meeting of the BET in January 2010.

The Board voted 10-0-0 to appoint Peter Mynarski as Comptroller for a two-year term effective January 2, 2008 and terminating on the date of the first meeting of the BET in January 2010.

The Board Chairman, Steve Walko, made the following appointments to the following standing committees:

- Budget Committee – Michael Mason – Chairman, Bob Stone, Larry Simon, Ed Krumeich.
- Human Resources Committee – Leslie Tarkington – Chairman, Michael Mason, Bill Kelly, Nancy Barton.
- Audit Committee – Arthur Norton – Chairman, Jim Campbell, Jeff Ramer, Bill Finger
- Law Committee – Jim Campbell, Nancy Barton
- Investment Advisory Committee – Arthur Norton, Bill Finger

The following liaison assignments for the 2007-2008 term were made:

- Finance Board – Steve Walko, Bill Finger
- Board of Education – Jim Campbell, Nancy Barton
- Department of Social Services – Leslie Tarkington, Ed Krumeich
- Nathaniel Witherell – Leslie Tarkington, Ed Krumeich
- Parks and Recreation – Michael Mason, Bill Finger
- Retirement Board – Art Norton, Larry Simon
- Hamilton Avenue School Building Committee – Steve Walko
- Glenville School Building Committee – Art Norton
- Nathaniel Witherell Building Committee – Leslie Tarkington
- Greenwich High School Auditorium Renovation Building Committee – Bill Kelly
- Negotiations – GEA: Art Norton, Bill Kelly LIUNA: Jim Campbell, Nancy Barton
- OPEB – Bob Stone, Chairman, Art Norton, Bill Finger, Larry Simon
- BET Representative to CIP Committee – Bob Stone

The Town Attorney, John Wayne Fox, introduced Aamina Ahmad who gave a presentation to the BET on the Freedom of Information Act (FOIA).

The Board Chairman, Steve Walko, through two-member teams, will address separate and distinct issues or special projects by researching a particular topic, generating a report, and making a recommendation to the full BET. Mr. Walko detailed the first ten issues, or special projects, to be addressed by the BET, with oversight provided by the Vice-Chairman, Bob Stone.

1/14/08 BET Special Meeting

The Board voted to appropriate \$550,000 from the Capital Non-Recurring Fund for additional funds to pay the architect and project manager for the Hamilton Avenue School Project. The Board also voted to approve the appropriation subject to release of the \$133,644 contingency only upon presentation to the BET of satisfactory documentation evidencing the need for the \$133,644.

The Board voted to appropriate \$750,000 from General Fund Balance to cover additional Law Department legal expenses.

1/22/08 Regular Meeting

The Board granted approval to use \$40,000 for the Conservation Commission for funds from the Fishway Walk USFW Foundation Grant.

The Board granted approval to use \$43,275 for the Police Department for funds from the Federal Highway Safety Program.

The Board voted to appropriate \$145,000 from the Sewer Improvement Fund Balance for the J.J. Kennedy Main and Pump Capital Project.

The Board voted to appropriate \$100,000 from the Risk Fund for the settlement of Creamer, et al vs. Town of Greenwich.

The Board voted to release of conditions for \$3,000,000 for the Cos Cob Power Plant Site Remediation.

The Board voted 12-0-0 to approve the appointments of three members to the OPEB Board: Arthur D. Norton for a term expiring June 30, 2009; Laurence B. Simon for a term expiring June 30, 2010; and Robert S. Stone for a term expiring June 30, 2011.

The Board voted 12-0-0 to elect Mr. Stone Chairman of the OPEB Board through June 30, 2008.

The Board voted 12-0-0 to fund the OPEB Trust in the amount of \$15 million.

The Board voted 6-5-1 to reset the existing and current asset allocation for the OPEB Trust from 48% fixed equities with an assignment of 41.5% domestic equities and 10.5% international equities.

February 2008:

02/19/08 Regular Meeting

The Board voted to appropriate \$42,000 for the Fleet Department from General Fund Balance for additional funds to purchase fuel (gas and diesel) through June 30, 2008.

The Board voted to appropriate \$83,000 for the Fleet Department from General Fund Balance for additional funds to purchase parts through June 30, 2008.

The Board voted to appropriate \$640,000 from the Capital Non-Recurring Fund for damage repairs from the April 2007 Nor'easter storm.

The Board voted to appropriate \$87,000 from the Capital Non-Recurring Fund for highway maintenance.

The Board voted to approve a resolution authorizing the First Selectman to apply for and accept grants and to execute agreements regarding said grants, made by the State of Connecticut Department of Transportation, under the Connecticut Clean Fuel Program and such proceeds shall be added by the Comptroller to the appropriate revenue accounts.

The Board voted 12-0-0 to accept and approve the Comprehensive Annual Financial Report (CAFR) for the Fiscal year July 1, 2006 to June 30, 2007.

The Board voted 12-0-0 for the authorization, issuance, and sale of not exceeding \$22 million for the refunding of the January 1, 2003 General Obligation Bonds. The authorization is effective until December 31, 2008.

The Board voted 12-0-0 to approve a resolution that states that the discount rate for the OPEB Trust be set at 7.75%. The discount rate is the rate used for actuarial purposes.

March 2008:

3/17/08 Regular Meeting

The Board voted to approve the transfer of \$42,000 for the Police Department from 911 Grant proceeds for the creation of a Fourth Dispatch Station.

The Board voted to approve the transfer of \$50,000 for the Social Services Department from temporary salaries to external entities.

The Board voted to approve the transfer of \$20,000 for the Finance Department to pay Sewer Taxes on Town-owned properties.

The Board voted to appropriate \$5,000 from the Risk Fund to pay for the settlement of Rolla v. Town of Greenwich.

The Board voted to appropriate \$10,000 from the Risk Fund to pay for the settlement of Williams vs. HDS, Inc. and Town of Greenwich.

The Board voted 12-0-0 to accept the July 1, 2007 Actuarial Evaluation Report on the Retirement System of the Town of Greenwich.

3/18/08 Public Hearing FY 07- 08 Budget

Chairman Steve Walko reviewed the budget process for the public. He reviewed the procedure for the public hearing and ten members of the public spoke on the budget in general.

03/19/08 Fiscal 2008-2009 Budget Approval Meeting

The Board of Estimate and Taxation approved a recommended budget for fiscal year July 1, 2008 to June 30, 2009 for submission to the Representative Town Meeting as follows:

For the General Fund-General Government	\$20,862,181	(11-0-0)
For the General Fund-Fire Department	\$12,190,287	(11-0-0)
For the General Fund-Police Department	\$17,427,130	(12-0-0)
For the General Fund-Public Works	\$20,860,482	(12-0-0)
For the General Fund-Vehicle Maintenance	\$3,073,296	(12-0-0)
For the General Fund-Health Department	\$2,324,758	(12-0-0)
For the General Fund-GEMS	\$3,308,020	(12-0-0)
For the General Fund-Nathaniel Witherell	\$16,028,514	(12-0-0)
For the General Fund-Social Services	\$3,471,639	(12-0-0)
For the General Fund-Board of Education	\$124,974,848	(12-0-0)
For the General Fund-Libraries	\$9,955,218	(12-0-0)
For the General Fund-Parks and Recreation	\$11,050,501	(12-0-0)
For the General Fund-Fixed Charges	\$71,436,027	(12-0-0)
For the General Fund-Capital	\$38,826,000	(12-0-0)

For the Sewer Maintenance Fund	\$7,767,932	(12-0-0)
For the Sewer Improvement Fund	\$5,152,000	(12-0-0)
For the Parking Fund	\$4,758,032	(12-0-0)
For the Parking Fund, State Portion	\$362,949	(12-0-0)
For the School Revolving Fund	\$4,093,497	(12-0-0)
For the Griffith E. Harris Golf Course Revolving Fund	\$1,813,504	(12-0-0)
For the Other Post Employment Benefits	\$6,000,000	(12-0-0)

The Board voted 12-0-0 to delete appropriations for capital projects from the Parking Fund and add the capital projects appropriations to the General Fund.

The Board voted 12-0-0 to approve the resolution authorizing borrowings for General Fund projects of \$22,665,000 and all other budgetary resolutions, as amended by the BET.

The Board voted 12-0-0 to approve the salaries effective January 1, 2009, as indicated in the budget book for the First Selectman, two Selectmen, Tax Collector, Town Clerk, and two Registrar of Voters.

April 2008:

4/21/08 Regular Meeting

The Board granted approval to use \$18,800 for the Health Department from the Reserve for Restricted Receipts – Shellfish Permits.

The Board voted to appropriate \$57,089 from General Fund Balance for the Registrar of Voters to cover various expenses created with an additional primary.

The Board voted to appropriate \$55,000 from the Capital Non-Recurring Fund for the Community Pool – Byram.

The Board voted to the release of conditions for \$54,100 for Channel 79 expenses.

The Board voted to appropriate \$70,000 from the Risk Fund for the settlement of Creamer, et al v. Town of Greenwich.

The Board voted to the release of conditions for \$75,000 for the Office of the First Selectman for a Downtown Needs Assessment Study for the BOE Central Office.

The Board voted to appropriate \$5,000 from the Risk Fund for the settlement of Cizik v. Town of Greenwich.

The Board voted 11-1-0 to approve the Tax Abatement Ordinance for Nonprofit Land Conservation Organizations.

The Board voted 12-0-0 to accept the resignation of Mr. Norton from the OPEB Trust Board and to approve the appointment of Mr. Philip M. Skidmore to the OPEB Trust Board.

May 2008:

05/05/08 BET Special Meeting

The Board voted to appropriate \$972,000 from the Capital Non-Recurring Fund for Modular Building Remediation.

The Board voted 10-1-1 to approve the application for the BET Retirement – AIG Private Equity Contract for the investment of \$10 million.

05/19/08 Regular Meeting

The Board voted to appropriate \$125,000 from the Risk Fund for the settlement of Gil v. Town of Greenwich and J.P. Roberto.

The Board voted to appropriate \$300,000 from General Fund Balance for outside legal counsel fees for the Law Department.

The Board granted approval to use \$81,634 for the Health Department from the Emergency Preparedness Planning Grant.

The Board voted to appropriate \$4,000 from General Fund Balance for the RTM for office supplies for its 75th Anniversary Event.

The Board voted to transfer \$178,918 for the Fire Department from Mechanical Supplies to Overtime and Professional Services accounts.

The Board voted to transfer \$205,000 from various Sewer Maintenance accounts to the Miscellaneous/NOC account.

The Board voted to appropriate \$90,000 from Sewer Maintenance Fund Balance for the Miscellaneous/NOC account.

The Board voted to transfer \$115,000 for the Department of Public Works to various Miscellaneous/NOC accounts.

The Board voted to transfer \$329,600 for Nathaniel Witherell from the Insurance and Fuel for Heating accounts to various other accounts.

The Board voted to appropriate \$700,000 from the Capital Non-Recurring Fund for the Board of Education – GHS-Clark House Roof Capital Project.

The Board voted to appropriate \$500,000 from General Fund Balance to various Board of Education accounts.

The Board voted to the release of conditions of \$133,644 for the Board of Education – Hamilton Avenue School Building Committee Capital Project.

The Board voted to appropriate \$300,000 from General Fund Balance for the Department of Public Works for Waste Removal Services.

The Board voted to appropriate \$30,000 from General Fund Balance for the Department of Public Works for BOE Central Office/Senior Center Study.

The General Fund mill rate of 8.035 was set for the July 1, 2008 - June 30, 2009 fiscal year.

The Sewer Maintenance Fund mill rate of 0.338 was set for the July 1, 2008 – June 30, 2009 fiscal year.

The Sewer Improvement Fund mill rate of 0.065 was set for the July 1, 2008 – June 30, 2009 fiscal year.

The Board voted 11-0-0 to approve the amendments and all bond resolutions for the 2008-2009 Budget.

June 2008:

06/16/08 Regular Meeting

The Board voted to appropriate \$5,000 from Community Develop Block Grant (CDBG) Contingency for Family Centers Rehabilitation.

The Board granted approval to use \$8,000 for the Police Department from a Greenwich Emergency Medical Services (GEMS) gift for a Hydraulic Marine Davit.

The Board voted to transfer \$550,000 for the Police Department from various accounts to Police Regular Salary Accounts.

The Board voted to transfer \$208,185 and \$167,090 for the Office of the First Selectman on various accounts funded from the 2004 and 2005 Homeland Security Grants.

The Board voted to continue in force various amounts as follows:

- Parks and Recreation - \$275,000 – Playground Replacement Program
- Parks and Recreation - \$200,000 – Park Lighting Upgrade
- Parks and Recreation - \$80,000 – Byram School Field Reconstruction
- Public Works - \$50,000 – Fire Training Tower
- Public Works - \$300,000 – Town-wide Restroom Rehabilitation
- Public Works – \$25,000 – Hamill Skating Rink Upgrade Design
- Public Works - \$140,000 – Tomac Lane Retaining Wall
- Public Works – \$1,160,000 – Old Field Point Road Drainage
- Public Works - \$934,000 – Porchuck Road Bridge Replacement
- Public Works - \$135,000 – Round Hill Road Bridge Rehabilitation
- Public Works - \$1,500,000 – Phase 2 SSES/Storm Drainage

The Board voted to the release of conditions of \$125,000 for the BOE Hamilton Avenue School Capital Project.

The Board voted 12-0-0 to approve of a change in the annual gross wage increase of 3.5% for the M/C (Managerial/Confidential) Employees for FY 2008-2009 – per the M/C Compensation Plan.

As Chairman of the Board, I want to express my appreciation to the members of the board who contribute so much of their time and effort to serve the citizens of the Town and for their cooperation and courtesy extended to me as Chairman. I also want to acknowledge the contributions of the Town Comptroller, Budget Director, and all of the members of the Finance Department Staff. Thank you.

Stephen G. Walko
Chairman

RETIREMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	2	2	2
Unpaid:	5	5	5
Expenditures:			
Current	\$1,508,761	\$1,934,575	\$1,204,500
Reserve	\$542,242	\$420,315	\$500,278
Capital	\$0	\$0	\$0
Total:	<u>\$2,051,003</u>	<u>\$2,354,890</u>	<u>\$1,704,778</u>
Revenue:	\$0	\$0	\$0

SYSTEM MANAGEMENT ADMINISTRATION

As provided in Article 14 of the Town Charter, a five-member Retirement Board is responsible for the operation of the Retirement System of the Town of Greenwich (“System”). The Retirement Board consists of two employee members elected by the active membership of the System; David D’Andrea and Mark Kordick, two appointed citizens of Greenwich not employed by or retired from the Town; John Chadwick and Michael Pagliaro, Retirement Board Chair; and the Town Comptroller, Peter Mynarski, who serves as a voting, ex-officio member of the board.

Terms of Office:	Michael Pagliaro	07/01/2005 – 06/30/2009
	John Chadwick	07/01/2007 – 06/30/2011
	Mark Kordick	02/01/2007 – 01/31/2011
	David D’Andrea	02/04/2005 – 01/31/2009
	Peter Mynarski	contingent upon employment

Mr. Chadwick was reappointed for another term in July 2007 by unanimous vote of the RTM Moderator, the First Selectman, and the Chairman of the Board of Estimate and Taxation.

Mr. D’Andrea was elected on September 21, 2007 by the active membership to complete the unexpired term of Mr. Edward Gomeau who left Town Of Greenwich employment.

The Retirement Board meets monthly with special sessions scheduled as required. Board members serve without compensation.

The Retirement Board appointed James V. Lavin Retirement Plans Administrator on October 3, 2005. The Retirement Plans Administrator is the primary contact for employees and retirees on retirement matters, and serves as liaison between the Retirement System and its providers of professional services. Moreover, this position is responsible for the daily administration of the Town’s two 401(k) and one 457(b) defined contribution plans. The Retirement Board Secretary position is vacant and being filled on a temporary basis by Mr. Lavin.

DUTIES

The Retirement Board acts as Trustee of the Retirement System and is responsible for the general administration, proper operation and fiscal soundness of the System. Acting as fiduciaries, the board selects, appoints and oversees the activities of professional service providers who perform as actuaries, legal counsel, pension consultants and investment managers to the System. It operates under the general oversight of the Board of Estimate and Taxation.

ASSETS AND LIABILITIES

The market value of the Retirement Reserve Fund was \$323,032,784 as of June 30, 2008, compared to \$346,433,082 as of June 30, 2007, a loss of 6.8% for the year.

STRATEGIC ROLE

While benefit levels, contribution rates and eligibility provisions of the retirement plan are governed by Town Charter and applicable collective bargaining agreements, the board is responsible for developing retirement plan provisions in the following areas:

- (a) determining the financial impact of proposed changes to the Plan;
- (b) rendering advisory assistance for labor contract negotiations;
- (c) amending the Retirement Act to incorporate negotiated changes, administrative changes and changes required by law;
- (d) recommending and implementing changes in investment management and asset allocation as required to meet plan liabilities;
- (e) formulating and implementing changes in plan design applicable to those members of the System not represented by collective bargaining

KEY ACTIVITIES

During the fiscal year covered by this report, twelve regular meetings and two special meetings were held.

A special committee has held numerous meetings to update the plan document. A spring 2008 date to complete this project has been delayed to the fall 2008.

The actuarial services contract with EFI, Inc. expired June 30, 2008. A request for proposals was prepared and the Retirement Board interviewed several responding firms. The successful proposal was made by EFI, Inc. and a new three-year contract for actuarial services was approved.

The Retirement Board approved a new policy on performance objectives and guidelines for all of its investment managers in December 2007.

The Retirement Board made investment changes during the year as follows:

1. Seix High Yield: This manager's contract was terminated for underperformance in August 2007.
2. AIG Private Equity Portfolio V Fund: This is a global private equity fund of funds investment that was approved in April 2008 for \$10 million.

Additional changes are possible as the Retirement Board discusses investment performance monthly with its investment consultant, New England Pension Consultants of Cambridge Massachusetts.

James V. Lavin
Retirement Plans Administrator

REGISTRARS OF VOTER OFFICE

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	5	5	5
Expenditures:			
Current	\$422,738	\$449,830	\$381,850
Capital	\$0	\$0	\$0
Total:	<u>\$422,738</u>	<u>\$449,830</u>	<u>\$381,850</u>
Revenue:	\$266	\$60	\$205

The Registrars of Voters represent the two political parties. Greenwich has one Republican and one Democrat Registrar of Voters, holding part-time positions. In addition, two full-time staff employees constitute the personal.

Statutory regulations governing the conduct of elections and related activities are numerous and complex. Registrars attend regularly conducted seminars and instruction sessions with the office of Secretary of State, Election Enforcement Division, and are members of ROVAC (Registrars of Voters Association of Connecticut).

Registrars are responsible to provide assistance to “all” eligible citizens and residents in the Town of Greenwich, regardless of political party affiliation. The Registrars of Voters oversee and implement directives of Connecticut’s and Federal Election Laws.

In odd number of years (2005, 2007) local officials, such as the Board of selectmen, Board of Education, Board of Estimate and Taxation, Board of Tax Review, Town Clerk, Constables, and Representative Town Meeting Delegates are elected.

In 2007-2008, the Republican and Democrat Registrars conducted the town wide municipal election. On February 5, 2008 both Registrars conducted The Presidential Preference Primaries. The town was chosen by lottery to conduct Audits of voting District #7.

On even number of years the three Assembly Districts representing (149th, 150th, 151st) comprise State House Representative in Hartford. Greenwich is located in the 36th State Senatorial District and selects one Congressman to represent it in Washington. The Statewide Election is held on every even number of years Federal officials such as President (4- year term) U.S. Senator (6-year term), U.S Congressman (2-year term), Governor, Secretary of State, Comptroller, Treasurer (4-year term) and Registrar of Voters (2-year term) are elected

In addition, both Registrars supervised balloting at nursing homes, registered over 100 students at Greenwich High School.

Veronica Baron Musca
Sharon B. Vecchiolla
Registrars of Voters

ASSESSOR

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	13	13	13
Expenditures:			
Current	\$1,022,272	\$975,070	\$995,465
Capital	\$237,655	\$0	\$486,694
Total:	<u>\$1,259,927</u>	<u>\$975,070</u>	<u>\$1,482,159</u>
Revenue:	\$6,257	\$6,133	\$11,700

MISSION STATEMENT

We update the Grand List annually in compliance with state statutes and case law to ensure equitable and defensible assessed values among property classes and owners for all real and personal property within the Town of Greenwich. We respond to public inquiries, appeals and credit applications. Each year we improve the quality of the real estate, personal property and motor vehicle Grand Lists. We serve the town in a professional and courteous manner. We are working on a complete Town wide revaluation of all real estate parcels by October 1, 2009, in a phased systematic manner.

2007-2008 ACCOMPLISHMENTS

We produced the Grand List reflecting the property values as of October 1, 2007 for all 22,092 real estate parcels as well as 4,129 personal property accounts and 65,333 Motor Vehicles. We processed 3,000 building permits with data changes and sketches into the ProVal database. We verified and analyzed 1,100 sales transactions and 150 parcel splits and merger records. We analyzed 1,100 income and expense report filings for commercial property

We calculated 4,100 business personal property accounts and conducted audits on 110 accounts generating new unanticipated revenues of \$82,000. We processed 54,886 motor vehicle accounts, 10,447 supplemental motor vehicles accounts and calculated 5,000 pro-ration adjustments to records reflecting part year auto ownership. We discovered and assessed over 250 vehicles registered out of state.

We processed 389 state elderly applications, 590 local elderly credits applications, 198 additional veterans exemption applications, 92 volunteer firefighter credits applications and completed 40 State Reports for the State Office of Policy and Management.

We processed all real estate records, maintained separate database files for vacant land, building permits, certificates of correction, certificates of occupancy, increase notifications and exemption templates. We responded to approximately 15,000 counter and phone inquiries, reviewed the assessed values and make corrections when needed. We resolved 83 pending Superior Court Cases.

We provided new web pages, assessment maps, books containing sales and assessments by neighborhood, street address and type of building, computer terminals and field card records to enable the public to better understand their assessments.

We attended numerous meetings with the Board of Estimate and Taxation, various Representative Town Meetings districts, the Board of Assessment Appeals, realtors and neighborhood, community and business groups.

Department Key Services

- 1) Produce Grand Lists
 - Real Property, residential, commercial and exempt
 - Personal Property
 - Motor Vehicles
- 2) Process real estate record changes
 - Building permits and certificates of completion
 - Data entry and sketches into the ProVal database
 - Verify and analyze sales transactions
 - Parcel splits and merger records
 - Income and expense report filings for commercial property
- 3) Process business personal property accounts
 - Calculate personal property declarations
 - Audit accounts generating new revenue
 - Discover and list new personal property accounts
- 4) Process motor vehicles accounts
 - Regular motor vehicle list
 - Supplemental motor vehicle list
 - Pro-ration adjustments reflecting part year auto ownership
 - Discover and assess vehicles registered out of state
- 5) Process mandatory reports and applications
 - State elderly applications
 - Local elderly credits applications
 - Additional veterans' exemption applications
 - Volunteer firefighter credits applications
 - State Reports for the State Office of Policy and Management
- 6) Process and maintain separate database files for
 - Vacant land
 - Building permits
 - Certificates of occupancy
 - Certificates of correction
 - Assessment increase notifications
 - Exemption templates
- 7) Respond to public questions
 - Answer counter and phone inquiries
 - Review assessed values and make corrections
 - Resolve pending Superior Court Cases
 - Maintain field card records
 - Produce new web pages
 - Produce new assessment maps
 - Provide assessment books by neighborhood and street address
 - Provide sales books by neighborhood, street address and type of building

Ted Gwartney, CCMA II, MAI,
Town Assessor

ASSESSOR'S TABLE OF VALUATION AS OF OCTOBER 1st 2007

ASSESSOR'S COMPARISON – TAXABLE @ 70%
TOWN OF GREENWICH, CT

<u>Type Property</u>	2007 Grand List		% of
<u>REAL ESTATE:</u>	<u>Count</u>	<u>Assessed Value</u>	<u>Total</u>
<u>Residential (100)</u>	19,462	\$27,082,589,380	79.94%
<u>Commercial (200)</u>	950	\$4,256,996,590	12.57%
<u>Industrial (300)</u>	32	\$93,304,820	0.28%
<u>Public Utilities (400)</u>	10	\$31,397,450	0.09%
<u>Vacant Land (500)</u>	732	\$762,613,040	2.25%
<u>Use Land (600)</u>	27	\$3,968,300	0.01%
<u>Apartments (800)</u>	57	\$354,666,200	1.05%
Gross Total Real Estate	21,270	\$32,585,535,780	
RE Personal Exemptions		\$26,307,000	
Net RE Assessed Value		\$32,559,228,780	96.11%
<u>MOTOR VEHICLES:</u>			
Gross Total Motor Vehicles	54,790	\$722,783,560	
MV Exemptions		\$5,440,860	
Net MV Assessed Value		\$717,342,700	2.12%
<u>PERSONAL PROPERTY:</u>			
Gross Total PP	4,182	\$607,958,773	
PP Exemptions		\$7,996,890	
Net PP Assessed Value		\$599,961,883	1.77%
<u>GRAND TOTALS:</u>			
Gross Total	80,242	\$33,916,278,113	
Total Exemptions		\$39,744,750	
Net Before BAA		\$33,876,533,363	100.00%
BAA Net Adjustments		(\$30,312,590)	-0.09%
Taxable after BAA		\$33,846,220,773	99.91%
		0.7	
Equalized @ 100%		\$48,351,743,961	

**BOARD OF ASSESSMENT APPEALS
NOT AVAILABLE AT TIME OF PRINTING**

LAW DEPARTMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	10	10	10
Expenditures:			
Current	\$2,824,909	\$2,263,972	\$1,579,108
Capital	\$0	\$0	\$0
Total:	<u>\$2,824,909</u>	<u>\$2,263,972</u>	<u>\$1,579,108</u>
Revenue:	\$0	\$0	\$0

The primary charge of the Law Department is to serve as legal advisor, attorney, and counsel for the government of the Town of Greenwich and its departments and officers. The office is comprised of the town attorney, four full-time assistant town attorneys, one part-time assistant town attorney, one special counsel, and an administrative staff. In the fiscal year 2007-08, the office represented the Town, its boards, commissions and agencies in cases that were instituted in federal and state courts as well as with administrative agencies.

The Law Department defends a large number of diverse lawsuits. A significant portion of these lawsuits is based on personal injury, including fall downs and motor vehicle accidents. Many of these cases involve serious injuries allegedly resulting from defective property, including roads, parks and other town facilities. The town is the subject of expanded theories of tort liability, which have made the Town increasingly vulnerable to negligence lawsuits.

The Law Department also defends a number of administrative appeals. In some instances, these appeals are brought in the Superior Court to challenge determinations made by the Town's Land Use and other Administrative Agencies. So, too, in the area of administrative law, there have been applications filed under the Freedom of Information statute which in many instances result in litigation before that Commission, as well as Appeals to the Superior Court.

The Department is also involved in defending cases alleging employment discrimination. We are seeing these case filed before the Commission on Human Rights and Opportunities as well as in the Federal Court. Due to modified procedures and policies established throughout the town, we have seen the growth in discrimination cases diminish.

Another trend that the Department is addressing is the increasing demand for special education services by parents of children in the public school system. These special education matters, including Due Process proceedings, are handled by outside counsel as well as the Law Department staff. In addition to the special education matters, the Law Department represents the Administration of the Greenwich Public Schools at expulsion hearings. There were fifteen expulsion hearings in the 2007-08 fiscal year.

The Law Department has also reviewed and investigated over 208 claims in the 2007-08 fiscal year. The majority of these claims, involving both property damage and personal injury, are settled, and do not result in the filing of a lawsuit.

Over forty-four appeals from the Board of Assessment Appeals are pending in the Superior Court as a result of the 2005 town-wide property tax revaluation where property owners are contesting the revaluation assessments. There are also approximately six cases that remain pending from the 2001 revaluation.

On a daily basis, the office renders oral and written legal opinions, drafts ordinances, reviews and approves contracts, and attends the meetings of various Town departments, agencies, boards and commissions when necessary.

In conclusion, I would like to thank the members of this department for their continued support and dedication in achieving the goals of this office.

John Wayne Fox
Town Attorney

**Statistics of Law Department
Schedule of Litigation
July 1, 2007 - June 30, 2008**

	<u>Pending 6/30/07</u>	<u>Commenced 2007-08</u>	<u>Concluded 2007-08</u>	<u>Pending 6/30/08</u>
Appeals from Planning and Zoning Commission	8	10	2	16
Appeals from Planning and Zoning Board of Appeals	15	10	2	23
Environmental Litigation v. Town of Greenwich	10	1	3	8
Personal Injury/Property Damage Actions v. Town	37	7	13	31
Miscellaneous Actions v. Town	17	1	3	15
Miscellaneous Actions brought by Town	1	0	0	1
Appeals from Board of Assessment Appeals	101	0	51	50
Civil Rights/Human Rights	34	1	15	20
Freedom of Information Actions	8	1	2	7
Board of Education Litigation/Special Ed/Expulsions	<u>3</u>	<u>12</u>	<u>12</u>	<u>3</u>
Totals:	<u>234</u>	<u>43</u>	<u>103</u>	<u>174</u>

TOWN CLERK

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$617,603	\$595,934	\$573,285
Capital	\$0	\$0	\$0
Total:	<u>\$617,603</u>	<u>\$595,934</u>	<u>\$573,285</u>
Revenue:	\$6,861,525	\$8,364,973	\$8,446,884

(Note) Includes encumbrances and improvements financed in each year.

The Town Clerk's office continues its daily duties of issuing dog licenses; hunting, fishing, trapping and shellfish licenses; issuing Pheasant Tags and the Connecticut Duck Stamp and Connecticut HIP Permits; recording deeds, births, marriages and deaths and certifying copies of same; filing liquor permits and maps; receiving and processing Military Discharge papers; issuing absentee ballots; preparation of reports for primaries and elections; preparation and mailing Representative Town Meeting Call and Minutes; and responding to many other requests for information on various matters, the volume of which continues to increase.

The volume of activity in the office this year included recording 354 trade names, 103 maps and 35 Military Discharge papers. There were 2962 Dog Licenses and 1 Kennel License issued; 1418 Hunting, Fishing and Trapping Licenses, 20 Pheasant Tags and 66 Connecticut Duck Stamps and 150 HIP Permits were issued. 100 Resident, 65 Senior and 38 Junior Shellfish permits were issued. The Vital Statistics Division processed 2218 Births (Males 1171, Females 1047) (Resident 447, Non-Resident 1771) (Twins - 57 sets - 21 male, 18 female and 28 male and female); (Triplets- 3 set-1 male, 1 male, 2 female, 2 male 1 female); 351 Marriages (Religious Ceremonies 145, Civil Ceremonies 206); Civil Unions (9 Religious Ceremonies 2 Civil Ceremonies 7) and 633 Deaths (Males 293, Females 340) (Resident 358, Non-Resident 275).

On July 1, 1982, Public Act No. 81-34 was approved by the State and became law. The act provided that all Notary Publics record their certificates in the town in which they live. This year, the Town Clerk has recorded or renewed 135 certificates. The recording fee is \$10.00, payable to the Town.

On July 1, 1989, the State of Connecticut amended Public Act 83-1 (State Real Estate Conveyance Tax). Public Act 89-127 imposes a tax of .5 percent on the first \$800,000 of the selling price and one percent tax on the amounts over \$800,000. It is the responsibility of the Town Clerk to collect this tax and send it on to the State. The amount collected for the fiscal year 2007-2008 was \$20,806,087.

On July 1, 2000 Public Act No. 00-146 (Preservation of Historic Documents) became law. The act imposes a surcharge of three dollars on each document recorded on the land records. The State receives two dollars and the Town retains one dollar. The town share collected for the fiscal year 2007-2008 was \$12,731.

In March 2003, Public Act No.03-03 was approved by the State imposing a higher rate for the town conveyance tax from \$1.10 per thousand to \$2.50 per thousand of the selling price. The total conveyance tax collected was for fiscal year 2007-2008 was \$6,175,527.88.

On October 1, 2005 Public Act No. 05-228 became law. The act imposes a surcharge of thirty dollars on each document recorded on the land records. The State receives twenty-six dollars for the state's Land Protection, Affordable Housing and Historic Preservation Account. The town receives four dollars for land protection and historic preservation.

There were 8 Regular Representative Town Meetings and 1 Special Meeting. There were 7 resignations among the membership.

In the Republican Presidential Preference Primary in February 2008 there were 13,195 eligible to vote and 5,664 voted or 43%. In the Democratic Presidential Preference Primary in February 2008 there were 7,972 eligible to vote and 4,996 voted or 63%.

In the Town Election in November 2007 there were 31,910 eligible to vote and 12,471 voted or 40%.

Land Records Statistics: The total instruments recorded upon the land records which include deeds of conveyance, mortgages, release of mortgages, liens, releases, foreclosures, affidavits, declarations are: 2007-2008 -15,214; 2006-2007- 25,029; 2005-2006- 20,437.

Carmella C. Budkins
Town Clerk

PLANNING AND ZONING COMMISSION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$610,256	\$520,475	\$366,859
Capital	\$0	\$0	\$0
Total:	<u>\$610,256</u>	<u>\$520,475</u>	<u>\$366,859</u>
Revenue:	\$209,429	\$159,562	\$172,479

The Planning and Zoning Commission is a regulatory body composed of five regular members and three alternates appointed by the Representative Town Meeting upon nomination by the Board of Selectmen. The Department has seven (7) full-time staff members, (Director Planning and Zoning/Zoning Enforcement Coordinator/Town Planner, Assistant Town Planner, Senior Planner, Planner II, Planner I, Land Use Technician, and Administrative Assistant), two (2) part-time clerical, and one (1) shared receptionist with Conservation Commission and Inland Wetland and Watercourse Agency. The administrative staff (under the 174 account) consists of three (3) full-time and four (4) permanent part-time persons shared by P&Z, CC, and IWWCA. The powers and duties of the Commission are defined in Special Act 469 of 1951, which states in part, "Said Commission shall, in addition to the powers and duties conferred by this act, have all the powers and duties conferred upon Zoning Commissions under the General Statutes of this state." The Commission is charged with the task of preparing a plan for the development of the Town, now known as the Plan of Conservation and Development, for adoption by the Representative Town Meeting. State Statutes and the Town Charter authorize the Commission to review Municipal Improvements and regulate subdivisions of land.

SPECIAL PERMITS – 67

The Commission reviewed sixty-seven (67) special permit applications. This represents a 67% increase in special permit applications over last fiscal year. Forty-two (42) were approved, seven (7) were denied and eighteen (18) were withdrawn. There were 9 special permits pending at the end of fiscal year 07-08.

SUBDIVISIONS – 53

During the past year the Commission processed a total of fifty-three (53) subdivisions applications as contrasted with fifty-one (51) in the preceding years, a 4% increase. Of the fifty-three (53) subdivisions, eleven (11) were approved, eight (8) were denied, seven (7) were withdrawn, and six (6) were pending at the end of this fiscal year. This was a slight increase in the level of subdivision activity after declining numbers for the past two years. The total of fifty-three (53) applications received in fiscal year 2007-08 resulted in an estimated fifteen (15) new lots as contrasted with an estimated twenty-two (22) building lots created in fiscal year 2006-07. Over the last eight (8) years, the Commission has approved about three hundred twenty seven (327) new lots.

ELDERLY/AFFORDABLE ACCESSORY APARTMENT – 3

There was one (1) elderly apartment application approved and the Commission through site plan and special permit applications approved four (4) affordable apartments in mixed use developments. This is the same number as processed in fiscal year 06-07.

ZONING – 4

There were four (4) zoning text amendments applications reviewed by the Commission, two (2) were denied and two (2) were approved. There were six (6) zoning map amendments proposed in the last fiscal year; one (1) was approved, three (3) were denied and two (2) were withdrawn. The one (1) approval includes, 525 East Putnam

Avenue was re-zoned to R-C7. The two zoning amendments approved were Section 6-5 (38.6) New Definition of Pharmacy, and Section 6-158 (b) Parking Requirement for Drive In/Up Establishments.

MUNICIPAL IMPROVEMENTS – 6

The Commission reviewed six (6) Municipal Improvements during fiscal year 07-08, which is a reduction from the previous fiscal year where ten (10) were reviewed. In fiscal year 07-08 five (5) were approved and one (1) was withdrawn. The following list summarizes the projects reviewed:

- 1) MI #564; 58 Hillside Road – Sewer Line Extension - Approved
- 2) MI #566; Potter Drive – Sewer Line Extension - Approved
- 3) MI #562; Washington Avenue – Create a One-Way Street - Approved
- 4) MI #563; 1323 King Street - Griffith E. Harris Golf Course Administration Building - Approved
- 5) MI #565; 23 Fairfield Road – Road Widening - Approved
- 6) MI #561; 71 Vinci Drive - McKinney Terrace II Expansion/Addition - Elderly Housing Units - Withdrawn

NON-COASTAL SITE PLANS – 443

There were four hundred forty three (443) non-coastal site plan applications handled and processed through the Department. This was a 14% increase from the previous 06-07 fiscal year. The Commission reviewed seventy-two (72). Department staff reviewed three hundred sixty nine (369) or 84% of all applications through the administrative staff review and sign-off process, including staff sign-offs for building permits and CO's.

COASTAL APPLICATIONS – 156

A total of one hundred fifty six (156) coastal site plan/subdivision applications were reviewed this fiscal year. This is exactly the same number of applications as were reviewed in 2006-2007. The Commission reviewed thirty-six (36) applications, twenty-seven (27) were approved, two (2) were denied and seven (7) were withdrawn. Planning and Zoning Staff, alone, handled one hundred twenty (120) applications administratively. Of those, one hundred seventeen (117) were approved, one (1) was denied, and two (2) were withdrawn.

TOTAL SITE PLANS – 606

There were a total of six hundred six (606) coastal and non-coastal site plans combined. This is a 12% increase over last fiscal year, and one hundred fourteen (114) were reviewed by the Commission and four hundred ninety two (492) or about 81% were handled administratively by staff.

NEW ADDRESSES – 44

There were a total of 44 street numbers for the fiscal year 2007-08, which was a decrease of 34% compared to the 2006-07 fiscal year. The Planning Department is responsible by Town Ordinance to provide addresses to the public and post offices.

ARCHITECTURAL REVIEW COMMITTEE – 145

A total of one hundred forty five (145) applications were reviewed by the ARC, a 9% decrease over last year. Of the one hundred forty five (145) applications, sixty-six (66) were sign and awning applications and seventy-nine (79) were exterior alteration applications. All applications were approved either as submitted or with modifications. There were no denials. Fifteen (15) new signs were approved for businesses on Greenwich Avenue demonstrating a small increase over the thirteen (13) that were approved last year.

HISTORIC DISTRICT COMMISSION – 25

There were twenty-five (25) applications referred to the Historic District Commission from Planning and Zoning for review and comment. Three (3) historic overlay proposals, six (6) historic overlay properties, eleven (11) National Register properties, four (4) Central Business District properties and one (1) other historic property application were referred to the Historic District Commission for review between July 1, 2006 and June 30, 2007, for a total of twenty-five (25) applications. This represents a 500% increase in applications referred to and reviewed by the HDC.

TOTAL APPLICATIONS – 946

In fiscal year 2007-08 there were approximately nine hundred forty six (946) items handled by the department, about a 4% increase over last fiscal year. This is reflective of the continuing high level of applications and building activity in Town. Six hundred forty four (644) or 68% of the total were approved under Administrative Review Process by staff and not reviewed by the Commission. The remaining three hundred (300) required Commission review by Charter or State Statutes.

HIGHLIGHTS OF DEPARTMENT ACTIVITY 2007-08

- a. Department handled a total application load of 946 items; staff reviewed 68% of all submissions to the Planning and Zoning office, and the Commission held a total of forty-one (41) meetings. An additional 18 workshop meetings of the Commission were held to develop the draft 2008 POCD – giving a total of 59 meetings in fiscal year 2007-08. The Commission had a total of 72 meetings in 2007-08.
- b. Revenues are higher than last fiscal year about \$50,000, the highest in the history of Planning and Zoning. This is due to the increase in fees and number and types of applications.
- c. The Commission and the POCD consultant, Planimetrics LLC, held about eighteen (18) public information gathering meetings to gather data and obtain input from various associations, the general public, RTM members, Department Heads, BET and Selectmen for the update to the 1998 Plan of Conservation and Development from September through December, and another 10 workshops to review the draft document. Staff completed in house studies on build out analysis for residential and commercial properties for the 2008 POCD, utilizing GIS and Tax Assessor Proval Systems.
- d. Staff conducted service to over 2,785 people at the public counter as walk-ins who logged in for professional planner inquiries.
- e. The Byram Comprehensive Plan Consultant Study has been completed and discussions were held with the Byram Neighborhood Association. Final Coastal Site Plans for the pocket park at the Church Street and South Water Street site and the walkway and public boardwalk on Town property were approved by the Commission in June 2008 and construction was expected in 2008-09 fiscal year.
- f. The Land Use Administrative staff reflects a consolidated account (174) for full and part-time administrative personnel services shared for over the past seven (7) years by all three (3) Land Use Departments: Planning and Zoning, Inland Wetlands and Watercourse Agency, and Conservation Commission.

DIRECTIONS FOR NEXT FISCAL YEAR 2008-09

It is anticipated that the following will be critical work items for the Commission, Staff and Consultants in the next fiscal year 2008-09:

- Planning and Zoning anticipates adoption of the plan by the RTM for their December 2008 meeting as required by the Town Charter.
- All staff will be trained to use the new CityView application tracking and permit system, which is presently under development and anticipated to be on line by early 2009 for five (5) departments. All applications will be entered into this new tracking system from various departments, which will allow viewing and responses to all departments on pending applications.
- Staff will perform studies on, and develop standards and criteria for limiting impervious surfaces on residential properties as well as develop regulations to address drainage and flooding issues in conjunction with the DPW.

- Work with the Byram Neighborhood Association and Town Departments to implement the Plan's recommendations for physical improvements and beautification.
- Update the Zoning Regulations, for Soil and Erosion, Tree Preservation and Subdivision Regulations and adopt new regulations as needed to comply with Phase II for Stormwater Best Management Practices required by DEP and EPA.
- Work with DPW to update the 1954 Excavation and Fill Ordinance and present to the RTM for adoption.
- Conduct an inventory and assessment of the Towns' Natural Resources working with a consultant and the three land use agencies.

Donald Heller, Chairman, Planning and Zoning Commission

Diane W. Fox, Director Planning and Zoning/Zoning Enforcement Coordinator/Town Planner

PLANNING AND ZONING COMMISSION MEMBERS AND TERMS:

Donald Heller, Chairman; term expires March 31, 2010, Frank Farricker, Secretary; term expires March 31, 2008, Raymond J. Heimbuch; term expires March 31, 2010, Richard Maitland; term expires March 31, 2009, Paul S. Marchese; term expires March 31, 2008, Ellen Avellino; term expires March 31, 2011, Margarita T. Alban; term expires March 31, 2011, Frederic H. Brooks; term expires March 31, 2011

Diane W. Fox
Director of Planning & Zoning

CONDEMNATION COMMISSION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

The Condemnation Commission consists of five members appointed by the Representative Town Meeting and serves without compensation.

In accordance with the applicable provisions of the State Statutes and the Town Charter, its duties include, but are not limited to, the taking of land for public purposes and determining the compensation for such property. The commission is also responsible for apportioning the cost of installing sewers among the properties within such sewer project. This includes the two most recent sewer projects in Milbrook and North Mianus.

Bob Tuthill
Condemnation Commission

**FLOOD AND EROSION CONTROL BOARD
NOT AVAILABLE AT TIME OF PRINTING**

CONSERVATION COMMISSION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	1.5	1.5	1.5
Expenditures:			
Current	\$233,204	\$154,996	\$117,820
Capital	\$0	\$0	\$0
Total:	<u>\$233,204</u>	<u>\$154,996</u>	<u>\$117,820</u>
Revenue:	\$0	\$0	\$0

PROGRAM OVERVIEW

The Greenwich Conservation Commission is an advisory board set up under State Statute and local ordinance to assist the town with planning and management of its natural and cultural resources. As charged, the Commission provides technical assistance and guidance to the First Selectman and all other boards and agencies of the Town as needed. During FY08, the Commission held 11 regular meetings, and 7 special meetings including 4 field reviews, 1 meeting joint meeting on the Plan of Conservation and Development, and 2 joint meetings with Parks and Recreation. Regular meetings are held on the first Thursday of the month in the Town Hall Meeting Room unless otherwise noticed.

Membership of the board consists of seven regular members and three alternate members, all appointed by the First Selectman for four-year terms. All members serve without compensation. William Rutherford continued to serve as Chairman, Eric Brower as Vice-chairman, and Alexander Brash as Secretary. Renee Seblatnigg, Nancy Dickinson, Sue Baker, and Lisette Henrey remained on the Commission as regular members. Gary Silberberg, Giulietta Fargion, and Suzanne Graham continued to serve as alternates. The Commission currently has the equivalent of 2.0 professional staff positions held by 3 staff. Denise Savageau, Conservation Director, continued to serve the Commission full time as the Department Head and is responsible for day-to-day operations of the department. Aleksandra Moch also continued working for the Commission as Environmental Analyst, a position that is shared 50/50 with the Inland Wetlands and Watercourses Agency. Brian Eltz joined the staff serving as the part-time Conservation Assistant working on non-regulatory programs. Administrative staff is shared with the other land use agencies.

Commission members and staff continued a cooperative relationship with organizations both internal and external to the Town Hall creating a successful public/private partnership for conservation work in town. This includes working daily with Planning and Zoning, Inland Wetlands, Health, Parks and Recreation, Public Works and the Board of Selectmen's office; and regularly attending meetings and/or working with the League of Women Voters, Greenwich Land Trust, Greenwich Green and Clean, Audubon Greenwich, Mianus River Watershed Council, Bruce Museum, Soundwaters, Connecticut Fund for the Environment, Greenwich Point Conservancy, Calf Island Conservancy, Garden Education Center and all of the garden clubs in Greenwich, and the Connecticut Envirothon Program. This external network increased this year to include the newly formed Greenwich Tree Conservancy and the Byram Watershed Coalition. This strong public relations effort has allowed the Commission and staff to leverage volunteer efforts to expand conservation programs beyond what could be accomplished by staff alone. Commission staff also maintains a cooperative relationship with state and federal partners including Connecticut's Department of Environmental Protection (DEP), the Federal Environmental Protection Agency (EPA), and our state and federal legislators.

ADMINISTRATION

Commission members and staff continued to work with the other land use agencies to refine program delivery. This year focused on permit tracking software and interagency cooperation.

PROGRAM

Work of the Commission is varied and is often influenced by external factors. Over the years, however, key program areas have been identified as follows: 1) protection of water resources including drinking water supplies, 2) technical assistance on land use proposals, 3) open space protection and management, 4) wildlife/habitat management, 5) protection of cultural resources, and 6) public outreach. Priorities within these areas include heading the water supply team, flood management, deer and goose management, Cos Cob Power Plant restoration, historic restoration, and coordination of technical assistance to Planning and Zoning and Inland Wetlands agencies.

- **Water supply protection issues continued to be a top priority for the Commission.** The Conservation Director serves as the lead staff for the Town's water supply team which includes the First Selectman, Director of Health, Fire Chief, and Emergency Preparedness Operations Coordinator. A drought advisory was issued by the Town in September 2007 and Conservation staff closely monitored situation with local and state officials until the advisory was lifted later in the season. The Conservation Director continued to serve on the Aquarion citizen advisory board and keeps abreast of infrastructure plans as the water company develops new plans for the Greenwich/Stamford area. Staff also serves as the Conference of Connecticut Municipalities Representative on the Connecticut Water Planning Council Advisory Group

Work continued with the Connecticut Fund for the Environment through the Endangered Lands Coalition and the League of Women Voters on source water protection. Additionally, staff continues to work with CFE and the Water Planning Council to identify funding strategies for land acquisition in water supply watersheds including the Mianus.

- **Watershed Planning and Management** – Conservation staff continued to work with DPW and other departments on the Phase II Storm water Management Plan and coordinated the public relations effort for the annual report. Staff coordinated the ongoing program with the Byram River Workgroup in cooperation with EMOC and DPW. The Byram Watershed Coalition was formed as an outgrowth of this effort. Working with the Southwest Conservation District, federal 319 funding was secured to help the BWC develop a watershed management plan for the Byram River focusing on non-point source pollution.

Conservation continued its support role on flood management efforts working closely with DPW and Emergency Management staff. Staff is investigating installing a real-time stream gage on the Byram River with the US Geological Survey and monitors stream flow conditions using on-line data during storm emergencies.

- **Technical Assistance Program** – Conservation staff continued to provide technical assistance to the other land use agencies on topics such as erosion and sediment control, conservation easements, landscaping plans and archaeological reports. Over 128 sites were visited and/or reports submitted to Planning and Zoning during the past year, a 25% increase over last year's workload. Several large developments including the Stanwich School Project and Shemin's Nursery subdivision were reviewed at both the Commission and staff level and will continue into the next fiscal year. Additionally, much on the development is on marginal lands or intensification of use on existing lots resulting in more complicated land use analysis being done.
- **Open Space Protection and Management** – Open space protection has been a continuing effort of both the Commission and staff. The restoration of the Cos Cob Power plant continued as a priority for this year. The Conservation Director served as the lead contact with EPA for the Brownfield grant including submission of quarterly reports and worked closely with DPW, the Town's environmental consultants, and CT DEP. Final reports were submitted to EPA, funding was received and the grant closed out for the initial remediation. Total EPA funds secured for the project by Conservation,

including in-kind service from EPA was, over \$300,000. DPW is leading the final capping and redevelopment of the plan with Conservation taking a strong supporting role. This effort involves coordinating with local, state, and federal agencies on environmental permitting and oversight. This will continue to be a significant part of workload until completed.

In June 2006, the town announced that formal negotiations were taking place with Aquarion on two Class III parcels. Eric Brower and Denise Savageau worked closely with Greenwich Land Trust through out FY08 as part of a public/private partnership working to preserve this open space land. This will continue to be a key part of the workload in FY09.

- **Wildlife and Habitat Management** – A new part-time Conservation Assistant position focused on non-regulatory work of the Commission was created for FY08. This position is proving invaluable in working to meet goals in this area including securing grants to fund the programs.

The Commission and staff coordinate the Town's wildlife program closely with DEP Fisheries and Wildlife. Staff continued to work on the implementation of the deer management plan focusing efforts this year on promoting hunting on private lands. Additionally, staff continues to serve on the Fairfield County Municipal Deer Management Alliance. Once again, lack of snow cover prevented the Commission from conducting a planned aerial survey. This may be planned again for FY09. Staff is researching alternative monitoring efforts including forest health as a better indication of how best to continue on with this management goal

Conservation staff continued expanded its Goose Management Program working in cooperation with GeesePeace, Inc, Parks and Recreation and the Health Department. Part of this program included a town-wide egg oiling effort to reduce the population. Staff and volunteers oiled eggs as needed at all of our coastal parks. Neighboring towns are now joining in on this effort and staff will assist with promoting this program throughout the region. Staff is also working with other Towns on training to expand the egg-oiling program throughout the county. This program will continue next year with a renewed emphasis on volunteers and private properties.

The Habitat Volunteer Program that began in 1998 continued into its eight year. The new Conservation Assistant took over this effort. A volunteer monitoring program was established at the Mianus Pond Fishway, following the installation of the fishway, greatly expanding the data collected at this site. The grant for the fishway access walk was completed with \$40K passing through the town to Greenwich Adult Day Care for the construction. Grants for maintenance and installation of a webcam will be submitted for FY09. The town also continued to participate in a statewide effort to count horseshoe crabs at Greenwich Point. This will continue again next year.

Audubon Connecticut has identified three Important Bird Areas (IBAs) in Greenwich; two are located on town properties: one at Greenwich Point and the other at Great Captain's island. During the past fiscal year, Audubon funded a study to develop an IBA management plan for the heron rookery on Great Captain's Island working closely with the Conservation Commission and Parks and Recreation. A draft plan is being reviewed by the Commission and recommendations to the town are expected in fall 2008. In June 2008, Audubon awarded a grant for \$5,000 to the Conservation Commission for a vegetative survey of the island. This will be completed in the next fiscal year.

- **Protection of Cultural Resources** – The Commission is working with Parks and Recreation to inventory archaeological resources at Greenwich Point. This project is being done in coordination with an invasive plant management program. It is expected to continue for several years.

The Town has many buildings on its properties several of which are of cultural significance. The Commission serves as advisory to the Greenwich Point Conservancy in its goal to restore buildings at Greenwich Point. Staff continued to work with the Byram community to determine what should be

done with the Lyon House. The Commission conducted several surveys to determine document the age and history of the house. Initial data suggests this may be a house with regional significance. This project will continue in FY09. A new conservation effort has been identified by the Garden Education Center. The Montgomery Conservatory is a historic greenhouse located at the Montgomery Pinetum. Conservation will work with the GEC and Parks and Recreation in the coming year to evaluate and project this resource.

- **Public Outreach** - Working with the Town Tree Warden, staff continued to assist the newly tree conservancy and assist with the development of a local tree ordinance. The Conservation Director serves on the advisory board for GTC and also for the Garden Education Center. The Commission will join in co-sponsoring several programs with both the GTC and GEC in the coming year including a new tree contest. Three open houses were held at the fishway as a result of the new access walk. Over 300 visitors toured the site. Additionally, over 400 youth toured the fishway either with schools or youth organizations. A new program is in the initial development stage for GCTV entitled, Greenwich Outdoors. This will continue into the next fiscal year.

Work of the Conservation Commission is multi-faceted and requires Commission members and staff to be up to date on the latest technologies and trends in the environmental field. Staff and commission members attended several different workshops and networking meetings to keep on top of current issues. In addition, staff continued to serve on several environmental education committees including the Connecticut Envirothon, Soundwaters, Audubon Science Committee and Bruce Museum; and as a facilitator for DEP programs.

Denise Savageau
Conservation Director

INLAND WETLANDS & WATERCOURSES AGENCY

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	6.5	6.5	6.5
Expenditures:			
Current	\$319,585	\$296,519	\$322,181
Capital	\$0	\$0	\$0
Total:	<u>\$319,585</u>	<u>\$296,519</u>	<u>\$322,181</u>
Revenue:	\$444,291	\$484,927	\$445,216

OVERVIEW

The Inland Wetlands and Watercourses Agency (the "Agency" hereafter) is a regulatory authority comprised of seven members and three alternates, each appointed by the Representative Town Meeting upon nomination by the Board of Selectmen. The Agency acts by authorization and requirement of Connecticut General Statutes and local ordinance. Through the orderly application of the permit process the Agency advances its mission to protect, preserve and enhance the functional value of our lakes, ponds, swamps, and marshes that serve as a vital resource to the recharge and purification of our surface water, ground water, and the control of storm events. The business of the Agency is managed by the Agency Director, Michael Chambers, who had previously served as acting Director during the prior vacancy. Agency operations are carried out by six full-time staff members (four professional and two administrative), one full-time professional shared with the Conservation Commission, one full-time professional shared with the three Land Use Departments, and two permanent part-time support staff. Respectively, these positions are as follows: Wetlands Agency Director, Senior Inland Wetlands Analyst, Wetlands Compliance Officer, Assistant Wetlands Compliance Officer, Administrative Accounting Clerk, Administrative Staff Assistant 2, Environmental Analyst, Applications Coordinator, permanent part-time Administrative Staff Assistant 2, and permanent part-time Data Entry Operator.

For the fifth consecutive year, the Agency was chaired by Tom Baptist. Mr. Baptist has been a full member of the Agency for more 12 years and was previously an employee of the town for 22 years. Regrettably, both Mr. Baptist and member Matt Popp have announced their intention to not seek reappointment at the end of their term in March 2009. The loss of these valued members leaves the Agency with the difficult task of accounting for 26 years of collective commitment and working knowledge of the local environs and the regulations that govern its protection.

During fiscal year 2007-2008 the Agency scheduled 12 regular meetings, 9 Public Hearings, 1 site walk, and issued 11 Cease & Correct Actions. New Agency additions included the appointment of alternate members Robert Sisca and Elliot Benton.

In the past fiscal year (2007-2008) the Agency received and processed approximately 856 Green Sheet Questionnaires for determination of regulated activities. After conducting complete analysis on the activities proposed, Agency staff concluded only 13% of the projects proposed were likely to present an effect on wetland or watercourse areas, and, therefore, required permit. The figure illustrates the vast number of projects that receive expedited review upon submission for consideration.

Actions conducted by the Agency are reflected in the table provided below:

July 1, 2007 to June 30, 2008	New Permits	Modifications	Denials	Agent Approvals	Letter of Permission (Exempt Activities)	Bond Releases	Conceptual Approvals
Totals	163	54	4	39	0	188	5

The Agency's municipal role includes the review and analysis of development-related activities that present potential wetland and watercourse impacts. Agency staff concentrates efforts on the issuance of permits, oversight of permit conditions, and enforcement of non-permitted activities that have affected wetland resources. Staff responsibilities also include routine comment to the Planning and Zoning Department on subdivision applications, as well as field assistance and technical guidance to other Town departments.

With the appointment of the new Director, the Agency has taken renewed efforts to consider, and where practical, apply the recommendations presented in the KPMG Study (1996) and subsequent Blue Ribbon Panel Report (1997). Presently, many of the suggestions put forth have been enacted and/or are in the process of correction; however, opportunities for improvement were nonetheless considered. These opportunities have resulted in the revision of long standing policies and procedures that are aimed at improving the department's current business practice.

These studies set forth three main concerns that were provided by the participating public and their paid representatives: 1) clarification of the Agency permit process for the lay or unskilled applicant, 2) greater attention to customer service and the responsiveness of staff, and 3) the development of improved inter-department communication/relationships. One significant factor limiting the success of the renewed initiative is the unavoidable reality that the regulatory process is commonly met with resistance and is often seen as onerous. For this reason, the introduced changes are not expected to improve public perception, but are expected to improve the efficiency of operations and direct customer to personnel contact.

In November 2007, the Director began a six-month evaluation of the Agency operations and the performance of its Staff. Opinions were solicited from residents, elected officials, attorneys, land use professionals, municipal officials and applicants with the goal of improving the Agency's business practice in a manner more favorable to the regulated public. Happily, the study determined that the Agency has made significant strides since the publication of the aforementioned reports. Participants expressed great pleasure in the timely processing of applications, as well as with the availability and professionalism of staff. Positive comment was also directed to the Agency's growing effort to streamline the monthly agenda by encouraging the use of the Agent Approval process and establishing the Consent Review. The outreach effort has resulted in staff hours that better overlap with the Building Department and Department of Health, Division of Environmental Services. While expanded hours are still anticipated, the Director has set aside such action pending the hiring of the Applications Coordinator and the training of new skilled employees. Ironically, the concerted effort to improve customer relations has resulted in a perception held by a few that the Agency and its staff have become lenient toward development. While the opinion is not shared by members of the Agency, it will be considered going forward.

The impending integration of the Municipal Permit Tracking Software has placed a critical need for the Agency to study current business practices as it relates to other regulatory departments and the statutes that govern their operation. An in depth evaluation of inter-departmental operations finds the most pressing communication matter to center around the processing of Green Sheet Questionnaires. These questionnaires prepared by building applicants alert Agency staff to activities anticipated on a subject parcel. Although not common, homeowners often receive building permits in advance of Agency action. Cooperative discussion has ensued amongst the Agency Director and Commissioner of Public Works to introduce safeguards that are likely to

prove redundant with the advent of the CityView tracking program. The Agency is pleased to announce that similar occurrences have not been witnessed since an agreeable resolution was prepared. It is anticipated that the tracking system will provide similar results elsewhere as departments become interconnected, and are readily able to access the review status of any development project.

BOND REDUCTION STRATEGY

The bond reduction strategy was put in place during the past fiscal year to counter the growing cash bond account held against active Agency permits. These performance bonds are intended to be returned in full at the completion of activities. Self imposed efforts to notify parties within two months of the extension period, and a second letter informing individuals of the expired status following their failure to respond has been a policy that has provided little success. While the Agency has not abandoned this practice, several new layers of compliance have been introduced to reverse the trend. The success of this program has resulted in the release and return of more than \$900,000 in performance bonds during fiscal year 2007-2008. Moreover, the strategy has reduced nearly 40% of the bonds previously on the Agency record between the years 1980-1996. Despite notable gains, the Agency cautions that many antique bonds may never be returned, since in many cases the rightful owner has failed to provide a forwarding address.

REGULATION ENFORCEMENT

After careful consideration and several revisions to the draft document, the Agency was successful in its attempt to adopt a Municipal Fine Ordinance. The ordinance is intended to curb the practice of homeowners, contractors, and hired professionals conducting regulated activities in blatant defiance of the regulations. Despite the issuance of more than 20 Stop Work actions and 11 Cease & Correct Orders, no fines were levied since the sites were brought into compliance within a timely manner. The Town now joins several communities throughout the state that have found success in the judicious application of this enforcement tool.

Parties wishing to appeal the fine shall be permitted an opportunity to argue the merits before the Hearing Officer, Attorney Philip Bartels. Mr. Bartels is a respected attorney in the local area with prior service to the Town including the role of Conservation Commission Chairman.

PERFORMANCE OUTCOMES

The IWWA strives to implement the following goals and objectives in protecting the Town's inland wetland and watercourse resources:

1. Implement application procedures requiring the submission of digital drawings and related file documents.
2. Improve and expand upon the Agency compliance program and its oversight of active development projects. The strategy is designed to minimize site and community hardships created by the improper management of stormwater and erosion control measures.
3. Complete strategic planning with the aid of randomly distributed surveys amongst the general public.
4. Strengthen community awareness through education, training, media and similar means of outreach.
5. Maintain a working partnership with Community Groups and Neighborhood Associations.

LITIGATION

1. Sinawoy Road - Application #2004-47 - Appeal of Agency Denial – Judgment for Agency
2. Halsey Drive- Application #2005-107 - Appeal of IWWA Approval – Judgment for Agency
3. 487 North Street – Whispering Winds - Appeal of IWWA Approval – Pending
4. 1081 King Street – Shemin Farm Nurseries, Inc, Appeal of IWWA Approval - Pending

General information about the Agency is available on the Town of Greenwich web page: www.greenwichct.org/inlandwetlands.htm. Information available includes a meeting schedule with deadlines, office hours, a list of staff and Agency members, ways to contact the Agency, meeting agendas, application forms, Regulations, and minutes.

Agency members and staff continue to take specific actions, recommend, and implement changes in policies and practices to enhance the protection of the Town's water resources, while ensuring fair and courteous review of applications. The Agency continues to enhance the environmental quality of the Town for its residents by protecting and preserving the inland wetland and watercourses of the Town, while allowing for the reasonable use of private and public properties.

Agency members and term expiration dates:

Thomas R. Baptist, Chairman - 3/31/09

Lawrence Perry, Vice Chairman - 3/31/09

Martin Kagan, Secretary - 3/31/12

Matthew J. Popp - 3/31/09

William Galvin - 3/31/12

John R. Conte - 3/31/09

Garrett Dietz - 3/31/12

Alternates:

Stephan Skoufalos – 3/31/09

Robert Sisca – 3/31/12

Elliot Benton – 3/31/09

Thomas R. Baptist
Chairman

Michael N. Chambers
Wetlands Director

GREENWICH SHELLFISH COMMISSION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures: (Note 1)			
Current	\$9,209	\$15,897	\$18,569
Capital	\$59,000	\$0	\$0
Total:	<u>\$68,209</u>	<u>\$15,897</u>	<u>\$18,569</u>
Revenue: (Note 2)	\$0	\$0	\$0

(Note 1) Includes encumbrances and improvements financed in each year.

(Note 2) Shellfish Program revenue is included in the Town Clerk's revenue figure.

The Shellfish Commission, under the aegis of the Office of the First Selectmen, is comprised of nine (9) volunteer members, including a Chairman, Vice-Chairman and Treasurer. In addition, the Department of Health's Director of Environmental Services, the Shellfish Coordinator and approximately twenty-five (25) volunteer wardens, including a warden Chairman, serve the Commission. The wardens spend three hundred (300) hours or more on duty patrolling shellfish areas, enforcing regulation compliance and educating permit holders. The Shellfish Coordinator continues to collect water samples and monitor water quality from thirty-two (32) stations inside and outside Greenwich Harbor throughout the year.

On November 1, 1991, the Connecticut Department of Agriculture, Aquaculture Division (DAAD) permitted the Greenwich Shellfish Commission to reopen some recreational shellfishing beds after 30 years of closure. Six years of water testing by the Town and State had ascertained that shellfish in some beds were safe for human consumption. Since 1991, more shellfish beds have been reopened, some beds have had boundaries extended and rainfall restrictions have been reduced because of favorable water sampling results.

The 2007–2008 fiscal year has seen an increase in the sales of shellfishing permits (218-242) as a result of the Commission's increased focus on education and promotion of recreational shellfishing. The Commission continued to develop its educational program by conducting demonstrations and clinics for the children of Community Centers, Inc. (CCI), Eagle Hill and other organizations such as the Girl Guides.

On May 18, 2008 it held its second "Experience the Sound" demonstration for the general public at Greenwich Point. The goal of the program was to promote awareness of outdoor activities available in Greenwich. Thirty-five (35) participants, an increase over last year, included the Atlantic Clam Farms Barge, and the N. Bloom Fisheries' antique oyster boat. The Tim Janis quartet was also on hand for the public to visit, view and hear. Although bad weather closed the event early, a "mini event" is planned for the fall when the shellfishing beds reopen for the season.

The educational shellfish video, which was funded and developed in 2006, is being revised for presentation to schools and associations in the community. The goal is to increase the public's knowledge about the history and existence of recreational shellfishing in Greenwich. The video has also been featured regularly on public access TV (Channel 79).

The oysters seeded in 2007-2008 proved to be strong and the oysters close to shore, which were once lost from an ice storm, are being replenished by natural young specimens. This activity is an excellent sign for the future growth of the oyster population in Greenwich Cove. In addition, blue mussels re-emerged in several areas of the Cove.

Working under a formal contract, the Hard Clam Farming Project undertaken by the Commission with Atlantic Clam Farms continued in 2007-2008. The project, as designed, continues to thin out the larger clam population

from Greenwich Cove, thereby supporting stronger growth of the smaller clams. Many of the smaller clams were relocated closer to the recreational shellfishing beds (A and B) and Great Captain's Island so they could be easily obtained. Part of the larger clam population also went to the various "seed areas" such as the Long Island Nature Conservancy in Long Island Sound.

In May 2006, the Commission learned about the SUNY Stony Brook, NY Research Department Project, a proposed study that would monitor the condition and reproduction of shellfish in Long Island Sound. In the summer of 2008, the Commission approved the study and agreed to render in-kind services such as sampling assistance, etc. When the study is complete, the Commission will have access to all of the scientific data and research results, which will give valuable insight into the health condition of Greenwich Cove. It will also provide a base from which to monitor this resource in the future.

Using volunteers from Hemlock Oyster Company, the Commission studied the availability of oysters in the Mianus River (restricted area locations in Cos Cob and Riverside) with a view of transplanting them to Greenwich Cove. Although it was hoped that a sufficient number of oysters would be found for transplanting, the project came up short of being viable. The Commission then decided to study the Byram shellfishing beds in the hopes of reopening the area in 2008-2009.

Finally, the eelgrass project, which focused on providing a breeding habitat for bay scallops in Greenwich Cove, was tabled due to seeds failing to germinate. As noted, a good project outcome is based on eelgrass seedling development. The Commission also purchased a new boat this year, which will ensure safety, enhance water sampling, improve shellfish bed monitoring and increase educational possibilities with local schools.

Roger Bowgen
Chairman

COMMISSION ON AGING

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$730,822	\$135,693	\$135,589
Capital	\$0	\$0	\$0
Total:	<u>\$730,822</u>	<u>\$135,693</u>	<u>\$135,589</u>
Revenue:	\$60,235	\$0	\$0

The Commission on Aging is the designated overall planning agency for older persons in Greenwich, and has been an official department of Town government since 1975. The Director, Samuel E. Deibler, and the Administrative Staff Assistant II, Palmira M. Krois, maintain offices at the Senior Center, 299 Greenwich Avenue. The Greenwich Senior Center Administrator is Laurette Helmrich.

The Commission on Aging consists of seven members appointed for three-year terms by the Representative Town Meeting upon nomination by the Board of Selectmen. Members include: Lori Jackson (Chairman since 4/06 – term expires 2011), Catherine Brennan (Vice Chairman since 4/07 - term expires 2011), Karen LaMonica (term expires 2010), Claire Whelan (term expires 2009), Ruth Suh (Secretary since 4/07 – resigned 2008), Kristen Browne (Secretary since 4/08 - term expires 2010), Howard Serrell (term expires 2011).

The mission of the Commission is to improve the quality of life for older Greenwich residents. To accomplish this mission, The Commission:

- Manages the Greenwich Senior Center,
- Advocates on behalf of the elderly population,
- Identifies unmet needs of the elderly,
- Conducts research and collects data,
- Provides information to the community on the needs of the elderly,
- Serves as a clearing house for disseminating information,
- Presents public education programs on issues affecting older persons,
- Communicates information to the elderly on programs, services, and benefits,
- Convenes meetings and serves as a forum for issues concerning the elderly,
- Provides information on funding sources for programs and encourages funding partnerships,
- Acts as an independent arbiter on problems or complaints affecting the elderly,
- Establishes and maintains collaborative relationships with community, professional and governmental agencies, and
- Participates with Town offices in community planning activities.

GOALS AND ACHIEVEMENTS

TRANSPORTATION

Goal: Participate in transportation planning in the region in conjunction with the Greenwich Conference on Aging Transportation Action Group, including engaging in advocacy for special needs, and support the Selectman's Transportation Committee as the focal point for providing comprehensive transportation planning for the elderly.

Achievements:

- The "Area Transportation Guide" was updated and distributed to community members and organizations to provide detailed information to help older persons utilize the network of services.

- The commission provided administrative services to the Greenwich Taxi Program Share-the-Fare. Discount coupon books, valued at \$10.00 each, were sold at a price of \$6.50 to residents 62 years of age and older. A total of 892 books were sold, an increase of 137 over the previous year. The Town contributed 25% and Greenwich Taxi contributed 10% toward the total cost of the rides. The program offered the most flexible means of transportation for older persons who cannot drive. The Commission requested that the Town increase its contribution to 40% of the cost for FY 08-09, reducing the senior share to 50%. The request was approved for the 08-09 Budget.

COMMUNICATION/OUTREACH

Goal: To provide comprehensive, current information on issues of aging.

Achievements:

- The commission published two issues of “The Savvy Senior” for mailing and distribution to more than 7,000 households in the Town. Each issue highlighted a key area of concern to Town seniors, including Community-based services and an update on Medicare Part D prescription drug insurance.
- The director maintained an active public speaking schedule with community groups, service organizations, housing tenant groups, and AARP Chapters. Topics discussed included: insurance, health care, property tax relief, Social Security, and Medicare with a special emphasis on the Part D prescription drug program sign-up period through December 31, 2007.
- The director convened the Senior Provider Network, a coalition of 53 agencies providing services to the Town’s senior population. The bi-monthly meetings promoted the sharing of information and expertise between agencies, and provided opportunities to learn about new or changed services.
- The Directory of Services for Senior Adults, the updated 70-page booklet describing the range of programs and services for seniors, continued to be published and distributed. It was available free of charge at the commission office, and was posted on the Town website.
- The director participated in planning and presenting a community educational effort in conjunction with the United Way Planning Council, “The Politics of Aging: Gaps, Cracks and Donut Holes” to identify issues around political advocacy for seniors. Total attendance was 76 senior service agency staff.
- Older Americans Month was celebrated in May with a theme chosen by the U.S. Administration on Aging: “Working Together for Strong, Healthy, and Supportive Communities.” A series of programs featured community-based support programs.

PLANNING

Goal: To provide leadership in planning for the needs of the elderly population in the Greenwich community.

Achievements:

- The Commission on Aging continued to assist Greenwich Hospital in “The Greenwich Health Improvement Partnership” with staff assisting with the Implementation Team and the Task Force on Access to Health Care.
- Action Groups continue planning efforts in Multipurpose Center, Housing and Home Care Management.

HOUSING

Goal: To have diverse types of housing available to Greenwich seniors.

Achievements:

- The Commission continued to monitor the Town Elderly Property Tax Relief Program that helps low-income older homeowners stay in their homes. Planning began for an ordinance to replace the current one when it reaches its sunset provision in 2010. The program provided relief totaling \$548,065 for 545 persons, a reduction in assistance from the previous year in which 605 persons were assisted with a total of \$588,095 in relief.
- Commission staff continued to work on the United Way Housing Task Force.

HEALTH CARE

Goal: To advocate for a comprehensive system of health care services for seniors.

Achievements:

- The Health Insurance Counseling Program continued to operate in conjunction with Family Centers with a special emphasis on assisting seniors apply for the Medicare Part D Prescription Drug Program. More than 900 seniors attended educational programs led by staff and volunteers and 320 seniors received individual counseling and assistance in choosing or changing a plan. Special programs were conducted in cooperation with the Greenwich Library Health Information Center, the Greenwich Department of Health, First Congregational Church, the Greenwich Senior Center, Senior Net, Family Centers, Inc., The Mews, Greenwich Housing Authority, Parsonage Cottage, Greenwich Hospital Healthy Living Center and Center for Healthy Aging, Greenwich Adult Day Care, the Southwestern Connecticut Agency on Aging, the office of Congressman Christopher Shays, the Connecticut Department of Social Services and Senior Clubs and organizations in Greenwich.
- The Commission was lead agency in planning the annual Senior Health Fair in cooperation with the Greenwich Department of Health and Greenwich Hospital's Center for Healthy Aging. The event brought together more than 75 local, regional, state and federal exhibitors along with approximately 600 seniors for health education and immunizations.

ADVOCACY

Goal: To advocate at all levels of government, on behalf of Greenwich seniors.

Achievements:

- Commission staff worked with the United Way Planning Council on its Housing Task Force in its review of housing issues identified as critical in the 2006 United Way Needs Assessment.
- Commission staff cooperated with the Department of Planning and Zoning on its preparation of the Plan of Conservation and Development.
- The staff cooperated with the Downtown Consensus Group in bringing together Greenwich Avenue residents, owners and programs to address the need for coordinated planning.

SENIOR CENTER MANAGEMENT

Goal: Operate the Senior Center as the Town's focal point for independent seniors for recreation, enrichment, volunteer and paid employment, health promotion and social services.

Achievements:

- A broad spectrum of programming designed to meet seniors' needs.
- Coordinate with the Selectman's Office, the Law Department, the Department of Parks & Recreation, the Multipurpose Center Action Group, the BET, the RTM, the Senior Center Administrator and GREATS in assuming new program, staffing and budgetary responsibilities for the Greenwich Senior Center.

Goal: Plan and develop a new Senior Center Program and facility designed to address seniors' needs through 2030.

Achievements:

Surveyed the community, planned and developed a program design for the Senior Center of the future that is translated into space and location requirements for the Center.

Samuel E. Deibler
Director, Commission on Aging

HISTORIC DISTRICT COMMISSION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

The Historic District Commission was established in 1975 to hear applications for changes to structures in local historic districts. Its oversight has been expanded to hear applications for changes to local historic properties, Historic Overlay and Historic Residential Overlay properties, and Preservation Easement properties. In addition, it is an advisory body to the Planning and Zoning Commission on issues concerning changes to National Register of Historic Places and State Register of Historic Places properties.

Fifty applications were reviewed by the Commission: 6 Certificates of Appropriateness applications, 24 advisory opinions to the Planning and Zoning Commission on National Register properties and 5 opinions on historic overlay properties.

The Commission supports and acts as a study committee for nominations for local historic districts and properties and provides support and assistance for nominations to the National and State Registers. In 2007-2008 the Commission continued to act as a study committee for the Stanwich Historic District

The Commission is informed of demolition applications to structures over 60 years of age and monitors these demolitions by studying and photographing the houses and placing stays of demolition if it deems that they are warranted. In 2007-08 there were 70 demolition applications; one demolition stay was placed.

We are a volunteer commission appointed by the RTM with support from the First Selectman's office and the Planning and Zoning Department.

Susan Richardson
Chairman

FIRE DEPARTMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	107	107	107
Expenditures:			
Current	\$11,586,094	\$11,215,168	\$10,630,086
Capital	\$70,000	\$514,000	\$591,000
Total:	<u>\$11,656,094</u>	<u>\$11,729,168</u>	<u>\$11,221,086</u>
Revenue:	\$2,137	\$8,315	\$2,217

ADMINISTRATION

The Fire Department is under the direction and control of the First Selectman. The Fire Chief and Assistant Chief are responsible for the administration and command of the department. Specific districts throughout Town (Central, Cos Cob, Byram, Glenville, North Street, Sound Beach, Round Hill and Banksville) are strategically located. Overall, a combined force of career and volunteer firefighters which provide fire protection, prevention and rescue services, serves the Town.

Accomplishments for 2007-2008

- Awarded a National Life Safety Achievement Award for zero fire deaths and proactive fire prevention and education programs.
- Placed an order for a new pumping fire engine for the Cos Cob district. This state of the art unit is designed to handle emergencies within the district.
- Enhanced programs to address volunteer firefighter retention and recruitment issues with volunteer recruitment coordinator.
- Continued implementation and installations for backcountry water supply utilizing dry hydrant and designing cistern applications.
- Developed our local hazardous materials response team to coordinate with regional assets for emergency spills and releases.
- Completed computer aided fire dispatch applications in preparation for the transition to a public safety dispatch center.
- Awarded construction bid on the Glenville fire station, prepared preliminary conceptual design for the fire training facility, Central station firehouse and the King Street Station.
- Improved fire prevention and education programs. Implemented the use of a fire extinguisher training prop, standardized prevention materials and increased deliveries to the public.
- Transitioned portable radio communications to a reliable digital network.

OPERATIONS

The Greenwich Fire Department responded to 4061 incidents during the fiscal year 2007-2008. The department continues to respond to a high number of motor vehicle accidents requiring extrication and rescue services, along with a number of automatic fire alarm responses providing a steadily increasing burden upon our existing resources.

During 2007-2008, the department had approximately 100 volunteer and 100-career entry tag certified personnel serving throughout Town. Current peak career fire fighter staffing is 24 fire fighters per shift, with one shift having 23 individuals.

The department continues to improve operational and administrative procedures enhanced by the appointment of our new Assistant Chief, Continued involvement of our Deputy Chiefs/Shift Commanders and volunteer District Chiefs is a substantial benefit to our mission. The addition of these officers has increased firefighter safety and fire ground efficiency. We continue to enhance our communications network with the planned implementation public safety dispatch and a total transition to digital technology with new frequency applications for increased reliability.

VOLUNTEER RECRUITMENT AND RETENTION

Under the direction of Brian Kelly the Department's volunteer recruitment and retention officer's creative endeavors have been implemented to recruit and retain volunteers to our force.

The Greenwich Fire Department "Recruitment & Retention video" continues to get rave reviews and is used at numerous events to publicly promote this worthy initiative. The video will also be used to develop additional candidates to the Fire Explorer program that are currently operating in the Glenville and Sound Beach stations.

Recruitment efforts have been taken to the "streets" with a strong presence at Church carnivals and public events. The recruitment division has partnered with many local youth agencies to promote the benefits of being a volunteer firefighter for the Town of Greenwich.

The Town continues to monitor retention incentives in efforts to retain our current members as well. The Greenwich Municipal Federal Credit Union has approved the inclusion of volunteer firefighters into the organization.

Many communities are mirroring or interested in many of the Town's best practices to assist them in recruitment and retention initiatives.

TRAINING

The Greenwich Fire Department Training Division, recognized the retirement of Training Captain John Sabito this year. John dedicated 20 years of service to the department and greatly enhanced the level of training and competency. The Training Division is designed to instruct the entry-level firefighter in the fundamentals of fire emergency operations, broaden their vision in tactics, and elevate their educational potential to be able to develop strategies as an incident commander.

In providing support for the primary mission of the Greenwich Fire Department the Training Division has continued to accomplish the following training: a **volunteer firefighter 1** class was delivered which produced twelve new volunteer firefighter 1 candidates who received certification. During the in-service training drills, both career and volunteer instructors were utilized to deliver specialty training in the areas of **cold-water rescue, vehicle extrication** and **C.P.R.** and company drills covering basic fundamentals of engine operations, ladder operations, and rescue functions. The items covered such training as foam suppression, ventilation techniques, and rope rescue for firefighter survival and rescue operations.

The department at times outside vendors as subject matter experts, such as the State of Connecticut and Safety Consulting Group, Inc. which delivered courses for hazardous materials technician, national incident command and safety officer. The fire department in an effort to move through the 21st century has continued to train and equip the career staff to an advanced operational level for rescue operations and WMD. These outside vendors have provided expertise training in all the areas of hazardous materials, confined space and trench rescue operations for 101 career firefighters and officers. Additional mandatory annual refreshers for **emergency medical care, hazardous materials, and technical rescue** were also supplied.

The Training Division will continue to move forward by enabling its personnel to do more of their own in-service training and personnel management. In return, this should also provide a better benefit for the retention of volunteers and develop continued education, which will provide a higher quality service to our customers.

During the fiscal year, the department hired a replacement firefighter that attended a ten-week program at the Connecticut Fire Academy. At the academy, training certifications include Firefighter 1 & 2, Confined Space Operations, Hazardous Materials Operations and Incident Command. Recruits are required to complete a six-week fire department training program that is designed to have them operate as fire suppression firefighters and apparatus operators in the Greenwich Fire Department.

Since the Greenwich Fire Department promoted the four Deputy Chiefs, Shift Commanders, they have been coordinating with the Training Division to deliver training that meets O.S.H.A. and N.F.P.A standards. Some of these efforts have developed and implemented the department’s new report writing process by all the officers.

CURRENT TRAINING CERTIFICATION LEVELS

	<u>CAREER</u>	<u>VOLUNTEER</u>
Department Officers	4 Deputy Chiefs 1 Captain 17 Lieutenants	8 District Chiefs 3 Assistant Chiefs 4 Captains 4 Lieutenants
Firefighting Personnel	75 Firefighters	83 Firefighters
EMS	78 EMT 24 MRT	5 EMT 0 MRT
Hazardous Materials	99 Technicians 2 Operations	11 Technicians 51 Operations 45 Awareness
Special Operations		
• Confined Space	100 Technicians	26 Technicians
• Trench Rescue	94 Technicians	14 Technicians

OFFICE OF THE FIRE MARSHAL

The Fire Marshal’s Division has continued to increase efforts in the area of Fire Prevention Education. Last year, after identifying areas that needed improvement, changes were made to existing programs; these improvements were built upon to make certain the quality of the delivery and the program message were effectively received.

Program development for “Fire Prevention Week” has helped capitalize on the increased number of children exposed to this curriculum. New media programs coupled with print materials designed to bring the message home with the child were implemented. Feedback from this year’s delivery will be utilized to continue program enhancement.

After extensive research, a new Fire Extinguisher Training Simulator was purchased and training has been delivered to target audiences in the public and private sector. This program educates employees in the recognition, reporting and extinguishment of small fires in the workplace and home. A media program has been developed “in house” and is followed by the hands on use of the Simulator. The program results in trained individuals that know when and how to use fire extinguishers or more importantly, when not to.

These Fire Prevention Education efforts will continue to be expanded in content and delivery with the final goal of reaching all members of identified target audiences.

Greenwich Fire Department Response Highlights

Total Incidents = 4061 (07/01/2007 to 06/30/2008)

Public Assistance	576
Cooking, Chimney, Brush Fires	114
Fires	132
Smoke, Odor Removal	101
Rescues	190
System Activation, False Alarms	1,793
Haz-Mat Spills, Leaks	259
Power Lines, Water Evacuation	254
Vehicle Accidents	278
Medical Calls	70
Hazardous Condition	85
Car Seat Installation	104

The implementation of new reporting initiatives is allowing the department to track accurately the type of incident, time of day and target hazards involved. The information gained is critical to providing services to areas of primary concern. The department will continue to analyze data to improve responses and service to the citizens of Greenwich.

Peter J. Siecienski
Fire Chief

GREENWICH POLICE DEPARTMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	182	182	175
Expenditures:			
Current	\$16,468,573	\$15,558,692	\$14,906,864
Capital	\$1,027,000	\$284,000	\$1,229,680
Total:	<u>\$17,495,573</u>	<u>\$15,842,692</u>	<u>\$16,136,544</u>
Revenue:	\$522,231	\$244,236	\$263,103

Note: Includes encumbrances and improvements financed each year.

The Greenwich Police Department is under the direction and control of the First Selectman in his role as Police Commissioner. Operational leadership and direction lies with the Chief of Police who is charged with the protection of life and property, the preservation of public peace, the prevention and detection of crime, the apprehension of offenders and the enforcement of state and local laws and ordinances, as well as a myriad of calls for service that the Police Department handles on a daily basis. In fiscal year 2007-08, the Greenwich Police responded to 44,149 calls for service.

With the retirement of former Police Chief James Walters, David C. Ridberg was promoted to Chief of Police on July 1, 2007. The Department will be reverting to the two deputy chief/two captain model once we are able to fully staff our command (non-union) level positions. Due to pending litigation, the Town has been restricted in promoting personnel to Command-level positions since March of 2007. Of the five (5) existing Command-level positions, three are currently unfilled. This is causing great wear and tear on the Department's upper echelons. In an effort to maintain our level of service, with the agreement of the Silver Shield Association, Lieutenants have been paid extra while doing out-of-class assignments. We are carrying three additional lieutenants above the budget number of lieutenant positions. This was done in an attempt to maintain sufficient managers and also to prepare to fill command staff openings when the injunction is lifted. When the three open Command positions are eligible to be filled through promotions, we will be able to return to our established supervisory cadre.

Our community policing initiatives continued for the third year; however, a total community concept was added by uniting the three geographic sector Neighborhood Resource Officers (NROs) under one Sergeant thereby enabling better use of resources to target problems based on need instead of geography. The Patrol Units have reverted to Squads as their primary form of organization (instead of by Sector) while the Patrol Lieutenants have been inculcated with community policing values to aid in planning. The Neighborhood Resource section reports to the Captain of Uniformed Services as we seek to combine efforts to enhance the overall impact on neighborhood issues. The NRO's also serve as the Department's liaisons with the CAPP (Community and Police Partnership) groups who serve to facilitate communications between citizens and the Police Department, as well as other Town departments/agencies. We will continue with our community policing initiatives, including conducting a citizen survey in 2009, in order to provide the best possible police services.

The Department successfully completed two ten-week Citizen Police Academy programs with 49 graduates. This program will continue as we attempt to meet the demand for the course.

The Department continued to apply for federal and state grants in support of a variety of special programs including DUI traffic enforcement, homeland security, a youth football program and Special Response Unit protective armor.

The overall operational efficiency of the agency has improved; there have been increases in productivity and a reduction in certain categories of crime. The State of Connecticut Crime Statistics shows Greenwich with a

16% reduction in crime for 2007 as compared to 2006, and a comparison 23% reduction for the first quarter of 2007 vs. the first quarter of 2008.

The Department is taking its first concrete steps towards Intelligence-Led Policing. This represents another move to more efficacious delivery of police services. Traditional policing for most of the 20th century was response-oriented, and the Police Department set the priorities for the municipality. As Community- Oriented Policing evolved in the 1990's, citizens and Town government helped to set the priorities of the Police Department. Now that the Department has fully assimilated Community Policing values and is successfully operating under that paradigm, it is vital that we become more efficient in targeting services based not only on community input, but also on measurable need. Information/data and Analysis = Intelligence. By combining input from the community with known statistical data from crime and calls for service, the Department will be able to meet and satisfy the needs and expectations of the public while simultaneously policing more effectively.

David C. Ridberg
Chief of Police

POLICE OFFICER PERSONNEL BY DIVISION

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
211 Administration	5	5	5
216 Criminal Investigations	26	26	26
217 Uniformed Services	124	125	120
219G Parking Fund *	<u>0</u>	<u>0</u>	<u>5</u>
Totals	155	156	156

* No longer part of police department operations

CIVILIAN PERSONNEL BY DIVISION

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
211 Administration	0	0	0
213 General Services Division *	<u>29</u>	<u>26</u>	<u>18</u>
Totals	29	26	18

* Reflects 3 additional civilian dispatch positions

GENERAL SERVICES DIVISION

The General Services Division is responsible for the following activities: preparing the Department budget (Line and Program), payroll, ordering and issuing of equipment and supplies, maintaining and releasing records, police fleet and coordination of vehicle maintenance with the Fleet Department, maintenance of buildings, research and procurement of new equipment.

The Director of General Services is assisted by a Business Operations Supervisor, two full-time and three part-time Administrative Assistants. Three Animal Control employees, one Alarm Ordinance Administrator and one Property and Evidence Clerk also report to the Director of General Services.

<u>Revenues:</u>	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Alarm Ordinance Fees*	\$ 349,850	\$ 0	\$ 0

Animal Control Receipts	6,095	3,135	\$2,920
Gun Permits	3,950	2,450	1,470
Miscellaneous: Accident Photocopies, Photos, Fingerprint Cards, etc.	14,255	16,533	16,779
Precious Metal/Stone Permits	10	0	30
Raffle, Bingo, Games of Chance Permits	629	685	841
State Reimbursement: Prisoner Transportation/Meals	388	670	618
Not Otherwise Classified: Subpoena Services	64		

Asset Forfeiture:

State	\$ 4,771	\$ 18,454	\$ 36,091
Federal	87,064	90,903	140,979

Grants:

State of Connecticut:

DOT Comprehensive DUI Enforcement Program **	\$ 20,096	-	-
DOT DUI Enforcement - Holidays	-	\$ 28,650	\$ 38,100
DOT DUI Expanded Enforcement	-	7,500	10,275
DOT DUI Tri-State Enforcement	-	9,562	0
Homeland Security (Equipment)	17,123	0	0

Federal:

Dept. of Homeland Security (Radio Inter-Operability)	0	56,000	0
OPM Police & Youth Program (flag football) ***	9,600	9,600	0
LLEBG -Personal Body Armor	8,336	7,256	0

Gift: Citizens Police Academy 0 0 15,000

Total Revenue \$ 522,231 \$ 251,398 \$ 263,103

* Alarm Ordinance Revenue previously under Finance

** DUI Enforcement for Holidays and Expanded combined

*** One-time grant; actually received in 07/08

Animal Control Section

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Roaming Dog Complaints	192	137	272
Barking Complaints	80	58	56
Impounds	307	282	242
MV/DOA	9	11	16
Animal Bites	65	60	82
Welfare	90	94	124
Nuisance	62	58	63
Wildlife Rabies	<u>244</u>	<u>183</u>	<u>276</u>
Total Number of Investigations Conducted	1,049	883	1,131

Miscellaneous Services

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Alarm Reports	6,072	6,349	7,174
Bingo and Raffle Permits	22	20	34
Gun Permits	111	72	44

CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division (CID) is tasked with investigating serious crimes against persons and property. These include, but are not limited to: Homicide, Suicide, Sexual Assault, Missing Persons, Robbery, Assault, Arson, Burglary, Larceny, Weapons Violations, Fraud and Identity Theft. The Division is comprised of one Deputy Chief (vacant), one Lieutenant (serving as Acting Commander of the Division), four Sergeants, twenty-two Detectives, three Court Technicians, and one Administrative Assistant. One Sergeant and five Detectives are assigned to the Youth Section; two Detectives are assigned to the Identification Section; two Detectives are assigned to the Burglary Clearance Squad (one also investigates Auto Thefts); one Sergeant and two Detectives are assigned to the Narcotics Section (one is also assigned to the DEA Task Force); three Court Technicians are assigned to the Court Liaison Section. One Sergeant and two Detectives are also assigned to the Arson Unit. The Identification Section’s responsibilities include processing of all major crime scenes, collection and preservation of physical evidence and maintaining fingerprint and photographic files of arrested individuals.

The Division enjoyed a very successful year with the resolution of many high-profile cases, including the Kissel and McPherson homicide cases. Clearance rates remained high in other significant areas.

Burglary Statistics

	<u>2007-08</u>		<u>2006-07</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Residential	53	24	49	11
Commercial	24	1	10	1
Attempts	4	0	9	1
Vehicles	<u>6</u>	<u>2</u>	<u>4</u>	<u>0</u>
Totals	87	27	72	13
Clearance Rate:	31.40%		18.06 %	

IDENTIFICATION BUREAU

Fingerprinting:

<u>Reason</u>	<u># of Persons</u>	<u># of Prints</u>
Criminal Processing	895	4,475
Pistol Permits	107	214
Public Service	62	124
Securities	454	769
Town Employment	364	728
Child Identification	18	18
Miscellaneous*	<u>211</u>	<u>391</u>
Totals	2,111	6,719

***Included but not limited to: Real Estate Licenses, Department of Justice, Racing Associations, Auctioneer Licenses, Gaming Licenses, Government jobs, Coast Guard, Bail Bonds Licenses, Immigration/Visas, Liquor Licenses, Private School employment, Explosive permits, Insurance Licenses, Day Care Licenses, Adoption, Nursing Licenses.**

Photography:

<u>Photos:</u>		<u>Photos</u>	<u>Printed:</u>
Color/Black & White (Rolls)	197	8 x 10	2,460
Digitals	19,760	4 x 6	4,728

Revenue:

Fingerprinting	\$ 10,457	- Includes pistol permits and excludes Town Employees (BOE), Criminal Arrests, and Child Identification
Sale of Photos	\$ <u>667</u>	- Excludes photos printed for Court, Town Law Dept, and GPD Investigators
Total	\$ 11,124	

Public fingerprinting is conducted on Tuesday and Thursday each week for a variety of employment-related reasons for a fee of \$5.00 per fingerprint card. Further, 8x10, 35mm, digital and polaroid are printed for insurance investigators and attorneys to be used in civil/criminal proceedings at a fee of \$.50 per photograph. (Note: Change in charge for printed photographs (\$10 to \$.50) reflected in total income from sale of photos.) However, throughout the fiscal year 2007-2008, due in part to large quantities of photos taken for numerous cases, several sets of photographs were printed for sale in the 4x6 format, as well as on CD (\$10 per CD). Said arrangements were made through the Director of General Services, wherein photographic sales were made at the price for development, with an added predetermined surcharge assessed to the customer.

YOUTH SECTION

The Youth Section is responsible for investigating crimes or offenses committed by or against juveniles. Five detectives, under the supervision of a sergeant, staff the unit. Besides their investigative duties, the Youth Detectives give talks to students at all local schools and conduct tours of the Police Department for local youth-related programs, Cub Scouts, Brownies, etc. Youth officers also assist the Training/Crime Prevention Unit with security surveys of Greenwich homes and businesses. Outreach to the community is a priority and is accomplished through involvement with Kids in Crisis, Youth Services Council, Child Guidance Center, Greenwich Child Protection Team, Lower Fairfield County Sexual Response Team and United Way of Greenwich. Each of the Greenwich schools has been assigned a youth officer as its liaison with the Department.

Types of Investigations

Assault-Aggravated	1	Sex Offense – Disorderly/Other	1
Assault-Simple	7	Suicide Attempt	1
Burglary – Residential	3	Talk – Parents	6
Burglary – Commercial	1	Talk – Public Relations	4
Casualty	17	Talk – Students	29
Disorderly	9	Tour GPD	5
Disorderly (DV)	7	Vandalism	<u>10</u>
Domestic Non Violent	2	Total	256
Drug Laws Violation	5		
Fire Investigation	1		
Fraud	1		
Larceny	17		
Larceny – ID Theft	1		
Liquor Laws	2		
Misc. Offenses	15		
Misc. Public	1		
Misc. Reports	76		
Misc. Reports – ID Theft	1		
Missing Persons	12		
MV Laws Violation	1		
Old Case Follow-up	1		
Other Jurisdiction	9		
Other Town Department	1		
Sex Offense	9		

UNIFORMED SERVICES DIVISION

Uniformed Services is the largest Division in the Department. The Officers are the most visible and direct representatives of the Police Department. They provide a multitude of both crime law enforcement public services, with their main purpose being the protection of life and property, along with the maintenance of the peace and crime suppression.

The manpower strength of Uniformed Services falls under the command of a Captain. The Division is made up of 95 Officers (3 Neighborhood Resource Officers, 1 School Resource Officer, 2 Range Technicians, 2 Computer Technicians, 1 Radio Technician, 1 Traffic Technician, 6 Marine officers, 3 Enforcement Officers, 10 Accident Car officers, 66 police officers) 10 Lieutenants (3 Administrative, 1 Training, 6 Patrol) and 18 Sergeants (1 Marine, 1 NRO, 1 Training, 1 Traffic, and 14 Patrol).

Uniform Classification of Offenses

	<u>2007-08</u>		<u>2006-07</u>		<u>2005-06</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Arson	1	1	4	2	4	1
Assault – Aggravated	9	9	13	9	14	12
Assault – Simple	45	42	54	46	54	47
Auto Theft	29	15	31	17	31	26
Burglary *	86	27	68	12	83	18
Larceny **	501	109	467	119	502	98
Homicide	3	3	1	1	1	0
Robbery	6	4	7	4	10	5
Sexual Assaults	2	1	3	0	8	1
Sex Offenses	10	9	6	3	10	7
Totals	692	220	654	213	717	215
Clearance Rate:	31.79%		32.57 %		29.98 %	

* Includes Vehicle Burglaries

** Includes Larceny ID theft, Fraud, Bad Checks, Embezzlement, Forgery

Incidents - Other

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Missing Persons Reported	31	31	48
Missing Persons Located	31	31	46
Sudden Deaths Investigated	41	33	48
Suicides, Attempts Investigated	15	21	21

Classification of Arrests

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Aggravated Assault	12	16	18
Arson	0	1	0
Auto Theft	4	1	1
Burglary	29	13	37
Criminal Homicide	1	0	0
Disorderly Conduct	123	124	112
Domestic Violence	112	133	148
Driving While Intoxicated	143	201	248
Embezzlement and Fraud	33	17	28
Family Offense – non violent	6	15	16
Forgery and Counterfeiting	23	24	15

Classification of Arrests (con't)

Larceny	137	184	128
Liquor Laws	55	60	31
Motor Vehicle Violations – Summons	6,430	6,257	7,142
Narcotic Drug Laws	170	197	159
Other Jurisdiction Arrests	0	42	37
Other Assaults	58	71	74
Robbery	3	2	9
Sex Offense	2	1	4
Sexual Assaults	3	2	7
Weapons – Carry, Possession, etc.	19	18	16
All Other Offenses	<u>957</u>	<u>882</u>	<u>858</u>
Totals	8,320	8,261	9,088

Miscellaneous

	<u>2007-2008</u>	<u>2006-07</u>	<u>2005-06</u>
Arrests for Other Jurisdictions	45	42	37
Casualties (Non-Vehicular)	3,907	3,720	3,644
Doors/Windows Found Open	84	87	103
Found Property Reports	95	101	98
Lost Property Calls	277	562	526
Lost Property Reports	147	166	166
Miscellaneous Public Assistance	1,176	1,085	1,146
Reports for Other Agencies	94	92	109

MARINE SECTION

The Marine Section provides law enforcement, emergency medical services, and general assistance to boaters within Town waters. Town waters are bounded by 33 miles of coastline to the north, Stamford to the east, Port Chester and Rye to the west, and Nassau County/Long Island midway across the sound to the south. Law Enforcement activities include enforcing Town Ordinances and State Statutes regarding boating operation and safety, as well as those Fishing and Gaming laws applicable to Town waters and shoreline.

Operating on a seasonal basis, the Section is comprised of 7 Police Officers, including a Sergeant as Supervisor, all of whom are under the overall command of the Captain of Uniformed Services.

Marine Section Statistics

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Assist Other Town Departments	19	36	5
Assist Other Jurisdictions	24	27	8
Boat Accidents	6	5	16
Boat fires	1	0	0
Burglary	1		
Casualty	10	4	5
Community Speaking Engagements/Education	16	12	10
Death (due to drowning)	1		
Directed Community Policing	38	43	32
Found Property/Returned	3	6	6
Larceny	1	19	8
Miscellaneous Other	21	19	31

Marine Section Statistics (con't)

Miscellaneous Public	57	8	1
Missing Persons	1	1	2
Navigation Hazard	23	24	8
Number of Contacts with Boat Operators on Water	187	180	216
Summons Issued for Boating Violations	17	16	24
Suspicious Activity	3	4	0
Vessels Assisted (Disabled)	35	30	39
Vessel Inspections	75	83	99
Vessels towed	10	17	26
Warnings Issued for Boating Violations	44	30	37

NEIGHBORHOOD RESOURCE OFFICER SECTION

The Neighborhood Resource Section was formed in response to citizen's requests for GPD to be more proactive in dealing with neighborhood issues. The Section is staffed with one Sergeant, 3 Neighborhood Resource Officers and 1 School Resource Officer. The NRO's are assigned to one of three sectors of town, and their main focus is to work on problem-solving dealing with specific neighborhood concerns. They may also be utilized for traffic enforcement, burglary patrol, auto theft surveillance, narcotics investigations and vandalism problems.

Following is a partial listing of 2007-08 NRO activities: neighborhood complaints investigated - 135; meetings attended - 89; school talks - 7; teen events - 3; presentations/school talks - 7; teen events - 3; school lock-down drills - 4; coordinated and managed two Citizen's Police Academy sessions; developed and managed one college intern program ; recruiting fairs - 3; special events/demonstrations - 17.

The School Resource Officer program was initiated in August of 2007 at Greenwich High School. The SRO serves as mentor, counselor and law enforcement officer to all of the students enrolled at GHS, as well as a problem-solver and liaison to community resources. During the 2007-08 school year, the SRO was involved in the following: meetings/interviews - 310; classes/speaking engagements - 25; school lock down drills - 3.

PUBLIC SAFETY INFORMATION TECHNOLOGY AND COMMUNICATIONS SECTION

Reporting to the Deputy Chief of the Uniformed Services Division, the Public Safety Information Technology and Communications Section is staffed by one (1) Lieutenant and three (3) Technician-ranked police officers. The Section is tasked with maintenance of all Public Safety Information Technology networks and systems in use within the municipality including the Computer-Assisted Dispatch (CAD), fire and police public safety records management and digital evidence systems. The Section also manages the municipality's wireless Mobile Data Terminal (MDT) network in mobile devices, GPD police vehicles, GEMS ambulances, and GFD fire apparatus. They also are charged with administration of all of the municipality's public safety communications systems including the Town-wide five-site 800MHz trunked radio system, emergency and interoperability communications networks, telephone and dispatch communications systems associated with the Town's 911 Dispatch Center/Public Safety Answering Point (PSAP) and numerous associated mission-critical subsystems.

TRAFFIC SECTION

The Traffic Section is responsible for dealing with the issues associated with motor vehicles and traffic-related problems. These problems include the safe and efficient movement of vehicular and pedestrian traffic, enforcement of traffic laws, investigation of all motor vehicle accidents, the computing and analysis of accident statistics and the implementation of a Selective Traffic Enforcement Program (STEP). In addition, the Traffic Section is charged with the coordination, supervision and management of small and large-scale special events, and the permits issued by the Town to the public associated with these events. The Traffic Section is responsible for planning and executing Town events such as parades, graduations and fireworks. They are also

called upon to handle planning for VIP and dignitary visits to the Town. The Traffic Section also manages and supervises the School Crossing Guards that work throughout the Town of Greenwich.

Personnel of the Traffic Section consist of 1 Sergeant, 1 Traffic Technician, 10 Police Officers (Accident Car), 3 Enforcement Officers (Motorcycle) and 20 School Crossing Guards.

Traffic Section Statistics

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Total Motor Vehicle Accidents	4,977	2,167	2,293
Fatal MV Accidents	4	2	3
MV/Pedestrians	48	28	8
Total Arrests Traffic Violations	6,430	7,868	8,998
Total Written Warning Tickets Issued	2,610	2,353	2,231
DWI Arrests	143	200	247
Child Safety Seat Installations	313	337	318

GREENWICH SPECIAL POLICE

The Greenwich Police Department's Special Police Section was formed in 1941 and is organized under the authority of the Greenwich First Selectman as Police Commissioner. The Chief of Police has direct responsibility for the administration of this adjunct police unit.

There are currently twenty-four active members in the Special Police Unit. Special police officers are fully certified as police officers by the Police Officer Standards and Training Council in the same manner as full-time police officers and are vested with the same authority. They contribute over 2,500 volunteer hours per year serving the citizens of the Town of Greenwich.

Special police officers contribute in a variety of ways including supplementing the Patrol Division, providing police presence at Town beaches and parks, and assisting the Traffic Section with directed enforcement activities. They also provide added police personnel during parades, fireworks displays and special community events. In the event of a major incident or natural disaster, the Special Police Section can be called upon to provide additional police officers were needed.

TRAINING / CRIME PREVENTION UNIT

The Training Section is responsible for providing all in-house training to our police officers, as well as researching, evaluating and recommending all external training that officers request or are required to attend. The Training Section is staffed by a Training Lieutenant and a Training Sergeant. The Sergeant also acts in the capacity of Crime Prevention Officer.

Fourteen (14) new officers were hired during the 2007-08 fiscal year and received training at various State Police Academies located in Stamford (5), Meriden (5), Milford (3) and Bridgeport (1). As of this report, 8 officers have completed a 400-hr. Field Training Officer program, 5 are still at academy, and 1 officer was not retained.

Connecticut police officers are required by POSTC to attend twenty-eight (28) mandated hours and thirty-two (32) elective hours of training for a total of sixty (60) hours of continuing education every three years in order to maintain their police certification. Seventy three (73) officers and seven (7) special police officers were re-certified during the 2007-08 fiscal year. Additional 2007-08 training for the Department is summarized as follows:

- Certification and/or Re-Certification for officers and supervisory staff were completed in the following areas: Emergency Medical Technician (31); Medical Response Technician (4); Automated Defibrillation Unit (35); Intoxilyzer 5000 (71); MDT/COLLECT User (103); State Police Instructor (3); M-26 Taser (95); Patrol Rifle (15). Total: 357
- Fairfield County Regional Review Training – co-hosted by Greenwich Police Department’s Training Section (44 police officers and 7 special officers)
- In-House Review Training: Police Officer (40)
- POSTC-mandated Firearms Qualifications – all officers
- OSHA-mandated training in Bloodborne Pathogens and Hazardous Material Recognition – all officers
- Twenty various Public Safety Telecommunication trainings attended by all Civilian Dispatchers
- Fire Dispatch training: civilian dispatchers (15) and police officers (4)
- IPMTA Police Mountain Bicycle Course (40 hrs.) – attended and completed by 12 officers

The Training Section arranged and coordinated Microsoft Basic Access, Excel and PowerPoint classes for 36 police officers in addition to civilian administrative staff.

The Training Section once again participated in the Greenwich High School internship program. Three (3) senior interns were selected to participate in a five-week program.

**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	15	15	15
Expenditures:			
Current	\$780,795	\$824,722	\$834,402
Capital	\$0	\$137,355	\$88,733
Total:	<u>\$780,795</u>	<u>\$962,077</u>	<u>\$923,135</u>
Revenue:	\$5	\$70	\$0

The Department of Public Works was established on January 1, 1940, under the provisions of the 1939 Reorganization Act, and is organizationally under the control of the First Selectman. The Department is directed by the Commissioner of Public Works who has charge of all matters involved in the development, construction, maintenance and repair of the physical properties of the town, except for school property. A Deputy Commissioner and eight division managers assist the Commissioner.

The functions of this Department are distributed through eight divisions: Administration, Engineering, Highway, Traffic Engineering, Waste Disposal, Building Construction and Maintenance, Building Inspection, and Sewers. Moreover, this Department furnishes administrative and technical support to the following: Board of Selectman, Condemnation Commission, Flood and Erosion Control Board, Planning and Zoning Commission, Police and Fire Departments and other town departments. Additionally, the Department works closely with the Board of Estimate and Taxation, Representative Town Meeting, and many citizen committees.

This past fiscal year was a very active and productive year for the Department of Public Works. Although space does not permit a complete list of achievements and significant projects, individual DPW divisions outline some of the more significant work and project achievement. In addition some items of major interest are described below:

Town Aid Road Grant: Under this program, the town received \$ 376,808.00 from the state. These funds supplement the Highway Division's Asphalt Paving Program.

Local Capital Improvement Program: The town received a state grant of \$ 973,058.00 for road improvements made under the Asphalt Paving Program. These funds were deposited into the town's General Fund.

Building Permit Revenue: This year the Building Inspection Division had revenues in excess of \$6,000,000.00.

Engineering: Division staff had over 40 projects under active management, from design to construction administration and inspection services. Projects have ranged from ongoing work to update the Town's Drainage Manual and stormwater master planning to initial design efforts for the Cos Cob Power Plant Site redevelopment into a park. 10 bridges out of the Town's 75 are in various stages of design to construction. Much work also continued on April 2007 Nor'easter storm damage, sidewalk construction, and a new wastewater pump station and force main project to serve the Town's Kennedy Garage facilities.

Highway: Division staff continued paving and roadway repairs including 16.0 miles paved. Specialty work to extend road service life included 3 miles of micro-surfacing and extensive crack sealing. Highway also continued its work maintaining sidewalks, curbs, storm drains, guard rails, pavement markings, signs, street sweeping, leaf collection, and snow and ice control, as well as other services to maintain Town infrastructure.

Traffic Engineering: Staff developed and implemented Town-wide crosswalk standards. IMPRINT inlaid and/or raised crosswalks were installed at various locations to enhance visibility thus increasing driver awareness and improving pedestrian safety. Staff has also continued work installing Audible Pedestrian Signals

at key signalized intersections to aide the visually impaired, pursuing an ongoing project to upgrade traffic loops to video detection, and continuing to install uninterruptible power supplies at key signal locations.

Waste Disposal: The Town renewed several contracts this fiscal year, including hauling and recycling, bulky waste, organic waste, and solid waste management contracts. The new solid waste management contract will go into effect in January 2009, and was the result of a thorough request for proposal process in which several Fairfield County municipalities participated. Work on the Holly Hill Master Plan began, to address options to fit both current waste disposal activities on the site with additional Highway requirements given the loss of space for Highway operations at other locations.

Building Construction and Maintenance:

Highlights have included ongoing work on the Public Safety Complex, Glenville Fire Station design and bid, and the renovation of the Lighthouse and Art Barn.

Building Inspection / Planning and Zoning Board of Appeals: Use of all trades inspectors (Job Classification Effective as of 07/01/07) has helped to reduce multiple inspection visits, resulting in increased efficiencies.

Sewer: Division staff has continued to be very busy with two treatment plant projects, the Ultraviolet Disinfection System Installation and a Headworks Upgrade. Much work has continued in the collection system, including Bruce Park Force Main replacement, Pump Stations A, D, Eugene, and Willowmere upgrades, and the start of the South Water and Den Lane Force Main replacement work.

It has clearly been a very active and productive year. The Town can be proud of its accomplishments and the efforts of the Public Works Staff. DPW is continuing to emphasize asset management as a key element of its mission. Our goal continues to be more proactive infrastructure management by establishing preventive maintenance programs and scheduled replacement programs to address what we have today, as well as prepare for any new infrastructure that may be installed in the future.

Lloyd Hubbs,
Commissioner of Public Works

Amy Siebert
Deputy Commissioner of Public Works

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$792,322	\$684,313	\$629,066
Capital	\$633,238	\$315,000	\$26,525
Total:	<u>\$1,425,560</u>	<u>\$999,313</u>	<u>\$655,591</u>
Revenue:	\$3,188	\$4,193	\$5,521

The Engineering Division has a staff of eight: a Chief Engineer, four Civil Engineers, a Manager of Field Operations, one Engineering Technician and an Engineering Inspector.

The Division's primary responsibility is the in-house design of Town Capital Improvement Projects. This work involves the development of plans and specifications, construction budget estimates and contract documents. The Division also provides engineering services at the request of Town Departments, Divisions and Boards, including reviews of development plans for proposed subdivisions and commercial developments. Other services include inspecting; Town-funded construction, investigating the suitability of private roads for acceptance as Town roads, maintaining and updating Town construction standards, bridge inspections, staff support for the Flood and Erosion Control Board, and the coordination of services provided by consulting engineers and architects retained by the Department. The Division also provides project management services and professional engineering advice on major Town-funded projects.

Engineering reviews are conducted and reports are prepared for other divisions, departments and regulatory agencies, including the Commissioner of Public Works, the Highway Division, Sewer Division, Planning and Zoning Commission, Inland Wetlands and Water Courses Agency and the Building Division. Engineering staff advised and reported on numerous building proposals and subdivision plans this past year. Services to the public included responding to public complaints and inquiries concerning the Town's roadway and drainage systems and providing information regarding benchmarks, topographic maps, engineering plans and other records of the Department.

During fiscal year 2007-2008, the Division designed numerous capital improvement projects in-house. Project design consists of obtaining field surveys, coordinating consultant services, preparing construction drawings and specifications, soliciting competitive bids, and awarding contracts.

The following design projects were completed with an estimated construction cost of \$3,700,000.

- | | | |
|----|--|------------------------------------|
| 1. | Byram Road-North Water Street to Frontage Road | New Sidewalk Improvements |
| 2. | Palmer Hill Road Vehicular Bridge | Rehabilitation of Vehicular Bridge |
| 3. | Sound Beach Avenue over Binney Brook East | Bridge Replacement Study |
| 4. | Safe Routes to School – Cos Cob V,
Old Greenwich III, North Mianus II, Riverside
Phase I | Roadway and Sidewalk Improvements |
| 5. | Glenville Road Bridge Scour Study/Repairs | Bridge Scour Study/Design Repairs |
| 6. | North Street #1 Bridge Parapet Repairs | Design of damaged Bridge Parapet |
| 7. | Old Field Point Road – Drainage – Phase III
Design | Drainage Improvement |
| 8. | St. Roch's Avenue – Gerry Street – Drainage Study
Investigations | Drainage Study/Preliminary Design |
| 9. | Town Dams – Design Repairs – Phase II | Engineering for Improvements and |

- | | |
|--|--------------------------------------|
| | Repairs |
| 10. Storm of April 15, 2007 – Damage to Infrastructure | Design of needed repairs at numerous |
| Design of needed Repairs, Culverts, Bridges, Scour | locations, provide C/A |
| Protection six (6) Bridge Locations, Dam Repairs | |

The following projects and programs were managed by the Engineering Division:

- | | |
|--|--|
| 1. Update Town Drainage Manual | Part of Town’s Stormwater Management Plan |
| 2. Dry Hydrant Construction | Design/Coordination |
| 3. Cos Cob Power Plant- Park Development | Coordination, Consultant Meetings, F.D. Plans |
| 4. Bridge Inspections – Local Bridges | Coordinate Consultants/Reports/Field Inspections |
| 5. King Street – Water Line Study | Coordinate Study/Report on Proposed King Street Waterline |
| 6. Sidewalk Master Plan – Update | Coordinate Study of Sidewalk MP Update Report to First Selectman |

Town funded construction projects require the inspection of construction performed by Contractors, the resolution of field problems and the preparation of payment requisitions. These services were provided by the Division for the following projects:

- | | |
|--|---|
| 1. Kennedy Garage Sewer Pump Station | Sewer Pump Station, Force Main, and Gravity Sewer Lines |
| 2. Mallard Drive Sidewalk | Sidewalk Construction |
| 3. King Street Reconstruction | Roadway and Drainage Improvements |
| 4. Safe Routes to School: Cos Cob IV, OG II and North Mianus II | Roadway and Sidewalk Improvements |
| 5. North Street at Rockwood Lake | Retaining Wall/Roadway Repairs/Guardrail |
| 6. Dearfield Drive | Sidewalk Construction |
| 7. Storm of April 15, 2007 – Damage Repairs to Infrastructure (7 Projects) | Inspection and Construction Administration for Storm Damage Repairs. 2 complete, 5 in progress. |

The Division conducted studies and reviews, prepared preliminary designs and cost estimates, coordinated grant applications and design with State Agencies and private consultants for numerous multi-year projects this past year. A partial listing of these projects with estimated grant monies is as follows:

Projects	Estimated Design and Construction Costs	Estimated Grant
1. Comly Avenue-Deck Replacement	\$1,125,000	\$1,000,000
2. Porchuck Road Bridge Reconstruction	\$1,400,000	\$1,250,000
3. Sherwood Avenue Bridge Reconstruction	\$1,500,000	\$1,350,000
4. Palmer Hill Road Bridge Rehabilitation	\$1,050,000	\$ 105,000
5. Shore Road Bridge Replacement	\$2,000,000	\$1,600,000
6. Riversville Road Replacement	\$3,000,000	\$2,400,000
7. River Road Bridge Repairs	\$ 250,000	0
8. John Street Bridge Replacement – Phase I	\$1,000,000	\$ 100,000
9. Round Hill Road Bridge Rehabilitation – Phase I	\$1,000,000	\$ 800,000
10. Bailiwick Road Bridge Replacement – P.D. in Progress	\$3,000,000	\$2,400,000
TOTAL	\$15,325,000	\$11,005,000

Currently, the Division is providing construction administration services for the damages that were done to numerous bridges, culverts and dams by the flooding that occurred as a result of the storm of April 15, 2007. This repair work at various locations started in June of 2008 and will be completed in the summer of 2009.

Several of these projects qualified for funding from FEMA. Division staff were instrumental in moving the Town's stormwater master planning efforts forward, with a focus on the Strickland and Byram watersheds, as well as work in Old Greenwich, the latter coordinated with the Sewer Division.

The Division is committed to seeking input from the Town's residents during the planning and design phases of capital projects. This process provides information that assists us in developing the best possible project for the community. The Division will continue to strive to improve the level of services it provides the residents of Greenwich. We would like to take this opportunity to thank the many individuals, committee members, elected officials, and others who provided advice and assistance to us during this challenging year.

David P. Thompson
Chief Engineer

**DEPARTMENT OF PUBLIC WORKS
HIGHWAY DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	70	68	68
Expenditures:			
Current	\$5,422,908	\$4,956,997	\$5,064,099
Capital	\$3,853,661	\$4,916,520	\$6,006,531
 Total:	 <u>\$9,276,569</u>	 <u>\$9,873,517</u>	 <u>\$11,070,630</u>
 Revenue:	 \$1,605,528	 \$996,753	 \$856,073

The DPW - Highway Division maintains 265 miles of public roads, 30 off-street parking areas and the structures within its right-of-way including storm water drains, curbing, approximately 130 miles of sidewalk, and 130 trash receptacles. It also provides leaf collection on public roads in R-20 building zones and below. There are 70 full-time employees.

GENERAL ROAD MAINTENANCE

Leaf Collection Program: Leaf collection was performed on all public streets in building zones R-20 and below from November 13, 2007 – January 15, 2008. Town forces collected a total of 25,612 cubic yards of leaves, at a total cost of \$390,718.

Snow and Ice Control: The winter deposited 20” of snow in-Town and 26.25” in backcountry during 10 Snow Control days. There were 17 Ice Control days. The procurement of 4,178 tons of salt, 4.15 Tons of deicer, 7,050 gallons of liquid deicer, hired equipment and the wages of temporary and Town personnel make up a total snow and ice control expenditure of \$820,212.

Highway Materials: Various materials and supplies, including stone, concrete drain pipe, catch basins, manholes, masonry supplies, concrete, asphalt patching material, small maintenance tools, etc. were purchased to accommodate Highway’s aggressive infrastructure maintenance and repair programs at a cost of \$505,428.

CAPITAL IMPROVEMENTS

Asphalt Paving Program: 16 miles of road was overlaid with asphalt at a cost of \$2,702,704 for paving and \$391,592.89 for Pavement Milling. The State-Town Aid Grant funded \$376,808 of this program. Also included in the Asphalt Paving Program was the paving of parking areas at Dorothy Hamill Rink and Loughlin Avenue Park. Micro Surfacing: 3 miles of roadway received Micro-Surfacing Treatment at a cost of \$144,693. Crack Seal: 32,900 pounds of Crack Seal was applied to various streets throughout Town at a cost of \$63,187.

Sidewalks and Curbing: Sidewalk improvements, installation, reconstruction and concrete and granite curbing were installed as follows: Byram School/Hamill Rink; Cross Lane; Curt Terrace (granite circle); Dundee School; Fairfield Road/Stanwich Road; Greenwich High School; Harold Avenue; Holly Hill Lane/Transfer Station; Loughlin Avenue; Muskrat Pond Road; New Lebanon School; Old Orchard Road; Saint Rochs Avenue; Sherman Ave/Sue Merz Way/Hamill Rink; Sidney Lanier Lane (granite circle); Splint Timber Place; Steamboat Road; Western Middle School; Valley Road, Phase II; Valley Road, Phase III at a cost of \$648,696.

Sound Beach Fire Station Ramp Reconstruction: Ramp and sidewalk replacement, performed by private vendor for the Town of Greenwich. Amount of Contract = \$145,000.

Equipment Purchased: 1 – 3 Wheel Street Sweeper = \$130,617.

COMPLETED PROJECTS OR PROJECTS UNDER CONSTRUCTION

Storm Drains: 1,123 l.f. of drainage improvements were performed by private vendors and Town forces at Brookside Drive; Greenwich Avenue and Havemeyer Place; Grove Lane; Mallard Drive; Old Mill Road #115; Sound Beach Avenue at a cost of \$59,921.

Maintenance of Bridges, Walks Guard Rails, etc.: Byram River Flood Control; power washing sidewalks in business districts; line striping, guard rail/fence rehabilitation and installation and Videotaping of drainage lines at a cost of \$239,411.

Board of Education Infrastructure Maintenance: The Highway Division provides infrastructure maintenance at Board of Education properties including roadway sweeping, line striping and patching on a routine basis. Most of this maintenance, except that of an emergency nature, is compressed into the short span of summer break. Projects included North Mianus School road repairs and pedestrian ramp, New Lebanon School grading and asphalt paving, Western Jr. Middle School driveway paving and Dundee School excavate and install asphalt sidewalk at a cost of \$59,590.

SUMMARY

In 2007-2008, the Highway Division continued to deliver above average performance and service to the Town of Greenwich. Maintenance activities and paving improvements are at an all time high as a result of improved BET/RTM funding and diligent administration. The Highway Division continues to function as one of the most well organized and dependable service providers within Town government.

Joseph P. Roberto
Highway Superintendent

**DEPARTMENT OF PUBLIC WORKS
TRAFFIC ENGINEERING DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	5	9	9
Expenditures:			
Current	\$990,283	\$706,565	\$740,130
Capital	\$163,946	\$567,072	\$349,331
Total:	<u>\$1,154,229</u>	<u>\$1,273,637</u>	<u>\$1,089,461</u>
Revenue:	\$0	\$0	\$0

The Traffic Engineering Division is responsible for the planning, design, implementation, installation, operation, and maintenance of all traffic signals, as well as the oversight for new installations of signs and pavement markings located on the Town's 265 miles of roadway. The Division operates and maintains sixty-three (63) traffic signals, twenty-eight (28) of which are located on U.S. Route 1, five (5) flashing beacons and twenty-three (23) electronic school signs. Twenty-four hour emergency repair service is provided for all traffic signals to maintain public safety.

Responsibilities include preparation of contracts, design plans, cost estimates, and specifications for traffic engineering projects. Traffic surveys, studies, and reviews are performed for various Town departments, commissions, agencies, and boards, e.g., Board of Selectman/Traffic Authority, Southwestern Regional Planning Agency, Police Department, etc.

This Office provides the Planning and Zoning Commission with site plan reviews and comments on traffic reports for proposed developments to assess traffic impact on the Town's roadway system.

Numerous traffic inquires are received and investigated, accident reports are reviewed and analyzed, drawings and diagrams prepared, traffic counts obtained, field and sight distance measurements taken, and observations of traffic flow performed. Upon completion, a Traffic Investigation Report is prepared and recommendations made. Forty-seven (47) written complaints were received this fiscal year.

Eleven (11) traffic ordinance amendments were approved during the past fiscal year. One-Way traffic was established on Washington Avenue. Speed limits were established on Cedarwood Drive, Oak Ridge Street, Robertson Lane, and Windsor Lane. STOP sign control was established/revised on North Street at Maple Avenue & North Maple Avenue and Sound Beach Avenue at Shore Road. Left Turns Prohibited was established on Sherwood Place at US Route 1 (East Putnam Avenue). Parking regulations were established/revised on Washington Avenue. Weight restriction was established on South Stanwich Road.

A new traffic signal with countdown pedestrian signals was installed on Mason Street at Amogerone Crossway/Lexington Drive, as part of the Federal Local Road Accident Reduction Program, through which the State of Connecticut and Federal government funded 90 percent of the project.

A new raised crosswalk with in-roadway lighting was installed on Railroad Avenue to enhance pedestrian safety and heighten driver awareness.

As part of the Neighborhood Traffic Calming Program (NTCP), several neighborhoods have applied for traffic calming measures. This Division, along with our consultant, has worked with residents in the Brownhouse Road/Harding Road/Forest Avenue area, Hearthstone Drive/Druid Lane/Bramble Lane area, Richmond Drive, Edgewater Drive, and Mallard Drive.

Several traffic signal cabinets were upgraded with an Uninterrupted Power Supply, to provide back-up power during power outages. The intersections of US Route 1 (East Putnam Avenue) & River Road/River Road Extension, US Route 1 (East Putnam Avenue) & Old Church Road, US Route 1 (East Putnam Avenue) & Hillside Road, US Route 1 (East Putnam Avenue) & Strickland Road, US Route 1 (East Putnam Avenue) & Sinaway Road, US Route 1 (West Putnam Avenue) & Benedict Place, US Route 1 (West Putnam Avenue) & Prospect Street, Prospect Street at Horseneck Lane/Field Point Road, and Delavan Avenue & Frontage Road were all completed with the UPS installation.

Audible Pedestrian Signals were installed at key signalized intersections to assist the visually impaired. As part of this on-going program, several other intersections are scheduled for installation of these signals.

Vehicle detection cameras were installed and field-tested at the intersection of Field Point Road and Brookside Drive, Delavan Avenue and Frontage Road, Ritch Avenue/Delavan Avenue and Byram Shore Road and Mason Street at US Route 1.

Working with a consultant, this Division developed a Town Crosswalk Standardization Policy for all crosswalks on public streets. As part of that policy, IMPRINT inlaid and/or raised crosswalks were installed at various locations in Town to enhance visibility for increased driver awareness and pedestrian safety.

This Division continues with its commitment to improve safety, facilitate traffic flow, reduce delay, as well as achieve maximum utilization of available resources. We wish to thank all of those who have supported and helped in that endeavor.

Garo B. Garabedian
Traffic Engineer

**DEPARTMENT OF PUBLIC WORKS
WASTE DISPOSAL DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$7,843,764	\$7,029,156	\$5,951,501
Capital	\$33,093	\$397,385	\$113,604
Total:	<u>\$7,876,857</u>	<u>\$7,426,541</u>	<u>\$6,065,105</u>
Revenue:	\$874,615	\$781,280	\$907,668

The Waste Disposal Division of Public Works provides solid waste disposal services to the public. Services provided are disposal of regular household and commercial trash, oversized bulky waste (construction material), organic wastes that are recycled, household hazardous wastes and other disposal services.

The charts below list waste tonnage amounts and costs for the last three years:

	FY08	FY 07	FY 06
Municipal Solid Waste (tons)	52,638	55,155	54,355
Organic Waste	9,489	9,150	10,836
Oversized Bulky Waste	<u>5,562</u>	<u>5,942</u>	<u>4,832</u>
Total	67,689	70,247	70,003
Municipal Solid Waste	4,300,506	4,340,851	\$4,066,038
Organic Waste	429,368	351,998	376,242
Oversized Bulky Waste	<u>545,101</u>	<u>542,698</u>	<u>419,447</u>
Total	\$5,274,975	\$5,235,547	\$5,281,174

The Town's recycling program remains one of the strongest in the state. Finocchio Brothers Sanitation was contracted to operate the Recycling Drop-Off Center. Greenwich Recycling, Inc. continues its eighteenth year as the 'blue bin'-recycling contractor. Since September 2007, we have recycled 3,144 gallons of waste oil, approximately 11.79 tons. A change to our program has resulted in the Town receiving money for this product. At \$0.25 per gallon recycled, we received \$786.00 this fiscal year. We have also started a collection/recycling program for used antifreeze. Since its inception, we have recycled 280.4 gallons of antifreeze. Waste Disposal implemented an E-Waste Program at the Holly Hill Resource Recovery Facility in April 2008. Since its implementation, the program has averaged roughly 7 tons per month of electronic waste. The recycled electronics are picked up once a month by the Connecticut Resources Recovery Authority (CRRA) at no cost. This program helps to remove electronic waste from the waste stream to meet the states recycling regulations.

Leaves were transported out of town by Anthony Julian Construction Co., Inc., of Bridgeport at a cost of \$369,208 a 46% increase from the previous year's cost of \$252,223. This increase is due in part to the increased fuel costs as well as an increase in the tonnage of leaves removed.

Two household hazardous waste collection days, one in the fall and the second in the spring were conducted. Common materials such as flammables, corrosives and toxics were collected and properly disposed of in approved sites.

The Holly Hill Master Plan is moving forward. Given the loss of areas for the Town's Highway Department to stage its activities, Holly Hill must be configured to contain more than just the current waste disposal and Highway activities.

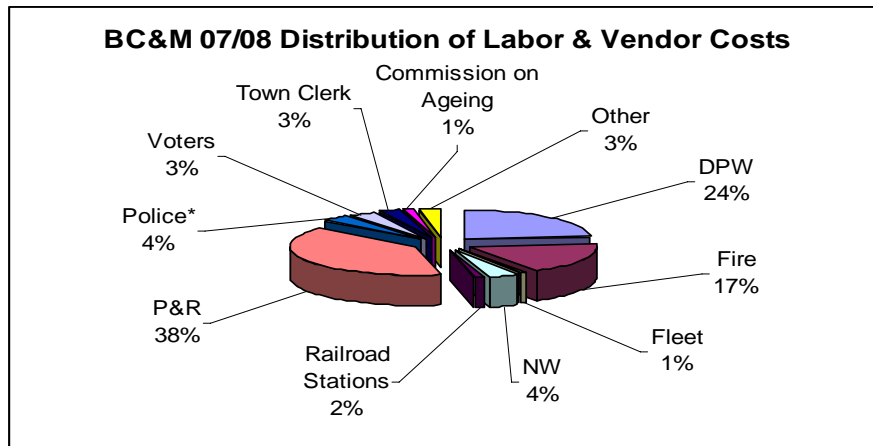
Patrick Collins,
Acting Superintendent

**DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION AND MAINTENANCE DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	22	22	22
Expenditures:			
Current	\$3,523,726	\$3,359,682	\$2,981,301
Capital	\$1,194,631	\$11,756,977	\$10,505,301
Total:	<u>\$4,718,357</u>	<u>\$15,116,659</u>	<u>\$13,486,602</u>
Revenue:	\$9,003	\$240,340	\$0

The Building Construction and Maintenance Division is responsible for the administration, planning and execution of all construction and maintenance activities for Town owned buildings except marine docking facilities and buildings assigned to the Board of Education.

In FY 2007/2008 the Division received 698 individual work requests that had an average response time (reception to completion) of 7.9 days. In addition to the individual work requests received, the division also responded to 220 preventative maintenance and cost center work order tickets with multiple occurrences. The distribution of the Division's manpower by customer/department is as follows:



* Cost of the Public Safety Complex not included in this analysis

Of the fourteen (14) capital projects approved for FY 07/08, four (4) were completed, two (2) have been placed under contract, five (5) in progress and three (3) placed in the Improvement Reserve. The main drivers for the Division this past year have been the construction of the New Public Safety Complex, and the bids for the Glenville Fire Station, Lighthouse, and Art Barn Renovations.

The Division's focus for the upcoming year will be centered on the outfitting and occupation of the Public Safety Building, completing the bidding process and beginning construction of the new Animal Shelter and Field Maintenance Shed on North Street, and replacing the Griffith Harris Golf Course Administration Building.

Our complement of professional tradesmen and administrative staff is committed to the proper and effective maintenance of the facilities. This is evidenced by the continual increase in productivity while aggressively undertaking capital projects normally assigned to outside contractors.

Alan Monelli
Superintendent, Building Construction and Maintenance

**DEPARTMENT OF PUBLIC WORKS
BUILDING INSPECTION DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	17	17	15
Expenditures:			
Current	1,455,953	\$1,335,007	\$1,256,336
Capital	\$0	\$37,822	\$0
Total:	<u>\$1,455,953</u>	<u>\$1,372,829</u>	<u>\$1,256,336</u>
Revenue:	\$6,071,916	\$5,936,947	\$6,125,899

PERMIT STATISTICS

	No. of Building Permits	Const. Value/Estimated Cost
NEW BUILDINGS		
Residential Buildings	167	\$188,775,034.
Non-Residential Buildings	332	30,035,109.
SUBTOTAL	499	218,810,143.
ADDITIONS/ALTERATIONS		
Residential Buildings	1243	166,542,214.
Non-Residential Buildings	566	89,526,902.
SUBTOTAL	1809	256,069,116.
DEMOLITIONS		
Residential Buildings	148	2,280,915.
Non-Residential Buildings	66	373,650.
SUBTOTAL	214	2,654,565.
TOTAL	2522	477,533,824.

EVALUATIONS AND EXPLANATIONS

The Division of Building Inspection issues building permits (and associated trade permits), inspects work done under said permits and is responsible for the administration (and State mandated enforcement) of the Connecticut State Building Code, the Town of Greenwich Building Zone Regulations and all other codes and standards referenced therein. The Division is headed by the Building Official who is supported by the following staff members: Deputy Building Official, Building Code Engineer, (3) Electrical Inspectors, (2) Building Inspectors, (3) Plumbing/HVAC Inspectors, Program and Operations Supervisor, Zoning Enforcement Officer, (2) Zoning Inspectors, Plan Examiner, and a clerical staff of five, four of which are assigned to this Division through DPW-Administration. The Division employs three permanent part-time employees (one zoning inspector and two clerks) and four part time employees (two inspectors and two clerks).

Revenue generated by this Division increased by 2 % and totaled \$6,071,916. in FY 07-08, which is the second highest yearly total ever collected (FY 05-06 at \$6.125 million was the previous high).

Building permits for FY 07-08 totaled 2522, which for the sixth consecutive year exceeded 2000. This total represented a 0.2 % increase over FY 06-07 and was the second highest yearly total recorded (FY 05-06 at 2561 being the highest).

Addition and alteration permit categories decreased 1% overall and represented 78 % of all building permits issued. Residential add and alter permits (1243) decreased by less than 1 % and was the second highest yearly total recorded (FY 06-07 was the highest at 1252) and represented the highest individual category, at 43% of all building permits (not including demolitions). Non-residential add and alter permits (566) also decreased by less than 1 % and also was the second highest yearly total recorded (FY 06-07 was the highest at 571).

New building permit categories increased by a total of 5 %. New residential permits (167) remained virtually the same (168 in FY 06-07). New non-residential permits (332) increased by 8% from 306 in FY 06-07.

Demolition permits decreased by 3 % to a yearly total of 214 and was the lowest total since FY 03-04.

In addition to building permits, a total of 4,799 trade permits were issued in FY 06-07 a decrease of 14 %. This total includes electrical permits (2,340), plumbing permits (1,184) and HVAC permits (1,275). Added to building permits (2522) the total number of permits that were reviewed, processed, issued, and the work under each inspected was 7320.

Construction volume totaled \$477,533,824. This figure was an 8 % decrease over FY 06-07 but did represent the third highest construction volume ever recorded (FY 06-07 was highest at \$517,995,656).

Building permits for new single-family dwellings increased 4 % from 146 in FY 06-07 to 152.

The Building Code Board of Standards and Appeals did not meet as applicants usually submit modification requests from the State Building Code to the Office of the State Building Inspector.

William Marr
Building Official

**DEPARTMENT OF PUBLIC WORKS
PLANNING AND ZONING BOARD OF APPEALS**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$127,240	\$122,842	\$119,862
Capital	\$0	\$0	\$0
Total:	<u>\$127,240</u>	<u>\$122,842</u>	<u>\$119,862</u>
Revenue:	\$30,366	\$28,222	\$33,940

The Planning and Zoning Board of Appeals is an administrative agency which acts in a quasi-judicial capacity, whose powers and duties are set forth in the Town Building Zone Regulations. These Regulations authorize the Board to hear and decide appeals for (1) variances from the provisions of the Regulations, (2) special exceptions for certain uses specified in the Regulations, and (3) overriding an order or decision of the Zoning Enforcement Officer. Also, the Greenwich Municipal Code provides that decisions of the Planning and Zoning Commission involving subdivisions may be appealed to the Board.

The Board consists of five regular members and three alternate members, one or more of whom sit when one or more regular members are unable to attend a meeting. All members are nominated by the Board of Selectman and must be approved by the Representative Town Meeting. For an appeal to be granted it must receive four affirmative votes. All members serve voluntarily and without compensation.

Regular meetings of the Board are held once a month on the third Wednesday of each month. Immediately after hearing all the applications scheduled for that particular meeting, the Board engages in its decision-making process and renders its decision on each appeal heard that night.

The Planning and Zoning Board of Appeals held twenty-one public hearings.

FOR THE YEAR 2007 – 2008					
TYPE OF REQUEST	GRANTED	GRANTED W/ COND	DENIED	WITHDRAWN/ DISMISSED	CONTINUED
Use	2	1	-	-	-
Floor Area Ratio	7	1	5	1	-
Flood Hazard Elevation	-	-	-	-	-
Lot shape/size/frontage	10	-	1	-	-
# of stories	9	1	2	-	-
Yard Requirements	37	2	9	2	1
Height - Non-conforming	1	-	-	-	-
Accessway/Driveway location	1	-	-	-	-
Variance of building location	-	-	-	-	-
Special Exceptions	18	4	-	3	1
Appeal P & Z Commission Decision	1	-	3	3	-
Appeal Issuance of Building Permit	-	-	1	1	-
Other	4	1	2	1	-
TOTAL	90	10	23	11	2

James F. Maloney
Zoning Enforcement Officer

**DEPARTMENT OF PUBLIC WORKS
SEWER DIVISION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	25	25	25
Expenditures:			
Current	\$4,076,349	\$3,859,589	\$3,245,365
Capital	\$1,164,138	\$2,058,267	\$1,803,666
Total:	<u>\$5,240,487</u>	<u>\$5,917,856</u>	<u>\$5,049,031</u>
Revenue:	\$202,847	\$254,062	\$425,519

The Sewer Division is responsible for operation, maintenance and repair of 185 miles of sewer lines, 29 pumping stations, over 250 individual grinder pumps currently installed in the Milbrook and North Mianus sewer extension areas, and the Grass Island Waste Water Treatment Plant, all of which must comply with Federal, State, and Interstate Regulations.

The Grass Island Wastewater Treatment Plant (GIWWTP) has the permitted capacity to treat 12.5 million gallons of wastewater per day. It uses an advanced activated sludge process to remove both organic material and nitrogen, resulting in excellent effluent quality. Effluent disinfection is currently accomplished using sodium hypochlorite; however the plant is undergoing a construction project to convert one of the chlorine contact tanks to an Ultraviolet Disinfection System. The plant's nutrient removal process provides environmental benefits to Long Island Sound. The GIWWTP presently removes 60% of total nitrogen based on the 1990 baseline set by the State of Connecticut Department of Environmental Protection (CTDEP). The nitrogen general permit requires GI to remove 58.5% by the year 2014. The plant process is continually monitored to optimize nitrogen removal and evaluation is underway to improve the plant's removal of nitrogen and minimize adverse effects (such as washout of solids) from large storm events. In previous years, the plant received revenue from nitrogen credits, however nitrogen credits value will continue to decrease as more plants implement nitrogen removal processes and permit limits continue to tighten. Due to the Nor'easter of April 2007 and its effect on plant performance, we did not receive any nitrogen credits for 2007 – and instead had to purchase them. However, in FY 07/08, the Sewer Division has created a team including input from outside engineering consultants with wastewater treatment operation expertise to optimize the plant's performance for nitrogen removal. This team is developing a wet weather plan in an attempt to minimize the impacts experienced during the Nor'easter of April 2007 that can be applied/implemented in future storm events.

GRASS ISLAND WASTEWATER TREATMENT PLANT

In the FY 07-08 period, following work has occurred at the Grass Island WWTP:

Ultraviolet Disinfection

- The current sodium hypochlorite system used for final effluent disinfection is being replaced by an ultraviolet disinfection system. This will eliminate a chlorine residual in the plant's effluent, which is a benefit to the flora and fauna in the Greenwich Harbor where the plant discharges.
- Construction is in progress. Testing/Start-up of the UV system is anticipated for November 2008.

Headworks Upgrade

- The Headworks is the portion of the plant where wastewater first enters and is screened and conveyed to downstream processes.
- The Headworks Rehabilitation Project is replacing equipment which has reached the end of its useful service life. When the project is complete, the plant will have more reliable pumps, controls, and screening equipment to treat wastewater coming into the plant.
- In 07/08, the project was designed, bid and awarded, construction is scheduled for FY 08/09.

- This Plan, completed in 07/08, is a comprehensive inventory of existing treatment plant capital assets and an evaluation of their condition/service life. This work provides the basis for on-going renewal, replacement and capital improvements treatment plan program for helping to forecast capital improvement projects, maintenance projects and budgets.

WASTEWATER COLLECTION SYSTEM

Work continued throughout the year on the wastewater collection system, including sewer rehabilitation; work on the private inflow removal program, television inspection, and general collection system maintenance such as gravity line cleaning. The Sewer Division has been very busy with the private inflow program, conducting dye tests to confirm sources as well as permitting and inspecting residences removing their illegal connections. Sewer rehabilitation has continued throughout the collection system.

Replacement of Bruce Park Force Main

- This project replaced the approximately 1,620 linear foot long, 8-inch diameter Bruce Park Force Main which carries wastewater under pressure from the Bruce Park Pump Station to a discharge manhole located on Bruce Park Avenue, where the wastewater then flows by gravity to the Grass Island WWTP.
- In 07/08, construction work was substantially complete; contract completion, including final restoration is scheduled for the fall of 08.

Pumping Stations A, D, Eugene and Willowmere

- Pump Stations A and D underwent major upgrades including new wet wells, pumps and related equipment in FY 07/08 to continue providing reliable service to our customers. Willowmere Pump Station received a new control panel to replace the previous control panel, strongly affected by corrosion. Eugene Street Pump Station also underwent repairs and received new pumps and controls.
- This project was completed within budget in FY 07/08.

South Water and Den Lane Force Main Rehabilitation

- This project includes replacement of two force mains, one serving the Den Lane Pump Station and the other serving South Water Pump Station. This project was designed and bid in this fiscal year.

Collection System Asset Management Program – Phase II

- The Collection System Asset Management Program is being conducted in phases. Phase I, completed in December 2007, provided a comprehensive pump station capital asset inventory and evaluation of asset condition/service life. The second phase is underway and included flow monitoring performed in the Spring 2008 to determine the effectiveness of previous collection system rehabilitations and provide guidance for future collection system rehabilitation. It also included plan/map scanning to preserve and to store information in a central database, linked to the Town's GIS, and also used to update the GIS sewer layer. Monitoring results will be used as a basis to forecast capital improvement projects, maintenance projects and budget purposes.

Sewer permit volume and sewer markout requests have tapered off slightly. Finally, the Sewer Division has also been busy using and refining the computerized maintenance management system linked to the GIS. This program supports the Division's maintenance and planning functions, as it covers all of the wastewater utility's assets.

Richard C. Feminella
Wastewater Division Manager

Dwayne Lockwood
Interim Process Control Manager

Chris Mandras
Maintenance Manager

FLEET DEPARTMENT

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	17*	17*	17*
Expenditures:			
Current	\$2,977,092	\$2,797,506	\$2,598,554
Capital	\$47,475	\$0	\$0
Total:	<u>\$3,024,567</u>	<u>\$2,797,506</u>	<u>\$2,598,554</u>
Revenue:	\$0	\$0	\$0

*Note: *15 Full time employees- 2 Permanent Part time employees*

The Fleet Department's mission includes providing the Town and the User Departments with comprehensive quality professional Fleet Management and insuring that the Town's vehicles are reliable, safe and suitable for the job function. By means of an extensive preventative maintenance program, the Fleet Department assures that the Town's 190 light duty vehicles, 124 heavy duty vehicles (over 10,000 GVW) and 216 pieces of non-rolling stock assigned to the Police Department, Fire Department, Department of Public Works, Parks and Recreation Department, Board of Education, General Government, Health Department, Nathaniel Witherell, Social Service, and the Library are properly maintained and repaired.

Reporting to the First Selectman, the Fleet Department is responsible for the operation of the Vehicle Maintenance Center, a highly computerized central facility that enables the staff, consisting of fifteen full time employees: Fleet Director, Fleet Superintendent, Administrative Assistant, Day & Night Shift Fleet Operation Assistants, Day and Night Shift Supervisors, (ASE Master Certified) and eight Technicians of which five are ASE certified, and two part time employees, Clerical Assistant and Custodian, to assimilate repair history and vehicle inventory, schedule the preventative maintenance program, control parts distribution, monitor the automated fuel system, and "GW" license plates.

The Fleet Department received the Certificate of Achievement award in 2006 and 2007 as one of the Top 100 Best Fleets in North America. This program recognizes peak performing fleet operations and encourages increasing levels of performance improvements within the industry.

For the third consecutive year, the Department met the ASE (Automotive Service of Excellence) certification requirements to be a "Blue Seal" ASE certified facility. As of October 2005 we proudly posted the ASE banner, and again, October 2006 and 2007. Many have gone on to achieve additional certifications as Master ASE Certified in Light and Heavy duty, EVT, and equipment specific for which an additional stipend or compensation program is being negotiated.

The Fleet Department continues to measure outcomes and has found this process to be a helpful benchmarking tool and a measurement of our objective and goals. The evaluation of the results indicated areas that are on target, while others were plus or minus what was originally projected.

Examples of some of the Outcome Measures -

- Downtime on User Department vehicles not to exceed 10% - Actual 6.15%
- Parts on demand not to be less than 90% on average - Actual 92.39%
- Repeat repairs not to exceed 5% - Actual 5.40%
- Overall User satisfaction with new vehicles at least 4.75 on a 5.0 scale - Actual 4.25
- Overall satisfaction rate to intended vehicle functionality of 98% -Actual 91.2%
- Labor time to equate to no more than 18% of Industry standards – Actual 10.62%
- The Vehicle Maintenance Center complies 100% of State and Federal rules and mandates – Actual 100%
- Complete Manufacturer Safety Data Sheets (MSDS) are on file 99% of the time – Actual 100%

- Automated fuel system site downtime not to exceed more than 0.04% - Actual 0.001%

For FY 08/09 Fleet is proceeding with the implementation of the washing facility at the VMC. Considerable advance reconfiguration and preparation of the bay area has been completed and the RFP's are being developed. This is a big step in reducing the rust and corrosion on the heavy-duty vehicles and prolonging their service life. The spring of 2009 should bring about the opening of the truck washing facility and see the first of the Town's trucks roll through and emerging shiny clean!

Considerable time was saved in the preparation and evaluation process by purchasing vehicles off the State contract. This FY saw the first two Hybrid vehicles go into service, with three more on order and the award of grant funds to the Town for the differential cost. An RFP for Biodiesel with the bio component to be soy methyl esters was issued with the support and approval of the First Selectman for up to a \$0.25 cent difference. When the cost came in at \$0.40 cents above the Ultra Low Sulfa (ULS) diesel, the Biodiesel had to be declined.

Additional training was provided for staff and Technicians on the FASTER fleet maintenance program Technician's workstations and restructuring of the manufacturers' warranty codes.

Training to promote safety in the work place continues to be an integral part of the Department's training program, as is the annual testing, inspection, and training required for the operation of the VMC facility to conform to OSHA Employee Right-to-Know Safety Rules, Regulations and Mandates of the Environmental Protection Agency (EPA), the Resource Conservation and Recovery Act (RCRA), the Occupational Safety and Health Administration (OSHA), and the Storm Water Pollution Prevention Plan for the discharge of storm water, which was updated to include the newly installed sewer line. Also provided is specialized training on the new vehicles, equipment and their component technology.

Elizabeth B. Linck, C.F.M.
Fleet Director

GREENWICH DEPARTMENT OF HEALTH

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel*	31	31	31
*Includes permanent part-time positions			
Expenditures: (Note ¹)			
Current: (Note ²)	\$5,053,959	\$4,695,889	\$4,478,970
Capital	\$0	\$0	\$0
Total	<u>\$5,053,959</u>	<u>\$4,695,889</u>	<u>\$4,478,970</u>
Revenue	\$339,442	\$326,113	\$312,178

(Note ¹) Includes encumbrances and improvements financed in each year.

(Note ²) Includes expenditures for Greenwich Emergency Medical Services, Inc.

Organized in 1887, the Department of Health has dedicated itself to providing strong leadership for the advancement of health in the community. As the primary public health agency, the Department will furnish guidance and direction to service health providers in an effort to prevent disease, premature death, illness and disability. Functioning under statutory direction, the Department of Health will promote public health activities, encourage a healthier lifestyle; facilitate community commitment for a safe, pollution free environment and advocate for health policies that enrich the quality of life. With community and political support, the Department of Health will also collaborate to identify critical health needs, allocate resources to those who need them, assist with the delivery of health services and work to reduce population disparities so that equal access to health care can be obtained by all.

ADMINISTRATION

Administered by a Director of Health whose authority derives from the Connecticut General Statutes and Town Charter, the position serves to oversee all events and activities that may impact on the health of the Town. The Director is mainly responsible for assuring that all essential public health needs of the community are met and provided. The Director of Health also manages the day-to-day operation of the Department of Health whose function includes the delivery of unduplicated needed health services. The execution of this dual function requires extensive knowledge of public health practice, a high level of personal and professional commitment, responsiveness towards the needs of the population, flexibility towards changes in the environment and administrative direction to implement a community-wide health effort. Under the aegis of the Board of Health, the Director guides the Department to work harmoniously with public and private service health providers, individuals and organizations to meet community goals.

The multi-faceted functions of the Department are executed through the specialized activities of the Divisions of Environmental Services (includes Laboratory), Administration (includes Public Health Emergency Preparedness), Family Health, Dental Health, the Business Office, Office of Community Health Planning and the Office of Special Clinical Services. Overall, the Department's Operational Plan is structured according to the mission of public health which is responsible for monitoring health conditions, providing essential public health services, identifying unmet critical health needs, developing health policies, ensuring access to health care, enforcing laws and regulations, allocating health resources, investigating disease outbreaks and planning for emergent events that would require a public health response.

Since 1997 when an avian influenza Type A virus emerged in chickens and humans, world health leaders continue to encourage the Nation to prepare for a pandemic flu outbreak. Although the H5N1 bird virus has not mutated into a form that passes easily between humans, many scientists still fear that the next influenza pandemic will likely be of an avian variety. With this prediction, if an avian virus were to gain ability to spread

from person-to-person like seasonal flu viruses, approximately 1.5 billion people could be affected. According to the World Health Organization (WHO), the cumulative number of confirmed cases of Avian influenza H5N1 as of June 2008, is three hundred eighty-five (385) cases and two hundred forty-three (243) deaths. These statistics are associated with a case fatality rate of 63%.

In closing, the future of public health in protecting the community from illness and disease is paramount. As recorded in history, disease outbreaks have occurred and have taken the lives of millions. With the ability to travel the globe with ease, the risk of infectious diseases to spread rapidly and more geographically is increasing. Without a strong public health infrastructure to monitor new threats, our country and community remains vulnerable. It would also be complacent to assume that there will not be another disease like AIDS surfacing in the future. As the demands on the local public health system increase it is essential to acknowledge that responsibility in protecting lives comes with funding programs. To this end, I am hopeful that the Greenwich community will recognize the value of public health and render support to the Department of Health as it accepts and confronts the challenges of the 21st century.

BUSINESS OFFICE

[Deborah Flynn, Manager]

The Business Office serves as a major support function in the areas of personnel, payroll and finance. The main focus of this program is financial and priority is given to the implementation and management of the departmental budget. As the centralized focal point for all divisions and programs, the Office manages salary allocations, orders supplies, monitors expenditures and authorizes, processes and records payments for the Department. Applications to the Board of Estimate and Taxation and Representative Town Meeting are also prepared and processed appropriately.

In addition to the management of Town funds, the Department received State and Federal funding which included Per Capita Funding amounting to \$74,608.01, Preventive Health and Health Services Block Grant funds of \$9,610, and funding in the amount of \$81,634 for Public Health Emergency Preparedness through the Connecticut Department of Public Health. The Business Office prepares grant applications and detailed expenditure reports required by the State before funding requests are approved. Grant funds from the State provide the Department with an opportunity to conduct health and promotion programs that may not normally be funded through the municipal budget process. Federal grant funds have been allocated with the intent to carry out public health emergency planning activities with special emphasis on contractual items associated with bioterrorism.

EMERGENCY PREPAREDNESS

[Joanna Lipson, Coordinator]

Since the tragic event of September 11, 2001 the field of public health has been in the forefront in planning for public health emergencies. It was during this time a new investment in our Nation's public health system was made with funding being allocated to state and local health agencies. This year, through Federal funding, the Department continued to employ a Public Health Emergency Preparedness Coordinator to focus on a number of preparedness activities.

During a public health emergency, residents, local businesses and Town officials may be overwhelmed, such as in the case of a flu pandemic outbreak, a bioterrorism event or a natural disaster. These emergencies would require collaboration with Town government responders, community partners and businesses. Working under the direction of the Director of Health, the Public Health Emergency Preparedness Coordinator serves to respond to this need. This technical position focuses a full-time effort on developing, reviewing and updating public health response plans on a regular basis in an effort to insure an effective, prompt response in an emergency. The Coordinator also provides training for department staff (a critical internal operations function) and others in Town and community agencies. The position also maintains a good working relationship with state, out-of-state and regional leadership.

During the course of this year various annexes to the Department's Emergency Response Plans were developed. The new and revised annexes include Influenza Pandemic Emergency Preparedness and Response Plan, Emergency Preparedness Plan for Special Populations and a Community Containment Plan. Drills and exercises were also conducted and special need populations were identified. In addition, the Public Health Emergency Response Training Plan was expanded. The Department's employees completed several training sessions in preparation for the pandemic influenza tabletop exercise, which was planned, facilitated and evaluated in accordance with the Homeland Security Exercise Evaluation Plan. All of the Department's full-time and part-time staff was trained on the aspects of the Town's Influenza Pandemic Preparedness and Response Plan and 80% participated in the exercise. To improve the community's response to a potential public health disaster event, the Coordinator drafted and executed several Memoranda of Understanding agreements with response partner agencies throughout the community.

In addition to the preparedness planning within the Greenwich community, the Department of Health played a vital role in cross-jurisdictional emergency preparedness and response planning through participation in regional, state and New York City metropolitan area planning committees.

Finally, the Department continued to maintain the Town's emergency staff response roster, which includes community agencies responsible for emergency preparedness and response. Public education materials on pandemic influenza and emergency preparedness matters were also developed and disseminated throughout the community.

OFFICE OF COMMUNITY HEALTH PLANNING

[Stephanie R. Paulmeno, Director]

The Office of Community Health Planning provides professional consultation, leadership, technical assistance and guidance to all community program opportunities towards the improvement of the community's health. The Director works closely with various public/private health providers through coalition building and collaboration to identify and evaluate community health needs, conduct community health assessments, provide health planning, allocate needed resources, identify access to health care and promote public health education to provide quality health care to all residents. The Planning Office also plays a major role in the Department's mission to educate the public about responding to public health emergencies and health issues that may negatively affect a person's well being.

This year the Director coordinated a major access-to-care project for those underinsured and/or uninsured by offering sixteen (16) no-cost health fairs and screening venues. A total of one thousand four hundred forty-six (1,446) attendees were served. Numerous services were offered, including but not limited to, kidney disease screening, cholesterol screening, hypertension screening and several tests for eye, skin and pre-diabetes. The Planning Office also kept busy presenting a total of twelve (12) community workforce capacity building programs throughout the community, which reached over four hundred seventeen (417) attendees from multiple agencies.

Lifestyle choices continue to impact morbidity and mortality rates in the United States. Providing accessible health care, public health education and health risk screening programs encourage every citizen to make lifestyle changes to improve their health and quality of life. Routinely, the Planning Office coordinates and provides leadership by providing health education in the community. This year a total of fourteen (14) multi-venue health presentations were offered, reaching over one thousand five hundred sixteen (1,516) participants on matters such as substance abuse, senior health concerns, mental health issues, suicide prevention, diabetes, heart health and stroke. In addition, the Director worked on a total of forty-nine (49) major public health community projects and initiatives. The Office also initiated and led six (6) national and regional public health campaigns and developed a state funded media initiative that broadcasted over seventeen (17) public health messages.

Community partnerships are fundamental for identifying and mobilizing community health resources. The main responsibility of the Health Planner is to initiate collaboration between health system partners so that health

initiatives such as resource delivery can be achieved within the community. Examples of these include collecting and analyzing data from many sources. In 2008, Greenwich reported that two hundred fourteen (214) residents participated in the Women, Infants and Children (WIC) program. It should be noted that income eligibility for this program is set at or below 185% of the federal poverty income limit. The State Department of Mental Health reported that in 2007 there were five hundred fifty-nine (559) residents receiving mental health and addiction services. In addition, according to the Town's Board of Education, there were six hundred thirty-four (634) free lunches provided in the school system, with two hundred ninety-five (295) reduced lunches. The Office also played a major role in the annual Senior Health Fair, a collaborative project of the Greenwich Department of Health, the Commission on Aging and Greenwich Hospital, which offered sixty-two (62) screening and information exhibits. Approximately eight hundred (800) seniors were served.

In an effort to identify unmet health needs and assess community resources, the Director serves on a total of forty-eight (48) state, local and regional Committees, Boards and Coalitions. The following is a partial list of those efforts: The United Way Youth and Planning Councils; Time For Lyme; Parents Forum; The Greenwich Coalition to Combat Underage Drinking; Hispanic Advisory Council of Greenwich and Stamford; The Connecticut Cancer Partnership; Greenwich Hospital Community Advisory Board; Greenwich Adult Day Care Community Advisory Board; The Advisory Board of the Stamford Federally Qualified Community Health Center in Stamford and Port Chester; Greenwich Library Health Information Center Advisory Board; The Greenwich Hospital Diabetes Resource Council; The Senior Provider Network; Greenwich Health Improvement Partnership and Task Forces; The Norwalk Community College Nursing Advisory Board; The Lower Fairfield County Regional Action Council for Mental Health and Addiction Services; The Greenwich Diabetes Resource Board; Regional Asthma Board; Family Center Committees; Junior League Advisory Board; GCCUD's Enforcement Committee; Relay for Life ACS; Connecticut Public Health Nurses Committee; Optimus Health Care; American Red Cross-Greenwich Chapter (ARC); Town of Greenwich Safety Committee and the Community Development Block Grant Council.

The Office also participated in other programs such as the Housing Authority Block Party and the Hispanic Heritage Fair. Both programs identified a total of ninety-nine (99) participants who had hypertension or pre-hypertension. Other programs such as the "Health Care Under the Bridge" targeted day laborers in the region and served ninety (90) people. Literature printed in Spanish covered topics such as Lyme disease was distributed. Blood pressure screening and influenza vaccinations were also offered. The program, which was a Regional Action Council initiative, was offered at no cost. Finally, the Office offered one (1) bone marrow drive and two (2) blood drives that benefited two hundred thirty-nine (239) recipients.

In other programs managed by the Office, two (2) State-funded educational series were presented on Cholesterol Management and Heart Healthy Nutrition. A total of sixty-seven (67) participants were served. Cholesterol testing and stroke assessments were also provided to thirty-three (33) participants. Of these, the Department's Laboratory identified twenty-eight (28) abnormal cholesterol values and approximately fourteen (14) participants took part in the stroke assessment screening, with nine (9) people being identified with hypertension. In the end, some individuals who were tested were identified with high cholesterol. As a result of a participant survey, all participants with abnormal screening values were referred for medical follow-up and reported doing better due to their learned lifestyle changes. The second program had thirty-four (34) participants for which all achieved weight loss and lowered blood pressure.

Finally, the Office of Community Health Planning analyzed the Town's mortality reports. Reviewing these records monthly allowed the Department to track any trends of disease and/or illness in the community. Of the total three hundred ninety-two (392) deaths reported in Greenwich heart and circulatory disease was the leading cause of death (126), followed by cancer (98) and respiratory illnesses (65). During this fiscal year the Director spearheaded an initiative through the Community Health Planning Advisory Board to request that community physicians record more accurately the actual cause of death on death reports in an effort to assist the Department in identifying emerging health problems in the community. Finally, the Director guided three (3) student interns (including an international public health student from Sweden) and coordinated a podiatry service program for Pathway clients through the division of Family Health's Clinic.

OFFICE OF SPECIAL CLINICAL SERVICES

[Thomas Mahoney, Director]

The Office of Special Clinical Services is the primary HIV/STD prevention program in the Town of Greenwich. The Office also collaborates with Greenwich Hospital to provide risk assessment, counseling, testing, referrals, and treatment to reduce the morbidity and mortality associated with HIV/AIDS, sexually transmitted diseases (STD's) and pregnancy. The director of the program is responsible for bloodborne pathogen training, assessing occupational exposures for Town of Greenwich personnel and conducting outreach programs in the community. In addition to collaborating with Greenwich Hospital, the Office has other partnerships with many organizations such as the Greenwich Chapter of the American Red Cross, Stamford CARES, AIDS Alliance of Greenwich and Greenwich Departments of Social Services and Education to provide programs and services to clients and the community. Education, coupled with behavioral modification interventions, is a key component to preventing additional cases of HIV/AIDS, sexually transmitted diseases, pregnancy and bloodborne pathogen exposures.

This year the program conducted one hundred ninety-one (191) educational programs serving over eight hundred fifty (850) students, counseled and/or tested three hundred fifty-two (352) clients for HIV, STD's or pregnancy. Of the total counseled and tested, fifty-one (51) were treated on-site, with only a few needing follow-up visits. A total of sixty-one (61) clients were referred for medical, psychological and/or social services. Of the clients served, seventy-nine percent (79%) were Greenwich residents, a two percent (2%) increase above last year. In addition to on-site clinic counseling, two hundred seventy-three (273) telephone-counseling sessions were conducted and seven hundred fifty-eight (758) clinical samples were collected and processed. The Director also conducted thirty-nine (39) bloodborne-pathogen training sessions, with five hundred ninety-six (596) employees attending. A total of six (6) occupational exposure investigations were conducted and the Director also collected fifty-two (52) Hepatitis B titers (blood samples) from Town of Greenwich personnel with fifty (50) employees demonstrating immunity to the virus.

The Director served as Chairman of the Advance Care Planning Coalition (formerly the Greenwich Coalition for Improving End of Life Care), an initiative of the Department of Health, Greenwich Hospital, and the Greenwich Commission on Aging. The Coalition provided end-of-life care educational forums for the community to stress the importance of having an advance directive. As chair of the AIDS Alliance of Greenwich, a local organization serving the needs of people living with HIV/AIDS, the Director as well as other members provided case management, group support and financial assistance in the amount of eight thousand five hundred fifty-three dollars (\$8,553) for health care, rent, mortgages, medication and emergency needs.

DIVISION OF ENVIRONMENTAL SERVICES

[Michael Long, Director]

The Division of Environmental Services has two major subdivisions: Environmental Health and Laboratory. The Environmental Services program focuses mainly upon regulation enforcement, while the Laboratory performs environmental and clinical testing on various samples. Both programs function in tandem to help support the health status of the community. The services of this Division are provided to protect the public from potential health hazards, illness and disease through programs such as health education, environmental inspection, sampling and testing, clinical screening, licensing, permitting and consultation with the social service community.

ENVIROMENTAL HEALTH

The Environmental Health program is responsible for the establishment and execution of municipal environmental program functions that are either State or locally mandated. The program offers a variety of services, including sanitation, housing code enforcement, sewage disposal inspection and plan review, food service inspection and environmental surveys. It also functions as a component of the land use agencies and

provides consultation services to all citizens regarding public health issues. As part of a continuing arrangement, Division personnel were made available to the Greenwich Shellfish Commission in the conduct of its work.

Unfortunately, during part of the 2007-2008 fiscal year the Division was short staffed both in field positions and in an office position. Although some part-time inspectors were hired to assist with the workload and the vacancy was eventually filled, the Division was not capable of fulfilling all necessary inspection and enforcement activities. In addition to the slight shortfall in the staff's performance, which is reflected in a statistical analysis record, the economy was also noted to be slowing down.

In 2006, the State of Connecticut Department of Public Health discontinued bird testing for West Nile Virus (WNV). For surveillance purposes, the Division recorded twenty-six (26) dead bird reports from residents. In 2007, a total of four (4) human cases were identified in the state, with no cases recorded for Greenwich. The Division managed the Town's larvicide program, which operated from June through September with applications every six weeks. Information regarding WNV was also distributed to the public at various locations throughout Town. In 2007, the State continued to test mosquito pools from designated testing locations, with several turning up positive in Greenwich. In an effort to battle nuisance mosquitoes, the Department of Parks and Recreation continued its program for mosquito control at facilities under its jurisdiction.

The Division continued to assist the Director of Health in preparing for public health emergencies and supported staff training in a variety of areas relating to bioterrorism response. Division staff also participated in the tabletop pandemic influenza exercise held in June 2008 and influenza "flu" clinics throughout the community during the months of November and December. Carrying out one of the key functions of the Division, the staff worked closely with land-use agencies of the Town to implement regulations to control development, preserve resources and prevent environmental degradation. The Director also worked with the selected vendor for the Town permit tracking system. The vendor was given an outline on how the Division operates so that a program could be modeled to meet the Division's needs.

The 2007 beach season experienced a number of beach closings due to rainfall events and reported elevated bacteria levels. Byram Beach was closed for a total of eighteen (18) days, one of which was due to high bacteria levels; Greenwich Point was closed for a total of six (6) days, two of which were due to high bacteria levels. Both island beaches, Great Captain's and Island Beach had no closures throughout the season. All beach facilities have written closure policies that are reviewed on an annual basis.

In 2007-2008, fifty-five (55) animals were sent to the Connecticut Department of Public Health Laboratory for rabies testing. The majority of animals submitted for testing were bats (23) found in the home. Of the total animals submitted, eight (8) were positive (1 bat and 7 raccoons).

Assistance was provided to the Department of Public Works in its effort to sponsor two Household Hazardous Waste Days. Approximately two hundred fifty (250) vehicles were served in September 2007 and three hundred fifty (350) vehicles in May 2008. Both collection programs experienced an increase in the number of residents served from last year. A mercury thermometer exchange program was offered at both events.

The Director continued to work with several government agency officials from Westchester County, the Village of Port Chester and the Interstate Environmental Commission (IEC, a joint agency of New York, New Jersey and Connecticut) on issues relating to elevated bacteria levels in the Byram River. The IEC is currently working with New York officials to resolve problems identified. Progress continues to be made, however, due to Port Chester's aging infrastructure, more work will be needed.

The Division continued to enforce food service regulations in the two hundred seventy-five (275) food service establishments that are licensed with the Department. In addition, a considerable amount of time was spent reviewing more than two hundred fifty-seven (257) building plans and seventy-two (72) demolition permits which almost doubled from the previous year. Approximately two hundred forty-nine (249) well and septic

system permits were also issued. To determine septic system suitability, one hundred ninety-eight (198) soil tests were conducted, while seventy-six (76) body care facilities and thirty-one (31) massage establishments were inspected for licensure.

LABORATORY

[Douglas Serafin, Supervising Director of Laboratory Activities]

The Laboratory is licensed by the Connecticut Department of Public Health to perform a wide range of environmental and clinical services necessary for the promotion and advancement of community health. It supports the entire operation of the Department, other municipal agencies and most importantly, residents of the community. The Laboratory provides a significant service to Town residents through flexibility of service and reasonable costs.

The occurrence of tick-borne disease is rising, not only within the Town, but also across the Nation. In 2006, nineteen thousand nine hundred thirty-one (19,931) Lyme disease cases were reported in the U.S., with Connecticut ranking fifth among the states with the most reports. In 2007 Connecticut reported three thousand fifty-eight (3,058) cases of Lyme disease; however, this number was obtained after analyzing over nineteen thousand (19,000) reports. Among the eight counties in the State, Litchfield reported the highest incident rate of disease, while Fairfield County ranked sixth and Hartford County was last with the lowest rate.

In an effort to protect the community against this endemic disease, the Laboratory continued its tick-testing program by identifying and testing deer ticks for the presence of *Borrelia burgdorferi*, the causative agent of Lyme disease. In 2007-2008, five hundred thirty-four (534) ticks were submitted by residents and identified as deer ticks. Of the five hundred four (504) ticks tested in-house, twenty percent (20%) were found to be positive for *B. burgdorferi*. This result represents a decrease from last year, but it is still within the normal range.

In an effort to provide an opportunity to analyze ticks for five (5) co-infection pathogen organisms (Lyme disease, Babesiosis, Ehrlichiosis, Anaplasmosis and Bartonella infection), the laboratory funded a tick analysis program for Town residents through a state grant during the summer of 2008. The program, which analyzed twenty-seven (27) engorged ticks were submitted and tested by Medical Diagnostic Laboratories, LLC, a private research facility located in New Jersey. In review of the results, which only included the months of May and June, the percentage of ticks positive for co-infection organisms were approximately 1% – 2%. Although the percentages were low, they are consistent with levels expected and reported in the literature. The percentage of ticks positive for the organism that carries Lyme disease was essentially the same as reported by the Department. Although the project was started late, it will continue into the fall of the new fiscal year.

In collaboration with the Department of Parks and Recreation, public beach water samples were collected and analyzed for enterococci, the indicator organism used for evaluating bathing waters. Environmental testing of all rivers, ponds, streams, public wells, public pools and the public water distribution system was conducted for chemical and bacterial contamination. Reports indicating public well water compliance were routinely submitted to the State Department of Public Health's Drinking Water Division. Lastly, laboratory personnel screened all Police vehicles for carbon monoxide and conducted monitoring at the Police shooting range for airborne lead levels.

In an effort to screen children for lead poisoning, the Laboratory used a Lead Care Analyzer, an instrument used to measure the amount of lead in blood. Easy to operate and providing immediate results, the staff screened all children participating in the monthly WIC (Woman, Infant and Child) Clinic and the Division of Family Health's Maternal and Child Health Clinic for lead in blood. Approximately sixty (60) blood lead tests were processed, with all positive results being reported to the Family Health Program for follow-up. Sixty-three (63) hemoglobin/hematocrit blood tests were analyzed from clinic children and reported. The Laboratory maintained its support of the School Health Program, operated by the Board of Education, in screening children for anemia and lead exposure. Clinical services (urinalysis) were also provided on a weekly basis to the Nathaniel Witherell Nursing Home, with one hundred seventeen (117) tests being performed for facility residents.

The Connecticut Department of Public Health terminated the program of collecting and testing corvids (i.e., crows, ravens and grackles) specimens as part of the surveillance for West Nile Virus (WNV). However, in order to help identify areas of virus activity, the Division recorded sightings of dead birds, and plotted them on a map using the GIS system.

Since September 11, 2001, the Laboratory has been a contributing member of the Bioterrorism Laboratory Response Committee organized by the Connecticut Department of Public Health Laboratory. The Committee, which meets monthly, is assigned to evaluate lab surge capacity within the state should it be needed during a public health emergency. To assist the state with the surveillance of biological and chemical agents, the Laboratory continues to certify and maintain its Level 2 biological safety cabinet, which allows for the safe handling of biological specimens. In an emergency or disaster event, the Department's lab will be able to assist the state lab with sample repackaging. In addition to serving on this Committee, the Laboratory staff attended several training sessions on bioterrorism response. They also participated in various drills, such as bioterrorism agent identification drill and a biodosimetry drill which allowed the staff to practice for a radiological incident.

As part of the Human Resource Department Employee Health Program, a total of forty-nine (49) employees were tested for cholesterol during an employee health fair in September 2007. In addition, fifteen (15) tests were performed as part of several nutrition programs sponsored by the Department and sixty-nine (69) tests were processed from general public walk-in participation.

In the winter of 2008, through assistance from State funds, the Laboratory conducted a successful Radon Outreach Program. Targeting specific sections of the town, a total of three hundred sixty (360) residents were served with Radon-in-air test kits. Overall, the testing results indicated an average radon level of 4.51 pico curies per liter, a slight increase over the Environmental Protection Agency (EPA) action limit of 4.0 pico curies per liter. The program, which increased the number of homes tested for radon in Greenwich (4.3% of all households) also identified potentially hazardous living conditions for some households.

Finally, the Laboratory continued to operate the weather station, located on the roof at Town Hall. The station is considered an asset, providing current weather conditions such as rainfall amounts, temperature, wind speed and direction. Connected to the Laboratory's computer system, the station prepares reports and has been found to be critical when determining beach and shellfish bed closures. The total rainfall measured for FY 2007-2008 by the weather station was 50.57 inches, a measurement of 20% less than last year's total and 10% less than the previous fiscal year.

DIVISION OF FAMILY HEALTH

[Deborah C. Travers, Director]

The Division of Family Health has two major components: the Adult and Maternal and Child Health Program. It also provides general oversight to the Dental Health Program. The Family Health program focuses upon health promotion and disease prevention in order to maintain and improve health status of Greenwich residents. The services of this Division are provided to enable individuals to achieve and maintain optimum physical, emotional and social health. Components of all program areas include preventive health care sessions, early identification of health problems through screenings, health maintenance, health education, home visits, consultation and communication with the medical and social service community.

The Adult, Maternal and Child Health Program (MCH) encompasses several components: 1) Home Health Maintenance Program, which provides nursing care to homebound, frail or chronically ill residents whose care is not covered by insurance or other health care providers; 2) Senior Health Program, which provides health monitoring, preventive care and anticipatory guidance to ambulatory elderly in various clinical settings; 3) Tuberculosis Prevention and Control Program, which coordinates and monitors the health care of residents infected with tuberculosis; 4) Infection Control Program, which oversees the implementation of the OSHA Bloodborne Pathogen Standards and provides epidemiologic and surveillance support when a disease outbreak is

suspected; 5) Immunization Program, which provides residents and employees with vaccination services; 6) Maternal and Child Health Program, which provides preventive health assessments, immunizations and anticipatory guidance to uninsured or underserved families; and 7) Daycare Licensing Program, which, in conjunction with the Division of Environmental Services, inspects daycare, preschool and after school facilities for licensure, the enforcement of State regulations and complaint investigation. MCH staff also provides consultation and health education on related health policy development and implementation.

The Adult, Maternal and Child Health staff continues to provide much needed, high quality preventive health services to children, families and elderly residents. Through nursing and health education efforts, the Family Health staff exceeded both its goals as outlined in the Department FY 07-08 Operational Plan. The 2007-08 influenza season showed a record numbers of cases across the nation and locally. Purchasing vaccine from a new vendor and revising the clinic schedule with new locations and hours, yielded a 15% increase in immunizations over the last fiscal year. Approximately three thousand two hundred (3,200) residents were vaccinated against influenza successfully and an additional one hundred (100) at-risk elderly residents were immunized against pneumococcal pneumonia this year. By identifying challenges and barriers to client schedules, infection control nurses increased the total number of home visits provided to clients of the Chest Consultation program by over 20%. Infection control practices in the home drew attention through a Community Forum on MRSA (Methicillin Resistant Staphylococcus Aureas), presentations to caregivers in senior residences, as well as an interactive display on the benefits of hand washing during National Infection Control Week.

Adult Health nurses visited frail and elderly clients in the Home Health Maintenance program throughout the year and to administer Influenza and Pneumonia vaccines. They provided over eleven hundred (1,100) hypertension screenings and over fifty (50) referrals through weekly clinics at Town Hall and six monthly Senior Health clinic sites. Health education efforts included sharing information about Metabolic Syndrome; creating brochures on *Managing Hypertension and Preventing Falls At Home*; and conducting a Stroke Risk Assessment in partnership with the Office of Community Health Planning during Older Americans Month in May.

The Maternal and Child Health (MCH) program refocused its efforts on enhancing maternal health especially in the younger years and within the Hispanic community. Looking at teen pregnancy, MCH nurses participated in an interagency collaboration to develop a teen-based expectant parent curriculum and resource list. In addition, a new mothers' group offers an opportunity for young mothers to meet and discuss their health concerns. Mothers receive a continuum of care and education from ante partum, postpartum and newborn home visits, to maternal health issues beyond the postpartum. Bilingual conversations and materials enhance the experience. Collaboration with WIC, the Department of Social Services and other local providers increases access to services and promotes the health and wellbeing of both parents and children. Gov. Jodi Rell's initiative on the Early Childhood experience found life in the *Passport to Good Health* program that was piloted at the local Head Start program. Public health nurses and colleagues visited two classrooms during the school year to bring 34 students interactive topics such as good nutrition, the importance of dental care, the fun of exercise and benefit of sleep, hand washing, how vaccines keep us healthy, growing bigger, "good bugs and bad bugs," and body energy.

DENTAL HEALTH PROGRAM

[Linda Conti; Jeannie Schnakenberg, Public Health Dental Hygienists]

Implemented by a staff of two (2) registered public health dental hygienists, the office of the Dental Health Program applies the principles and practices of preventive dentistry through a comprehensive oral health program of services to children, adolescents, adults and the elderly. The program consists of four initiatives: the School Dental Health Programs, Community Based Preschool and Head Start Programs; the Maternal and Child Health Clinic and the Adult Health "Caring In The Community" Program, which encompasses health fairs, wellness forums and programs for residents, Town of Greenwich employees and community corporations. Working collaboratively with the professional dental community, the Dental Center of Stamford, the Greenwich Hospital Dental Clinic and Optimum Health Care Center, the program strives to prevent oral disease in persons of all ages. The program also strives to identify those who do not appear to have sufficient access to quality oral health care.

The major program goal of preventing oral disease is directed mainly to children in the public school system. The School Dental Health Program includes (11) elementary schools and three (3) middle schools. Despite dramatic successes in the reduction of caries in children over the past twenty years, oral diseases still appear in young children. Through the Department's public health dental hygienists program objectives are implemented by providing dental screenings for early detection and periodic assessment of oral health problems and conducting educational sessions to stress the importance of preventive health care measures. This year, a total of two hundred six (206) educational sessions were taught in kindergarten through fifth grade classes and six thousand six (6,006) of the six thousand ninety-eight (6,098) eligible students received dental screenings. Of those examined, nine hundred fifty-one (951) or 16% were found to be in need of dental care and were referred to a dentist for follow-up. In the end, a total of one hundred fifty-two (152) or 16% of the students visited a dentist. The dental hygienists also screened students in the sixth, seventh and eighth grades in all three middle schools.

As an ongoing objective, the dental program strives to provide oral health screening to at least seventy-five percent (75%) of the children entering school for the first time. This year, six hundred eighty-six (686) entrant forms were distributed and two hundred seventy-nine (279) or forty-one percent (41%) were returned, indicating the number of students who had received dental exams.

Fluoride has long been recognized as the most effective, economical and practical preventive measure for dental caries (cavity) control. Despite scientific facts, there is a perception that fluoride supplements are not necessary due to the presence of fluoride in toothpaste and water. In Connecticut over 87% of the state's population receive some level of fluoride in their drinking water from public water systems. However, the remainder of the population is served by private wells. The level of fluoride in this water system is generally not known without testing; however, measurable levels are infrequent unless natural pockets of fluoride are identified. As many as seven thousand (7,000) Greenwich residences utilize private wells for their water supply with generally no fluoride or scarce trace amounts. In addition, bottle water is fluoride-free and toothpaste provides minimal fluoride amounts. The weekly fluoride rinse initiative is offered to students in first through fifth grades in all eleven (11) elementary schools. Of the three thousand four hundred forty-six (3,446) eligible students, two thousand eight hundred fifty-eight (2,858) children participated or eighty-three percent (83%). Overall, the program participation rate remained the same as the previous year.

This year, success toward providing access to needed oral health care was achieved through the staff's outstanding effort in guiding families through the HUSKY application process. HUSKY children's dental reimbursement rates were increased in 2007. Recognizing that dental problems is one of the main causes attributed to absenteeism in school, the dental hygienists worked collaboratively with the staff in Greenwich Hospital's dental clinic, which now accepts HUSKY insurance to ensure prompt appointments and follow-up care. Continuing to work with the Access to Care Committee needed resources were also identified.

In addition to the public school curriculum, five (5) elementary school-based pre-schools and seven (7) pre-school programs were serviced with a total of two hundred fifty-four (254) exams conducted and thirty-three (33) educational classes taught. Assistance was given to two (2) Head Start programs (Giant Steps and Kid's Corner) so that compliance performance standards could be met for Federal funding. With 100% participation, thirty-four (34) children were examined. Dental services were also coordinated for nine (9) referrals and all received dental treatment. Lastly, the program served over five hundred (500) seniors through community outreach efforts. According to the literature, 30% of older adults have untreated dental caries and 50% have periodontal disease. Servicing the Town's senior population, the staff referred six (6) senior citizens from the Senior Center to a dentist for follow-up care and reached out to the homebound elderly through a telephone conferencing program.

In addition, a seminar about HUSKY insurance and access to dental care was offered to Head Start and Armstrong Court parents. This year, twenty-six (26) children were examined as part of the Department's comprehensive Well

Child Clinic. Notably, six (6) children or 23% required dental care. Both the Dental Hygienists and the Clinic's Nurse Practitioner collaborated on referrals and follow-up.

Finally, the staff participated in several Department of Health sponsored health fairs by distributing oral health literature. As part of the Town's Employee Health incentive, twenty-eight (28) employees were screened with 46% being referred for follow-up dental care. The staff also assisted the State of Connecticut Oral Health Program (which has recently received authority through legislative mandate) by participating in the *Give Every Child a Smile* program. As a result, twenty-eight (28) elementary students were referred to a local pediatric dentist for treatment. The program, which was based upon finances and the extent of work needed, was offered at no cost.

Caroline Calderone Baisley, MPH, RS
Director of Health

THE NATHANIEL WITHERELL

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	221	227	228
Expenditures:			
Current	\$15,983,473	\$15,989,998	\$15,407,416
Capital	\$415,458	\$664,494	\$229,414
Total:	<u>\$16,398,931</u>	<u>\$16,654,492</u>	<u>\$15,636,830</u>
Revenue:	\$20,905,606	\$19,524,029	\$18,354,989

The Nathaniel Witherell is a municipal not-for-profit, 202-bed rehabilitation and skilled nursing center. Nathaniel Witherell offers Rehabilitation and Skilled Nursing care, with priority given to the residents of the Town of Greenwich on a 24-acre campus is located on Parsonage Road, only two miles from down town Greenwich. The organization utilizes a Person-Centered Care philosophy in all it does. This philosophy has the following components as its foundation: 1) Building Relationships 2) Maximizing Choice 3) Helping its residents achieve personal goals 4) Celebrating Life-Cycle events 5) Maintaining relationships to the external community 6) Transition support into the Witherell community 7) Collaboration with the entire Witherell team. Witherell is committed to providing the highest Quality of Life and Quality of Care possible for each patient and resident based on their individual needs in the areas of nursing, medical care, rehabilitation, social work, dining services, pastoral care and therapeutic recreation. TNW has supporting staff in areas of Engineering, Housekeeping, Laundry, Finance, Admissions and Administration, all of whom are equal and vital members of the total Witherell Care Team. Rounding out the Team are a medical staff, a 170 person Volunteers corps and a Family Council that represent the families of our residents and who are committed to enhancing our residents' quality of life. Nathaniel Witherell delivers customized care specific to each resident's needs. Whether a resident's stay is short-term or long-term, care is promoted through the writing of a Team Care Plan, written by a wide variety of clinicians, in areas that include but are not limited to the following:

- Rehabilitation – Orthopedic, Neurological, Cardiac and Medically Compromised
- Wound Management
- Pain Management
- IV Therapy
- Renal Therapy
- Enteral Feeding
- Coma Care
- Hospice
- End of Life Care
- Tracheotomy Care

The Nathaniel Witherell is governed by a nine-member Board of Directors with each director elected to a three-year term of office. The members of the governing body are:

- David Ormsby, Chairman
- Christopher Ann Thurlow, Vice Chairman
- David Ayres
- Thomas Saccardi
- Lloyd Bankson
- Paul Toretta
- Patricia Burns
- Frank Scarpa, MD
- Bruce Dixon

TNW TRI-ANNUAL VOLUME STATISTICS

	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Admissions	293	283	160
Discharges	289	258	169
Occupancy Rate	96%	94%	95%
Patient Days	69098	69,098	70,334
Revenue	\$ 20.9 million	\$19.5 million	\$18.4 million

<u>Source of Admission</u>	<u>2007-2008</u>	<u>2006-2007</u>	<u>2005-2006</u>
Greenwich Hospital	249	225	123
Other Hospitals	26	26	18
Skilled Nursing Facilities	9	13	4
Assisted Living Facilities	3	5	6
Home	6	14	9
Total Admissions	<u>293</u>	<u>283</u>	<u>160</u>

MAJOR ACCOMPLISHMENTS AND ACTIVITIES

- Rehabilitation and short-term admissions grew at TNW by 11%. This year 93% of the 293 admissions to Witherell were for short-term care.
- The increase in short-term rehab resulted in an increase of our Medicare census, which has now reached 12% of total volume. In addition, commercial insurance accounted for an additional 1% of total admissions.
- The annual State Survey was again very successful, with Witherell scoring better than the state average in the number of and severity of deficiencies. There were no deficiencies over Level E. TNW's Medicare Quality Indicator results continue to far exceed State and Federal averages with Witherell scoring better than the State and Federal results in 29 of 36 categories.
- Financially, Witherell had its most successful year ever showing a net profit of \$47,169.
- The TOG TNW Building Committee has moved towards hiring an architect and a construction manager.
- Witherell recruited members to the Management Team in the following areas:
 - Social Work
 - Rehab Nurse Coordinator
 - Development
 - Medical Director
 - Administrative Assistant for Executive Director
- Witherell reduced its Full Time employee head count by 2 from 158 to 156
- Admissions up 3.5% from 283 to 293 in one year
- Medicare Days up 13.4% to 8,545 in one year
- Revenues up 7.0% to \$20,5905,606 in FY08, the highest in Witherell's history
- Popular Bill's Backyard BBQ and Oktoberfest completes their 3rd year
- Short-term ALOS holding at 25 +/- days for 2nd year in a row.
- TNW completes its 2nd successful corporate sponsorship with the Alzheimer's Association and sends a 26 member Witherell Team to participate in the Memory Walk

- Witherell employees receive three Town-wide Employee Recognition Awards in the areas of Customer Service, Excellence and Personal Achievement.
- Witherell doubles the number of Continuing Quality Improvement Committee Meetings from four to eight per year
- Witherell internal departments produce author evidence-based internal quality care annual initiatives
- Witherell's strategy of attracting short-term admissions from Westchester and Stamford shows signs of volume growth
- Witherell fills the final vacant seat on its Board of Directors
- Witherell initiates an evaluation of its Housekeeping and Laundries Departments seeking to identify and implement system improvements

William Kowalewski
Executive Director

DEPARTMENT OF SOCIAL SERVICES

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	58	70	71
Expenditures:			
Current	\$3,186,529	\$3,029,369	\$3,026,776
Capital	\$0	\$0	\$0
Total:	<u>\$3,186,529</u>	<u>\$3,029,369</u>	<u>\$3,026,776</u>
Revenue:	\$23,015	\$28,092	\$14,823

Note: 52 of the 58 budgeted positions in 2007-08 were filled (28 f/t and 24 p/t, seasonal, and temporary). Expenditures included: \$2,732,595 in operating expenses plus \$453,934 to External Entities. Operating expenses were reduced by -\$175,108 over last fiscal year. External Entities were increased by \$50,000 to TAG to meet budget shortfall. Revenues, generated only through Homemaker services, were down -\$5,077 from last fiscal year. This reflects a reduction in clients' ability to pay.

STATEMENT OF DEPARTMENT MISSION, GOALS, AND TARGET POPULATION

Mission: To protect and promote the welfare of the most vulnerable individuals in the community, through support and services of the highest quality, which maximize competency, independence, and quality of life.

Goals: To provide for basic human needs; maintain the integrity of families; strengthen residents' self-reliance and self-sufficiency; and promote positive social development and emotional adjustment for residents unable to access these services elsewhere.

Target Population: Greenwich's economically-disadvantaged residents; children and youth at risk of poor social or emotional adjustment; residents with confusion, dementia, and other declining abilities due to age and health conditions; those with intellectual disabilities and chronic mental illness; and those of limited income with physical and medical needs whose needs are not fully met by other agencies.

Oversight: The Department is overseen by the seven-member, policy-making Board of Social Services. Board members serve three-year terms. Board officers this year were Mrs. Kimberly Terrenoire, Chairperson, Mr. Steve Maxwell, Vice-Chairman, and Mrs. Diane Chiappetta-Fox, Secretary. Other board members were Mr. Steve Francis, Ms. Shirle Jankowich, Mrs. Mary Huyck, and Dr. Victoria deBary.

KEY DEPARTMENT OPERATIONAL ACTIVITIES IN '07-08

Restructuring Team Services. The Department continued to tighten its structure, by reducing the number of separate teams from three to two. The Mental Health Program was disbanded, and its clients dispersed across the two remaining teams, Adults & Family, and Seniors. The Family team now serves individuals up to age 54, and all families with children. The senior team serves individuals beginning at age 55 and above.

KEY SERVICES TO THE COMMUNITY IN '07-08

- **Direct Services.** Greenwich Department of Social Services (GDSS) offers the only single point of entry for case management services to individuals and families who have needs, often multiple and complex, and who have little economic and/or emotional ability to address them. The Department services are those of last resort after all efforts have been made to locate and engage other community resources. Those able to pay are referred to the appropriate community agencies, many of which collaborate with the GDSS on the best solutions to residents seeking services. Among many other local and neighboring agencies, our partners Greenwich Hospital, Housing Authority, the Dubois Center. Additionally, GDSS works closely with other

town departments, such as, among others, the Selectman’s Office, Health, Buildings, and Parks & Recreation, to coordinate services, such as evictions and condemnations, services for youth, and the general community.

- **External Entities.** For the past two years, GDSS has been assigned the responsibility for oversight of local Human Services Organizations that receive town funding to assist in services to residents. In FY ’07 – ’08, five such organizations, referred to as ‘External Entities’, received town funding of over \$453,000: Greenwich Adult Care, Liberation Programs, Inc., Shelter For The Homeless, TAG, and United Way of Greenwich (Youth Coordinator), and Share The Fare (through the Commission on Aging).

Services Provided. In FY ’07-08-GDSS provided services to 2,176 unduplicated clients (individuals and families). Services included casework, advocacy, and counseling on entitlement programs for children, youth, families, and seniors; clinical case management and supportive group therapy to the chronically mentally ill; and homemaker services to seniors and the disabled. Client profiles are depicted below.

Profile of Clients Served: FY ’07-’08													
Age	Total			White		Hispanic		Black		Asian		Other	
	M	F	Total	M	F	M	F	M	F	M	F	M	F
Under 18	101	81	182	45	32	39	30	11	10	3	2	3	7
[18-44]	141	611	752	55	165	55	316	21	88	2	17	8	25
[45 - 64]	168	384	552	109	180	44	121	7	54	4	12	4	17
[65 - 100]	173	514	687	113	360	26	65	8	30	7	15	19	44
100 and plus		3	3		3	0		0	0				
Total	583	1593	2176	322	740	164	532	47	182	16	46	34	93
				1062	696	229	62	127					
Percentage of total	27%	73%	100%	49%	32%	11%	3%	6%					
Other includes mixed race, West Indian, & unidentified													

General Casework & Case Management for Adults & Family Team (A&F): The A&F team provides casework and case management services to children and families in the 0-54 year old category.

- In FY ’07-’08, the A&F team served 1,270 unduplicated clients, which included families and individual adults under 55. The team served an average of 503 families per month. The largest number of requests for services included: counseling, assistance with state entitlement programs, health care access, energy bills, food acquisition and referrals to Neighbor-to-Neighbor, financial assistance, and evictions.
- **Youth Services.** The A&F team oversees two programs geared to Greenwich youth, The Greenwich Youth Conservation Project (GYCP), a 72-slot, summer employment, educational and socialization program for 14 and 15 year-olds; and the Byram Archibald Neighborhood Center (BANC) After-School Program for children in kindergarten through 8th grade. BANC served 43 children in FY’07-’08.
- **Community Gifts Program.** The A&F team oversees this program involving Town and private sector collaboration, distributing toys, food, cash, clothing and shoes, to Greenwich families in need. There are several component programs: the *Holiday Aid Program* provided for 868 eligible households (2570 individuals) during the Thanksgiving and December Holidays; The *Campership Program* provided partial and full scholarships to summer camps for 240 children ages three to fourteen, and 30 seniors, totaling 270 campers. The *Boots and Shoes Program* provided families with vouchers toward back-to-school footwear for 298 children, ages five to fifteen, through the *Salvation Army Emergency Aid Program*. The Salvation Army also provides other assistance, such as food vouchers, and financial assistance around specific needs.
- **Food Insufficiency:** GDSS screens and refers clients to Greenwich’s food and clothing bank, Neighbor to Neighbor. In addition, GDSS provides emergency food from the Department’s Food Pantry. This year, an average of 310 families, up from 264 last year, received food monthly.

General Casework & Case Management for Senior Team: The Senior team provides casework and case management services to the 55 and over population.

- In FY 2007-08, the Senior Services Team served 906 clients, of which 690 being 65 & over, and 30 clients were 95 and over. The team averaged a monthly caseload of 299 individuals. Serving this population often necessitates home visits; the team averaged 65 monthly visits. Casework Services are also provided to seniors in the Senior Center. This year the most used services in descending order were: counseling and/or issues relating to mental health, medical and health concerns, entitlements, housing needs (particularly around affordable housing opportunities), and long term-care issues.
- The team also provides protective services to individuals who are at risk of physical and/or emotional harm, financial exploitation or self-neglect. There were 11 unduplicated protective services clients opened during the fiscal year. The Senior Team also collaborates with the state on protective services clients.
- As part of the restructuring, the Senior team shares with the Adults & Families Team, the provision of mental health services. The Senior team serves adults 55 and over by offering on-going supportive services and clinical case management services. The team served 120 individuals this fiscal year. In addition to serving individual, caseworkers provided group counseling, including a weekly socialization group for clients who would otherwise remain isolated at home.
- **Homemaker Services:** The Greenwich Homemaker Service provides light housekeeping, laundry, meal preparation, and with a doctors authorization bath assistance to clients unable to manage these tasks themselves due to frailty or illness. In FY'07-'08, the Homemaker Service provided 13,225 hours of service to 148 seniors and individuals with disabilities, or an average of 1.7 hours per week per client.
- **Escorted Transportation and Errand Service:** The Department provides escorted transportation for medical appointments, prescription delivery, and shopping, to seniors, and the physically and mentally challenged clients who receive casework services from the Department. These clients are unable to pay for this service from private providers, and are in need of more than door-to-door transportation. Many also receive translation services for medical appointments. Services were provided to an average of 132 unduplicated clients per month in FY'07-'08.
- **Elderly /Disabled Renter's Program and Energy Assistance Program:** State law provides a renters rebate program for Connecticut renters who are elderly or totally disabled, and have resided in the state for at least one year, and have incomes below certain limits.
- **Renters Rebate '07-'08:** GDSS submitted 346 applications for renters rebate. 100% were granted with benefits to applicants totaling \$163,384.
- **Energy Assistance '07-'08:** GDSS accepted 353 applications, resulting in awards totaling \$113,745. 80% of households with completed applications received awards. Of the remainder, 16% had incomes that exceeded the maximum, and 4% were denied due to missing documentation.
- **Operation Fuel:** Operation Fuel is a privately funded fuel bank providing financial assistance to eligible low-income families with fuel or utility emergencies. GDSS administers the program and the United Way has acted as fiduciary until January '08, when Operation Fuel took over responsibility. This year the state also authorized Operation Fuel to administer 2.5 million dollars through the Clean Slate Program, avoiding shut-offs and life threatening emergencies to Connecticut residents with high utility arrears. Operation Fuel awarded \$26,493 to 79 Greenwich households. The amount represents a 140% increase over last year's awards, and a 64% increase in the number of households. Operation Fuel Clean Slate awarded \$19,213 to 23 Greenwich households.

Town Financial Aid: The Department disbursed \$181,000 to 342 Greenwich households to prevent evictions and utility shut offs, assist with health emergencies, assist with services and devices needed to keep seniors safely in their homes, and assist with emergency bills for individuals who suffered a loss of income.

DEPARTMENT ACCOMPLISHMENTS IN '07-08

- **Broadening Services to Community:** The Commissioner held a workshop, with the YWCA and the Police Department, on the prevalence and incidence of domestic violence for the community. The Commissioner also gave a presentation on the impact of domestic violence on children at the Child Guidance Center in Stamford.
- **EVOLV^{CS} Implementation:** GDSS completed the implementation of the EVOLV software. The Department hired a 25-hour Systems Manager, who has worked tirelessly to ensure accuracy of statistical data through ongoing staff trainings and intermittent upgrades to the system.
- **Measurement of Service Outputs:** With the EVOLV implementation, the Department is better able to quantify service delivery, produce statistical analysis, and assess ongoing needs, thus improving accountability. The Department also mailed 1200 self-administered qualitative measure that was mailed to clients served during the year. We had a 28% return (332) with over 90% satisfaction rate among respondents.
- **Student Interns:** GDSS re-instituted internships for students obtaining their Social Work Degrees. This year we had a Masters level student from New York University, and for the first time, an international student from a university in Jamaica, West Indies.
- **Monitoring Tool for External Entities.** The Department designed a monitoring tool for the external entities, which receive town funds through the Department. This quarterly tool will be implemented beginning in the next fiscal year.
- **External Collaborations.** The Department continues its collaborative relationships with many community service providers. The Commissioner, Deputy Commissioner, and direct service staff, sit on various boards and committees.

SPECIAL PROJECT PLANS FOR 2008-2009

- **GDSS Anniversary:** GDSS celebrates its 100th anniversary next year. Discussions are underway on how best to market this milestone
- **Strategic Planning:** The Board of Social Services has formed a strategic planning committee, to assess departmental services and balance these services with the needs of the community, with the aim of delivering services in the most efficient yet effective manner. This project will continue during the next fiscal year with the commissioner and other management staff looking at social services in other Connecticut Towns with the aim of developing a Best Practices Model.
- **EVOLV^{CS} System:** The Department will continue to use data derived from the new EVOLV^{CS} system to assist in service analysis, assessing the cost of delivering programs and services, as well as measuring their effectiveness and efficiency.
- **Monitoring External Organizations:** GDSS will begin monitoring external entities funded through the Department.

Victoria A. Anyikwa, Ph.D, MSW
Commissioner of Social Services
Greenwich Department of Social Services

**BOARD OF EDUCATION
NOT AVAILABLE AT TIME OF PRINTING**

GREENWICH LIBRARY

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted	66	66	66
Personnel:			
Expenditures:			
Current	\$8,017,272	\$7,614,187	\$7,263,907
Capital	\$1,289,343	\$540,692	\$139,657
Total:	<u>\$9,306,615</u>	<u>\$8,154,879</u>	<u>\$7,403,564</u>
Revenue:	\$1,417,447	\$1,403,996	\$1,428,715

Greenwich Library consists of the Main Library in central Greenwich, and the Byram Shubert and the Cos Cob branches. The book van delivery service expands the library's reach by serving older adults at housing complexes and senior residences.

The Town of Greenwich funds our annual operating and maintenance budget. The Trustees Development Office raises private monies to support initiatives of the Trustees, Friends and Staff for which public funding is unavailable. These initiatives include the enhancement and modernization of the Library programs, services and facilities. Membership contributions to the Friends of the Greenwich Library fund programs and other service initiatives.

The Clementine L. Peterson Foundation was established under the will of Clementine L. Peterson. Mrs. Peterson's gift was made in memory of her son, Jonathan, and her husband, J. Whitney Peterson. Foundation trustees, as distinguished from the Greenwich Library Board of Trustees, govern it. Mrs. Peterson's bequest enabled the construction of the 32,000-square-foot Peterson Wing. The annual distribution from the fund was used for maintenance, operation, and staffing for the area as well as for enhancing business and music materials and services.

MISSION AND VISION

The mission of the Library is to provide free and convenient access to information and to promote the love of reading and research, the joy of lifelong learning, and engagement with the arts, sciences and humanities. The vision of the Library is to provide the community with superior library services, to serve as the cultural and intellectual crossroads of Greenwich and to be a leader among public libraries.

THE GROWING IMPORTANCE OF BUSINESS SERVICES

In light of the current fluctuations in the American economy, the library's business services provide critical support for those looking for career opportunities or investment information. With the support of Peterson funding, the Library continued to offer attractive business programs covering topics ranging from Russia under Putinism to identity theft prevention and estate taxes. Austin Pryor of SCORE led "Becoming an Independent Consultant" to help participants determine their success potential, market their consulting services and learn to manage and retain their clients. *Greenwich Time* columnist Julie Jason presented "Retirement is a Joint Venture." She discussed issues facing couples such as who takes the lead on financial decisions, the role of children and step-children and legacy planning. Author Michael Stallard discussed his new book, *Fired Up or Burned Out*, the three keys that can empower leaders to transform even a lethargic, disconnected organization into an innovative and thriving workplace.

In partnership with the YWCA Women's Leadership Forum, the Peterson Business Program Series continued to offer high quality programs such as "Get Ahead by Going Abroad," and "The DNA of Leadership" with author Judith Glaser.

More than 40 local non-profit professionals gathered at Greenwich Library for a proposal writing workshop featuring Marilyn Hoyt, President and CEO of the New York Hall of Science. The training session was co-sponsored by the Greenwich Library Peterson Business Series and The United Way of Greenwich. Through the Foundation Center at Greenwich Library, patrons can access free resources to find grant opportunities, learn about grantmakers and discover non-profit best practices.

ACTIVITIES AND EVENTS FOR ALL INTERESTS AND AGES

The Greenwich community continues to turn to Greenwich Library as the source for high quality, free programs like author talks, concerts, workshops and training sessions. The Library's emphasis on highly relevant programming continued this year with events like a lecture by Olympic Gold medalist Dorothy Hammill to a children's Puppet Vaudeville performance to "Silicon Dragon: How China is Winning the Tech Race." Throughout the year, the Library offered 1,245 events drawing 45,941 participants.

Leaders from the corporate world convened in Greenwich on Thursday, March 6 as Indra K. Nooyi, Chairman and Chief Executive Officer of PepsiCo, was presented with Greenwich Library's prestigious Peterson Business Award at the 2008 Peterson Business Award Dinner. Nooyi, a Greenwich resident, described her love of libraries and their role in the formation of both her character and her career. She called the Library "a defining Greenwich institution... It's literally the center of town, the center of the community...It's my compass point for the Town, geographically and metaphorically."

World class musicians continue to perform in the Cole Auditorium. The Peterson Concert Series welcomed singer/songwriters Vance Gilbert and Lucy Kaplansky, as well as jazz luminary Mike Longo; while the Friends Cole Concert Series kicked off with renowned pianist Inon Barnatan, and then continued with two visits from the esteemed Musicians from Marlboro. The Henry A. Ashforth Children's Program Series presented the renowned duo of clarinetist Igor Begelman and bassoonist Larisa Gelman as well as the City Winds Trio.

Children's Services continued to offer Baby Lapsit, a program that, since its inception in 2000, has enjoyed enormous popularity. Baby Lapsit is geared to babies and their caregivers and was developed to encourage parents and caregivers to read aloud daily to their infants. The initial overwhelming response to the program has not dwindled over time. It is a valuable resource to build baby's vocabulary, stimulate his imagination and develop communication skills. Baby Lapsit is the first step in providing baby with a lifelong companion: books.

The Shakespeare series led by Bob Smith continued with discussions of *King Lear* and *Much Ado About Nothing*. The program, now in its seventh year, continues to draw large crowds. Beat Generation musician, writer and composer David Amram regaled the audience with tales of his collaboration with Jack Kerouac in developing the first jazz poetry readings. Patrons were delighted by the remarkable journey described in the play *Having Our Say: The Delany Sisters' First 100 Years*. The Library also staged readings of *Moonlight and Magnolias*, *Talley's Folly* and *Three Tall Women*. The annual Chinese New Year Celebration entertained a full house while displaying Greenwich's cultural diversity and highlighting the Chinese language book collection. The library offered 10 distinct monthly book discussion groups including the Foreign Affairs Book Group for adults and Junior Book Club for grades 3-5.

The Health Information Center continued to partner with Greenwich Hospital to offer patrons lectures on health and wellness strategies including cholesterol control, holistic weight loss, nutrition during cancer treatment, and navigating Medicare Part D.

BYRAM SHUBERT AND COS COB BRANCHES

The expansion and renovation of the Byram Shubert Library nears completion. Branch library services are temporarily housed at the community building of St. Paul Lutheran Evangelical Church adjacent to the library grounds. Despite the smaller temporary space, the branch staff made a concerted effort to provide the most

popular materials, resulting in a 13% increase in circulation at Byram. Concerted efforts are being made to keep the community apprised of progress as this project proceeds to completion.

The Friends of the Byram Shubert Library partnered with staff to provide a range of high quality programming to the community at the Byram Archibald Neighborhood Center and St. Paul Community Room. The Science of Magic, Recycle-o-Rama and the Steve Taylor Circus Puppet Show were just a few of the programs designed for children; while adults enjoyed Thursday evening music programs with Dave Rinaldi and the Igniters and Roylety Steel Band. Byram Friends gathered book and media donations from all over the community throughout the year for their successful book sales in November and May.

Cos Cob Library mounted rotating exhibits of community artists, both children and adults including a combined photo show by husband and wife librarian team Wayne Campbell and Wendy Silver entitled "Librarians Click Together." The Cos Cob Friends proved that "Life is a Beach" at their annual open house in September. In November, Cos Cob hosted a Tellabration, an annual national event celebrating the art of storytelling. Tom Callinan, Connecticut's first troubadour, entertained the Cos Cob community at a St. Patrick's Day program with singing, dancing and unique instruments including spoons and the wooden dancing man.

GREENWICH LIBRARY

The Friends Selective Eye Series presented a range of authors including Gerald R. Ford biographer Thomas DeFrank, author of *Write it When I'm Gone*; Heather Ewing, author of *The Lost World of James Smithson: Science, Revolution and the Birth of the Smithsonian*; and Nancy Horan, author of *Loving Frank*, historical fiction about famed architect Frank Lloyd Wright. The longstanding Poet's Voice Series offered Pulitzer Prize winning poet Paul Muldoon. The series was founded in 1977 in memory of Horace E. Manacher with the goal of bringing prominent poets to read their poetry in libraries in Fairfield County. The beloved Friends Friday Film Series screened a unique collection of new releases, classics and foreign films including *Breach* (2007), *Funny Face* (1957) and *Volver* (2006-Spain) and continues to draw an average audience of 180 to 200. The Oral History Project celebrated 35 years by inviting residents to add their stories to its collection of 800 memories of Greenwich. The effort resulted in 14 new interviews chronicling topics including life on the home front during World War II. The Flinn Gallery presented six shows including a retrospective by distinguished artist Robert Kaupelis; Food, Glorious Food, a collection of 80 works by 16 artists and the steel sculptures of Greenwich artist Taira. All of these programs were offered to the public for free through the generosity of the Friends of the Greenwich Library.

The Library's extended family consists of full and part-time staff plus volunteers who serve important roles as members of the Board of Trustees and Friends boards. All merit recognition for their accomplishments during the challenging, rewarding, and highly productive past year.

Barbara Ormerod-Glynn
Acting Library Director

PERROT MEMORIAL LIBRARY

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	44	44	44
Expenditures:			
Current	\$1,447,687	\$1,401,006	\$1,311,119
Capital	\$0	\$0	\$31,000
Total:	<u>\$1,447,687</u>	<u>\$1,401,006</u>	<u>\$1,342,119</u>
Revenue:	\$12,061	\$17,735	\$19,246

LIBRARY FACILITY IMPROVEMENTS

The Board of Directors of the Perrot Memorial Library takes great pride in their stewardship of the building and property for the benefit of the Greenwich Community. In the past year, the Board completed a historic restoration of the large Palladian window in the center of the rotunda on the second floor and replaced the cracked and broken windows in the Radcliffe Children's Library Program Room. During the infamous Patriot's Day storm in the spring of 2006, the "feather pen", an iconic symbol of Perrot Library, was torn from its perch on the weathervane on top of the cupola. We worked with local craft and tradesmen to restore and reinstall the copper pen. It now turns with the wind again for the first time in decades. These capital repairs and improvements were provided by financial contributions from the members of the Perrot Memorial Library Association.

LIBRARY STATISTICS

Library Visits	184,809
Items Borrowed	234,839
Days Open	337
Reference Questions	22,878
Public Internet Use	21,154
Program Attendance	11,121
Items in the Collection	
Adult Books	28,037
Children's Books	31,118
Music CDs	2,049
DVDs and Videos	4,277
Periodical subscriptions	110
Serial volumes (back issues)	1,995

Kevin McCarthy
Library Director

BRUCE MUSEUM
NOT AVAILABLE AT TIME OF PRINTING

**DEPARTMENT OF PARKS AND RECREATION
ADMINISTRATION**

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:			
Full Time	123	131	132
Perm Part Time	16	23	12
Expenditures:			
Current	\$11,909,979	\$11,959,987	\$11,611,187
Capital	\$1,689,147	\$1,767,000	\$1,018,620
Total:	<u>\$13,608,126</u>	<u>\$13,726,987</u>	<u>\$12,629,807</u>
Revenue:	Note \$7,089,144	\$5,263,011	\$4,919,444

Note: Includes Loan of \$1,500,000 for GEH Admin Building

MISSION STATEMENT

The Department of Parks and Recreation consists of a team of recreation professionals who provide high quality leisure opportunities within a healthy and attractive environment. We foster a sense of community spirit and civic responsibility through the use and preservation of the town's natural resources for the enjoyment of current and future generations.

The Department of Parks and Recreation was established on January 9, 1971, by a home rule amendment approved by the Representative Town Meeting on April 27, 1970. The Department, under the direction and control of the First Selectman, is headed by a Director of Parks and Recreation and includes the Division of Recreation, the Division of Parks and Trees, the Division of Marine and Facility Operations, and the Division of the Griffith E. Harris Golf Course.

The primary responsibility of the Department of Parks and Recreation is to provide leadership, planning, and direction in identifying, implementing, and administering the finance, personnel, areas, and facilities that are made available for leisure services. The primary objective of the department, in cooperation with other private and public agencies and departments, is to create wholesome and beneficial use of leisure for all Greenwich residents through recreational opportunities in our parks, programs, and facilities.

ACCOMPLISHMENTS FOR THE DEPARTMENT OF PARKS AND RECREATION

Fiscal year 2007-2008 represented another dynamic and challenging year for the Department of Parks and Recreation. Delivering high quality programs and facilities at reasonable price points continue as the fundamental tenets of our service deliverables. Major initiatives include:

- Golf Center Building project is moving quickly. P&Z final approval is expected at the October meeting and then the paper work is ready for Purchasing to bid out the project.
- The bunkers on holes 6 and 11 were redesigned and renovated and a new tee (for woman) was created.
- Renovations to cart paths on holes 7, 9, 11, 13 and 14 were completed.
- Replaced driving range netting.
- Approximately 4,000 town trees have been inventoried and entered into the Tree Inventory database.
- All three town ferry boats have passed dry-dock inspections.
- All three town ferry boats have passed US Coast Guard in-water inspections.
- The two existing floats and 59 docks have been demolished and replaced at the Byram Marina.
- Completed 5 piece docking system at Grass Island Launching Ramp.

- Completed the rewiring of the Cos Cob Marine Dock System to power deicers and installed safety lighting.
- Generated comprehensive report of field usage.
- Tennis and basketball court repairs – crack repairs and court painting were made to GHS and Byram Park Tennis Courts. This repair is a more permanent system and will last for a minimum of three (3) years. In total 11 courts were repaired.
- The Dorothy Hamill Skating Rink had a new and improved lighting system installed in the rink area, a new low-e ceiling, and the rafters were sanded and repainted.
- Amenities such as backstops, players' benches and safety fencing were added to some athletic fields this past year.

Joseph A. Siciliano
Director, Department of Parks and Recreation

GRIFFITH E. HARRIS GOLF COURSE

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:			
Full Time	9	9	9
Perm Part Time	1	1	1
Expenditures:			
Current	\$1,688,315	\$1,601,068	\$1,482,762
Capital	\$157,567	\$314,855	\$173,992
Total:	<u>\$ 1,845,882</u>	<u>\$1,915,923</u>	<u>\$1,656,754</u>
Revenue:	Note \$3,501,444	\$1,799,198	\$1,626,169
Rounds Played	44,536	42,448	41,558

Note: Includes Loan of \$1,500,000 for GEH Admin Building

[Dave D'Andrea, Operations Manager]

Golf Center Building: The project is moving quickly. P&Z final approval is expected at the October meeting and then the paper work is ready for Purchasing to bid out the project.

Holes 6 and 11 Improvements: The bunkers on holes 6 and 11 were redesigned and renovated and a new tee (for woman) was created. This was the next phase of the Master Plan for golf course improvements.

Cart Path Renovations: Also as part of the Master Plan implementation, renovations to cart paths on holes 7, 9, 11, 13 and 14 were completed.

Driving Range Netting: After much patching and other stopgap repairs, the driving range netting that was installed in 1992 (far exceeding its life expectancy) was replaced.

Survey: Each year the golf course surveys the golfers on pertinent and timely topics and policies affecting the operation of the course. This year was no exception and results have just recently been disseminated dealing with restaurant expansion, start times to make reservations, etc.

Tee Time Reservation System: Updates to the system were made to be more user friendly to the golfers and will continue to be made on-going basis.

Town Tournaments: Once again this year the golf course hosted the Town Championship Tournaments for men, ladies and juniors. All were very successful.

David D'Andrea
Golf Course Operations Manager

MARINE & FACILITY OPERATIONS DIVISION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:			
Full Time	20	20	20
Perm Part Time	5	5	1
Expenditures:			
Current	\$2,275,331	\$2,092,832	\$2,120,447
Capital	\$633,465	\$234,000	\$413,083
Total:	<u>\$ 2,908,796</u>	<u>\$2,326,832</u>	<u>\$2,533,530</u>
Revenue:	\$1,928,911	\$1,989,516	\$1,891,983

The Marine and Facility Operations Division of the Department of Parks and Recreation is accountable and responsible for all municipal beaches, ferry services, off-shore islands, boating facilities, all harbors, and use of and traffic in the waters of Long Island Sound and elsewhere, subject to the jurisdiction of the Town.

The division is responsible for the planning, construction, development, service, maintenance, alterations, repair, and storage of all physical properties under the control of the Department of Parks and Recreation. Its superintendent acts as a local enforcement officer in implementing Town, state and federal policies with regard to all marine activities, both private and municipal. Staffing consists of 20 permanent full-time positions and 80 seasonal positions.

BEACH ATTENDANCE

Byram Beach	81,202
Greenwich Point	566,675
Great Captain Island	3,331 *
Island Beach	43,595 *

** Ferry Service only; not included are those who use private transportation.*

PARK PASSES

A total of 43,923 seasonal park passes were issued to the residents of Greenwich. The breakdown is as follows:

<u>Pass Type</u>	<u>Number Issued</u>
Adult	28,044
Child	8,640
Senior	7,116 *
Nanny	111
Summer Adult	8
Summer Child	4
*1st yr. of 3 yr. Card	
<u>Total</u>	43,923

HARBOR AND BOATING FACILITIES

The Harbor and Boating Facilities consist of four marinas. They are located in Byram, Cos Cob, Grass Island, and Greenwich Point. Use Permits are required for each vessel using our municipal boating facilities. The Marine Facility Operations Division issued 1,533 use permits. The division issued 521 boat slips, 362 out water moorings, 354 trailer launch permits (including 30 non-resident launching permits), 113 dry sail spaces, 136 boat rack spaces, 70 lockers, 448 boats in winter storage, and 183 trailers in summer storage.

Frederick J. Walters
Superintendent, Marine & Facility Operations

PARKS AND TREES DIVISION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:			
Full Time	74	78	79
Perm Part Time	5	5	0
Expenditures:			
Current	\$4,652,866	\$4,621,311	\$4,467,223
Capital	\$781,590	\$934,000	\$421,678
Total:	<u>\$5,434,456</u>	<u>\$5,555,311</u>	<u>\$4,888,901</u>
Revenue:	\$20,975	\$29,835	\$11,954

[Bruce Spaman, Superintendent /Tree Warden]

The character of a community can be defined by its people and culture. Greenwich is uniquely fortunate to have those attributes set against the backdrop provided by its extensive collection of parks, shade trees, street trees, beaches, and Long Island Sound. The quality of life in Greenwich is greatly enhanced by well-designed and maintained formal parks, passive and natural recreation areas, delightful 'pocket parks', floral streetscape gardens, and scenic beaches.

The Parks and Trees Division is responsible for the maintenance of all parks, playgrounds, school campuses, athletic fields, passive recreation areas, beach parks, traffic circles, public cemeteries, shade trees, roadside trees, and public grounds under the jurisdiction of other departments of the Town (i.e. fire and police stations, Town Hall, libraries, etc.).

PARKS DEPARTMENT

[William Burgess, Parks Operations Manager]

The Parks Division provides professional grounds maintenance services to all areas within our realm of responsibility, paying particular attention to formal parks and streetscapes in high use areas. Plants are selected that are attractive and pleasing, yet reasonable to care for and hardy enough for urban growing conditions. Maintenance responsibilities also include the collection and removal of leaves in parks and Town properties and assisting the Department of Public Works with ice and snow removal.

The Parks Division operates from five regional locations:

- Bruce Park (located at the Roger Sherman Baldwin Park complex),
- Boney Park,
- Byram Park,
- Montgomery Pinetop
- North Street (adjacent to North St. School)

Each area has a foreman and staff who maintain parks in their district as well as fire stations, libraries, traffic islands, and abandoned cemeteries. In addition, over 300 neighborhood cul-de-sac 'islands' are landscaped and maintained by the Parks Division.

The Parks Division continues to work cooperatively with community groups on various special park improvement projects that are in accordance with the Master Plan for the Department of Parks and Recreation.

TREE DEPARTMENT

[Steven Gospodinoff, Tree Operations Manager]

The Tree Department is responsible for the care and maintenance of all trees on roadsides, in parks, schools, and all other Town owned properties. The Tree Department is trained and equipped to provide a complete range of tree care services for the Town of Greenwich. Tree care services include tree removal, stump grinding, safety pruning, maintenance pruning, bracing, cabling, tree planting, insect & disease control, hazard tree evaluation, and tree value appraisal. The Tree Department is equipped with dump trucks, crane hoists, wood chippers, aerial lift trucks, high pressure tree sprayers, and stump grinder.

The Tree Department removes dead and dangerous trees along public roads promptly in order to limit the Town's liability and to provide for the public's safety and convenience. Tree crews are on call at all times for trees damaged during occurrences of extreme weather. Trees and limbs are cleared from streets and Town properties to provide access for emergency services and to restore normal traffic conditions.

Trees are systematically inspected and pruned in parks, school campuses, roadsides, parking lots, and other Town facility properties to remove dead limbs for purposes of public safety. Ornamental and shade trees are also pruned to promote health and vigor as well as to enhance aesthetic appearance.

Town trees are also inspected and monitored for damaging insect and disease problems. Historically, insects and diseases have devastated some important shade tree and street tree species. All but a few American Elm trees have succumbed to the 'Dutch Elm Disease'. There is currently a program to attempt to save some remaining significant elm trees in Greenwich with injections of fungicide. The American Chestnut tree has been eliminated from our streets, parks, and forests as a result of the 'Chestnut Blight' disease imported into this area in the early 1900s. Other trees similarly endangered are the White Ash (Ash 'Yellows' disease), Eastern Hemlock (Hemlock Woolly Adelgid insect), and Butternut tree (canker disease). These trees will be inspected, monitored and treated if feasibly possible.

Although many trees are removed for reasons of public safety and scheduled management, many new trees are planted to replenish our Town's tree population. The Tree Department crews planted 259 shade and ornamental trees in the spring, summer and fall of 2006. Trees were selected that would conform to the limitations of a specific site. Trees planted under utility lines were selected so that their mature form would fit that site without any significant conflicts with overhead utility lines in the future. Small, medium, and large size shade trees were placed where they would fit the site and develop to their natural form while being compatible with the buildings, sidewalks, utilities, and the infrastructure around them. Diversity of the tree population with regards to tree species, form, function, and aesthetics was also considered when planting trees. This is important so that the town tree population would not become a monotonous collection of similar trees or become vulnerable to tree damaging insects or diseases.

TREE WARDEN

[Bruce Spaman, Superintendent / Tree Warden]

As Tree Warden, the Superintendent of Parks & Trees is responsible for the enforcement of state and local laws pertaining to trees and plantings on all Town properties. This includes state mandated posting of trees for removal for public safety purposes or unavoidable conflicts with infrastructure improvements. Every city and town in Connecticut is required to have an appointed tree warden (Connecticut General Statutes, Section 23-58). The legislative intent of this statute is to assure that municipalities maintain, care for, and protect a valuable and essential natural resource -- municipally owned trees. It is the responsibility of the tree warden to ensure that public trees are properly maintained, removed if deemed hazardous to the public, and replaced with appropriate species for the location.

TURF OPERATIONS

[Timothy Coughlin, Turf Operations Manager]

Since 1999 the Parks and Trees Division has assumed the responsibility of the care and maintenance of all school campuses and athletic fields. The Turf Operations Department of the Parks and Trees Division is now responsible for the management and care of all athletic fields in the Town of Greenwich.

There are 60 public athletic fields in Greenwich located on 15 school campuses and in parks. Over 4.5 million square feet (104 acres) of athletic turf are maintained. A variety of field sports are played on Greenwich's athletic fields including baseball, softball, football, lacrosse, soccer, little league baseball, cricket, rugby, tee-ball, field hockey, lawn bowling, and croquet.

Over the past five years five artificial sports turf athletic fields were constructed at Greenwich High School. These facilities will be complemented by a recently renovated baseball field and a new girl's softball field. All seven fields are owned by the Board of Education and maintained by the Turf Operations Department.

Turf Operations also maintains the Lawn Bowling / Croquet green in Bruce Park. Turf Operations is located at the North Street maintenance facility adjacent to North Street Elementary School.

The superintendent of parks and the turf operations manager have drafted a comprehensive Athletic Field Inventory and Management Plan to guide the maintenance and renovation of all athletic fields. Standard routine management practices for the athletic fields include fertilization, aeration, insect & disease control, mowing, lining, seeding, sodding, weed control, irrigation, drainage, fencing, and complete field reconstruction.

Bruce Spaman
Superintendent, Parks & Trees/Tree Warden

RECREATION DIVISION

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:			
Full Time	11	14	14
Perm Part Time	4	11	9
Expenditures:			
Current	\$ 1,703,810	\$2,176,248	\$2,110,710
Capital	\$ 125,525	\$40,000	\$9,867
Total:	<u>\$ 1,829,335</u>	<u>\$2,216,248</u>	<u>\$2,120,577</u>
Revenue:	\$ 1,637,035	\$1,443,656	\$1,389,348

[Peter Mandras, Superintendent]

The Recreation Division is responsible for the implementation of both active and passive recreation and leisure programs to meet the needs and interests of Greenwich residents. Approximately 200 part-time employees and a multitude of volunteers supplement the full-time staff. The division has several facets of operation that include organized recreation, senior services, and specialized recreational facilities.

ORGANIZED RECREATION

The division works to provide safe and pleasurable recreational services. A wide variety of programs are offered at facilities throughout Town.

RECREATION DIVISION HIGHLIGHTS IN 2007-2008

- Summer Fun was moved to the newly renovated Bendheim Western Greenwich Civic Center – number of participants increased.
- Tennis and basketball court repairs – crack repairs and court painting were made to GHS (four middle courts), and Byram Park Tennis Courts. This repair is a more permanent system and will last for a minimum of three (3) years. In total 11 courts were repaired.
- Tennis courts at Binney Park, Loughlin Ave., and Bruce Park had a new fence put in around the perimeter of the courts.
- Halloween Happenings was also moved back to the Bendheim where it originated 25 years ago.
- Fall Field Hockey held its first Jamboree on the GHS turf hosting teams from 5 towns.
- A benefit concert featuring “The Short Bus” and “The Irish Band” held at Eastern Greenwich Civic Center raised \$7,000 for the Parks and Recreation Scholarship Fund as well as providing an evening of outstanding entertainment.
- The Dorothy Hamill Skating Rink had a new and improved lighting system installed in the rink area, a new low-e ceiling, and the rafters were sanded and repainted.
- Amenities such as backstops, players’ benches and safety fencing were added to some athletic fields this past year.
- A new set of soccer goals were retrofitted to existing ring boards.

VOLUNTEERS

Over the course of the year the Recreation Division utilized the help of more than 1,000 volunteers with various sports programs and special events. Volunteers are trained by the division for program safety and basic first aid prior to the start of each program.

GIFTS, SCHOLARSHIPS & CAMPERSHIPS

- A gift of \$25,000 was accepted by the RTM and received by the Recreation Division from RBS Greenwich Capital for the annual Fireworks display at Greenwich Point Park and Binney Park. Gifts in the amount of \$2,500 from Mickey Yardis and the Greenwich Cup Racing Competitions and \$2,500 from the Second Congregational Church all helped to support scholarships for needy residents.
- The Recreation Division also provided partial scholarships for youth programs in Town. The Scholarship Fund is supported by local donations and applicants are screened by the Department of Social Services to ensure confidentiality. The amount of \$17,724 in partial scholarships was given to 109 Greenwich children in the past year.
- An additional 34 camperships to the Town's summer programs were provided to the Recreation Division through the cooperation of the Recreation Division and the Department of Social Services.
- The Second Annual Barbara Boruchoff Winer Memorial Awards were presented to two young ice skaters for their work ethic and potential in figure skating. These awards were funded by a \$30,000 gift to the Parks & Recreation Foundation by the Boruchoff Family.
- The Greenwich Chamber of Commerce donated \$1,500 to the Recreation Division to sponsor The Tuesday Noon Time Concert series at Greenwich Commons.
- The Silver Shield Association, Greenwich Firefighters Local 1042, and Greenwich Emergency Medical Services (GEMS) combined their talents for a benefit softball game, raising over \$3,000 for the Recreation Scholarship Fund. Notable area celebrities also participated.

ATHLETIC FIELD SCHEDULING

Excluding usage by the Board of Education (largest field user) there were over 26,100 field hours scheduled by permit this past year, an increase of almost 1,600 hours. Over 850 individual field permits were issued during the year for the 53 baseball diamonds and athletic field areas scheduled by the Recreation Division staff. The scheduling of baseball and softball fields in double shifts during the spring contributed to the increase in use.

The Recreation Division continues to charge a field user fee for all Town and non-Town programs on Town fields. Over 12,350 field users were registered for the past year.

For the first time, winter use on two of the artificial turf athletic fields at Greenwich High School (fields #6 and #7) was monitored by the Recreation Division when weather and field conditions permitted. Over 50 days were monitored with over 800 users.

SPECIAL EVENTS

Independence Day Fireworks 9/11 Ceremony	Sandblast Sand Sculpture Halloween Happenings	Adopt A Dog, Dog Show Salute to Veterans
Kite Flying Festival	Cook Your Buns Race	Movies in the Park
St. Patrick's Day Parade	Roller skating	Knights of Columbus Flea Market
Sunday Evening Concerts	Concours D'Elegance Car Show	Town Women's Golf Tourney
Lunch with Santa	Greenwich Pt. Biathlon & Triathlon	North Mianus Carnival
Farmers Market	Susanah's Run	Touch-A-Truck
Lion's Club Easter Egg Hunt	Beachfront Bushwhack 5 Mile Race	Island Beach 2-Mile Swim
Family Movie Nights	Greenwich Ave. Teen Initiative	Chamber of Commerce Tree Lighting
Town Wide Tennis Tourney	Cos Cob Carnival	Young Life Movie Night
Tour De Greenwich Bike Race	Town Men's Golf Tournament	Town Holiday Tree Lighting
Glenville Carnival	Jazz on the Sound	Safe Cycling The Ride
Jim Fixx Memorial Day Road Race	Saturday Night Lights	O.G. School Pumpkin Patch Festival
Wednesday Concerts in the Park	Town Figure Skating Competition	Perrot Library Movie Night
	Tuesday Concerts on the Green	

Red Cross 5k Run	Greenwich Point 1 Mile Swim	Septemberfest
Democratic Rally	Byram Memorial Day Service	Glenville Memorial Day Parade
Hospice Tree Lighting	Folk Concert- Upper Havemeyer	Steve Wilson Memorial Concert
Kids Triathlon	Cos Cob Ice Cream Social	Jingle Bell Jog
Israel Independence Walk	ARC Walk at Gr. Point	Animal Control Walk
Breast Cancer Awareness Walk	G.C.C. Scarecrow Festival	O.G. Festival of Lights
Silver Shield Concert in the Park	Step it up Congress Walk to cut greenhouse gases	Shakespeare in the Park

The Recreation Division plans and assists with approximately 100 special events throughout the Town during the course of the fiscal year.

SUMMER PROGRAMS

Under Organized Recreation the Division offers four summer programs for children. These programs are structured differently in order to help parents meet various childcare issues.

- Kamp Kairphree runs four two-week sessions out of the Eastern Greenwich Civic Center and Greenwich Point. 540 children participated in a variety of activities that included beach days, roller-skating, special trips, boating, and arts and crafts.
- Summer Fun I & II is a popular drop-in program that allows parents to pick and choose days and times that are convenient to them. Participants (104) are offered a variety of activities that include cookouts, games, special events, and craft projects.
- Music & Art Program had 146 participants. This five-week program offers music instruction in the morning and art in both the morning and afternoon. The program ends the season with an evening concert and art exhibit.
- Skatepark Ramp Camps run for 4 weeks in the summer. This program offers skateboarders and inline skater's free skate time, a lesson, other fun games, and a chance to cool off in the sprinkler. Last year the camp had 64 participants in the 4 weeks that it was offered.

The Recreation Division continues to offer a variety of youth programs and sports clinics during school holidays and vacations. Our participants are given the opportunity to work on honing their skills and parents are relieved of childcare worries for a portion of the week. Examples of these clinics are Doyle Baseball Clinic, Girls Softball Clinic, and Indoor Soccer Clinics. In addition to this, one-week programs are offered at the end of August including Soccer With Aldwin, Mad Science Camp, Chess Camp and Future Stars Tennis and Sports Clinics. During school holidays and vacations we have offered a number of different special events such as roller skating, magic and puppet shows.

<u>PROGRAM</u>	<u>NUMBER OF PARTICIPANTS</u>
BASEBALL	644
DOYLE BASEBALL	48
SOCCER	991
GIRLS SOFTBALL	302
TENNIS CARDS & GUEST TENNIS CARDS	3,252
TENNIS CLINICS	317
PADDLE TENNIS	50
CO-ED VOLLEYBALL	180
MEN'S BASKETBALL	380
WOMEN'S SOFTBALL	218

MEN'S SOFTBALL	1,328
CO-ED SOFTBALL	76
GIRL'S BASKETBALL	69
CO-ED BASKETBALL (CHILDREN)	212
DROP-IN GYMNASIUM	574
SPRING SWIM	90
COS COB PRESCHOOL	30
FIELD HOCKEY	47
SUMMER SWIM	122
FAMILY SWIM	26
TBALL	144
SKATEPARK (10 day passes and annual members)	24
SKATEPARK CLINICS	48
INTRO TO LACROSSE	42
HALLOWEEN HAPPENINGS	145
LUNCH WITH SANTA	300
RAMP CAMP	67
SKATEPARK COMPETITION (2 PER SUMMER)	65
SKATEPARK TOTAL ATTENDANCE	2,863

Dorothy Hamill Skating Rink – In its thirty-eighth year of operation this fully enclosed facility offers a wide variety of winter programs including group lessons, hockey clinics, youth and adult hockey leagues, a Town-wide figure skating competition, general skating sessions, stick and puck sessions, birthday parties, school lessons, school fund raisers, and more. The rink is home site for a number of school teams; youth travel hockey and home rink for the Windy Hill Skating Club, Greenwich Blues Youth Hockey Association, Greenwich Academy, Greenwich High School and Eagle Hill School.

Eastern Greenwich Civic Center – Events that utilize the center include antique and train shows, car shows, seminars, banquets, senior citizen programs, dog shows, baby and bridal showers, and children's birthday parties. Also offered at the center are roller skating, men's basketball, recreation open basketball, softball pitching clinics, soccer clinics, basketball clinics, Tennis for Tots, Weight Watchers, Bridges Nursery School, Girls, Inc., Lunch with Santa, Old Greenwich Art Society Painters, Greenwich Police Training Classes, Greenwich Parkinson Support Group, Old Greenwich Garden Club, Old Greenwich Lion Club Pancake Breakfast, lunchtime basketball, indoor golf, continuing education classes, Halloween Happenings, and oldies dances. During the W.G.C.C. construction project the Eastern Greenwich Civic Center is serving as the home for their senior programs. The center serves as home for the Kamp Kairphree Summer Day Camp Program. The center also serves as home for the Old Greenwich Riverside Community Center.

Bendheim Western Greenwich Civic Center –The center completed a very successful first full year of operation on March 12, 2008. The center features a Technology Room, Weight Exercise Room, and a Multi Purpose/Gym, Dance/Exercise Studio, Community Room with an attached kitchen, and six activity rooms. The Civic Center meets the needs of the community by offering a wide variety of programs and services. Some of the services it offers are birthday parties, community meetings, basketball, volleyball, preschool programs, and a full facility day care, different sports programs and clinics for children, a dance exercise class and karate.

Greenwich Skatepark – The Greenwich Skatepark continues to meet the needs of inline skaters and skateboarders in Town. Open daily during daylight savings time, and on the weekends November – March, weather permitting closed December, January and February. The Skatepark provides a safe, supervised and fun facility for Greenwich youths six years and older. This year 2,863 youths in Greenwich and the surrounding area used the Skatepark on a drop-in basis, clinics, camps and birthday parties.

Owned and operated by the Parks and Recreation Department, the Skatepark is located on Arch Street in a section of the Roger Sherman Baldwin Park parking lot, designated for Town employee parking and the Arch Street Teen Center. The Skatepark consists of a series of ramps and rails two feet to five feet high. Some of the pieces include a four-foot half pipe, a series of quarter pipes, a fun box different height ramps, and rails. The park is always supervised with at least two trained and first aid certified staff on duty. The fees to use the park are \$175 annual membership with a prorated scale as the season progresses, to \$140 and \$100 depending on when you purchase the membership. Ten-day passes cost \$60. Residents of Greenwich are able to buy membership passes non-residents may enter the park for the \$10 day pass. All users must wear elbow, kneepads, and a helmet. Every participant must sign a waiver form, and a parent or legal guardian must sign for anyone under 18 years of age. The park also offers skateboard and inline lessons and birthday parties. The Skatepark was a gift from the Junior League of Greenwich in 2003.

Neighborhood Community Centers –The William A. Yantorno (Pemberwick) Community Center and the Cos Cob Community Center are used for numerous social and family activities throughout the year. The Cos Cob Center is used for the Preschool Playgroup Program. The William A. Yantorno Community Center is the home of Greenwich Green & Clean.

Dundee School Gymnasium – The gymnasium is available for a variety of recreational activities on a seasonal basis. The activities include volleyball, indoor soccer, basketball, and birthday parties and Future Stars Sports Camps. The Recreation Division supervises evening and weekend activities.

Tennis Courts – Monitored courts that can be reserved with a valid tennis card are at Bruce Park, Loughlin Avenue, Binney Park, Eastern Greenwich Civic Center, Eastern, Central and Western Middle Schools, Byram Park, and Greenwich High School. Courts that are not supervised and available on a first-come, first-served basis are at Lyon Avenue and Pemberwick Park.

Paddle Tennis Courts - Located in Loughlin Avenue Park in Cos Cob. Season runs from November 1st to April 3rd. Lighted courts are available 5 days a week, Monday through Friday 8:30 am – 9:30 pm. Saturday and Sunday from 8:30 am until dusk.

2007-2008 Fiscal Year Revenues

Organized Recreation	\$ 779,303
Eastern Greenwich Civic Center	190,231
Neighborhood Community Centers	27,301
Dorothy Hamill Skating Rink	462,557
Western Greenwich Civic Center	177,642
Totals:	\$ 1,637,034

Peter J. Mandras, Jr.
 Superintendent of Recreation

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH
NOT AVAILABLE AT TIME OF PRINTING**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

	<u>2007-08</u>	<u>2006-07</u>	<u>2005-06</u>
Budgeted Personnel:	1.5	2	2
Expenditures:			
Current	\$51,166	\$130,516	\$187,740
Capital	\$0	\$42,183	\$709,280
Total:	<u>\$51,166</u>	<u>\$172,699</u>	<u>\$897,020</u>
Revenue:	\$38,718	\$38,718	\$38,718

Note: CDBG Program Year is administered on a calendar year basis (January – December). Therefore, this report covers two program years, the second half of PY2007 (Jul. 1-Dec. 31, 2007) and the first half of PY2008 (Jan. 1-Jun. 30, 2008). Reported Current Expenditures represent annual program monies spent for Administrative budget while Capital Expenditures represent annual program monies expended as they are paid out to CDBG program recipients. Information and expenditures reflect data as of June 30, 2008.

PROGRAM DESCRIPTION

The Community Development Block Grant (CDBG) is one of the formula grant programs administered by the Community Planning and Development of the U.S. Department of Housing and Urban Development (HUD). The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C-5301 et seq. This program provides annual grants on a formula basis to eligible grantees (cities and counties) for the purpose of addressing the needs established by the local communities by providing decent housing, suitable living environment and expanding economic opportunities for low- and moderate-income persons and families. The Town receives entitlement grants (CDBG funds) to carry out a wide range of community development activities to improve community facilities and services through sub-recipients. The CD Administrator works with an Advisory Committee, CDAC, who recommends activities to be funded to the First Selectman. Attached is the CDAC membership list as of June 30, 2008.

STAFFING

HUD regulations limit the CDBG planning and administration budget with a 20% cap restriction on administrative expenditures. This means that the Town can only spend 20% of the total CDBG Entitlement grant plus the prior year's program income (if any) on administrative costs for CDBG related activities. To meet this challenge, the CDBG staff structure has been reorganized. A full-time Community Development Administrator manages the CDBG program with the support of a part-time administrative staff assistant (25 hours per week).

CDBG PY2007 ACCOMPLISHMENTS

During the last half of year 2007, the CDBG Office worked with non-profit agency sub-recipients to close out program activities that received 2007 CDBG funding from the Town. CDBG funds were utilized to carry out a wide range of community development activities to improve community facilities and services that benefit low- and moderate-income individuals. It should be noted that at least 51% of the total beneficiaries for activities supported with CDBG funds were low- and moderate-income. HUD requires that not less than 70% of the total available CDBG funds received should be used for activities that meet the 51% low/mod criteria. In Greenwich, 100% of the CDBG funds received and expended during py2007 benefited low/mod income persons.

Thirteen public service activities were completed at the end of CDBG program year 2007 (December 31, 2007). The following is a list of the accomplishments:

- A total of 138 low-income, transportation-disadvantaged individuals were provided with access to available (at no charge) rides to non-emergency medical, dental, physical therapy, well-baby clinic and rehabilitation appointments through the Transportation Service to Medical Appointments program of the Greenwich Chapter of the American Red Cross.
- A total of 766 children (ages 6-18) from low-income families were offered with access to available after school programs that focus on academic learning and character development through the Project Learn and Character Development programs of the Boys and Girls Club of Greenwich.
- A total of 554 clients (children and their families) from low-income, underinsured and uninsured households were provided with access to available mental health diagnostic and treatment services through the Child, Adolescent and Family Therapy (CAFT) program of the Child Guidance Center.
- A total of 135 clients (preschool children and their families) who are low-income public housing or Section 8 residents were offered access to affordable early childhood day care, which provided quality school readiness skills to better prepare the children as they enter Kindergarten through the Head Start program of the Family Centers, Inc.
- A total of 211 low-income public housing or Section 8 residents were provided with access to comprehensive vocational skills support, training and guidance programs as well as job search services, educational opportunities and job skills training to increase their employability or level of employment through the RITE program of the Family Centers, Inc.
- A total of 8,366 low-income persons were assisted and supplied with non-perishable, nutritious and healthy food directly by non-profit agencies through the Food Services program of the Food Bank.
- A total of 95 low-income elderly clients were provided with access to available quality health services such as health assessments, treatments, medications, therapies and personal care offered by the nurses through the Nursing Services program of the Greenwich Adult Day Care.
- A total of 20 low-income elderly clients benefited through the Care Plan for Caregivers program of the Greenwich Adult Day Care. Under this program, the caregivers (usually family members) for the elderly client were provided with access to counseling, education, support and referral services as they undertake the role of being a caregiver.
- A total of 40 persons (school-aged children and their families) from low-income households were provided with affordable before and/or after school child care services that offer homework assistance as well as recreational activities to avoid the risk of becoming latch key kids by receiving scholarship support through the Greenwich School Age Child Care program of the Greenwich Family YMCA.
- A total of 212 low-income, homebound and frail elderly were assisted and provided with access to a grocery shopping and case management program that enables the elderly to continue living in their homes through the Supermarketing for Seniors program of the Jewish Family Services of Greenwich.
- A total of 430 homeless individuals were assisted and provided with access to healthy (cold and hot) meals, emergency/overnight shelter, counseling, job training and other supportive services in a continuing effort to end (chronic) homelessness through the Food Services of the Night program at the Pacific House Shelter of the Shelter for the Homeless.
- A total of 39 homeless women were provided with access to available emergency and transitional housing services which include case management and supportive services to become self-sufficient and eventually move into a more stabilized housing environment through the Women's Housing program of St. Luke's Community Services (d/b/a St. Luke's LifeWorks).
- A total of 3,067 persons who are victims of domestic abuse violence (children and adults) were provided with access to available crisis intervention services and counseling support through the Domestic Abuse Services program of the YWCA of Greenwich.

Liberation Programs' Expansion of Latino programming, one of the public service activities recommended to receive 2007 CDBG funds was cancelled. This program offers comprehensive substance abuse prevention and treatment services, educational sessions, outreach, life skills and counseling services to the youth population in Greenwich. CDBG funds were requested to expand the program to include Latino programming to address the growing gap and needs of the Latino community. Liberation Programs notified the Community Development Office in November of 2007 that the Greenwich program did not experience the significant increase that was projected/expected in the number of Latino clients. Two CDBG funded rehabilitation projects were started by

the end of PY2007. These were the Family Centers Replacement of Roofs/Skylights and Water Pipes/Valves projects and the Housing Authority Town Hall Annex Hot Water System Replacement Project. Both projects are to be completed in 2008.

CDBG PY2008 GOALS

The Entitlement Grant received for program year 2008 was \$924,997. The following is a summary of the activities that were approved to receive CDBG funding as they provide services or improve community facilities to benefit low- and moderate-income Greenwich residents (Note that 2008 activities are underway):

Agency - Activity	CDBG \$	Objective	Goal
American Red Cross (Greenwich Chapter) - Transportation Service to Medical Appointments program	\$ 7,580	Transportation Services	Improve access to available (free) rides to medical appointments for low/mod income, transportation-disadvantaged individuals
Boys and Girls Club of Greenwich - Project Learn and Character Development Programs	\$ 9,580	Youth Services	Improve access to affordable after school services with academic & character development programs at youth centers for low/mod income families
Child Guidance Center - Mental Health Services Program	\$ 9,580	Mental Health Services	Improve access to mental health diagnostic & treatment services for low/mod income, underinsured & uninsured families
Community Health Center - Dental Center of Stamford	\$ 5,580	Dental Services For Seniors	Improve access to dental health services for low/mod income seniors
Family Centers - Head Start Preschool Enrichment Program	\$ 11,580	Child Care Services	Improve availability of affordable early childhood day care services for low/mod income public housing or Section-8 families
Family Centers - Reaching Independence Through Employment (RITE) Program	\$ 4,580	Employment Training (Vocational/Job Training)	Improve access to available vocational or job skills training & educational opportunities programs for economic opportunities & growth for low/mod income public housing or Section-8 residents
Food Bank of Lower Fairfield County	\$ 6,880	Basic Human Needs (Food Service Program)	Improve access to available basic human needs - nutritious & healthy food for low/mod income persons
Greenwich Adult Day Care - Health Program at GADC	\$ 7,580	Senior Services	Improve access to available quality health services for low/mod income elderly
Greenwich Family YMCA - Greenwich School Age Child Care Program	\$ 12,080	Youth Services	Improve availability of affordable before and/or after school child care services for low/mod income families
Jewish Family Services - Supermarketing for Seniors Program	\$ 8,580	Senior Services	Improve access to available grocery shopping & case management services for low/mod income, homebound & frail elderly
Kids in Crisis - Overnight Counselor/Supervisor at Teen House	\$9,580	Special Needs/Non-Homeless	Improve access to available emergency shelter and counseling services to abused and neglected children
Meals on Wheels - Food Service Program	\$8,580	Basic Human Needs (Food Service Program)	Improve access to available basic human needs - nutritious & healthy food for low/mod income persons
Shelter for the Homeless - Food Services Program	\$ 11,580	Basic Human Needs (Food Service Program) for the homeless population	End chronic homelessness & improve access to available services such as hot & cold meals, emergency/overnight shelter, counseling & support services for the homeless population
St. Luke's Community Services - Women's Housing Program	\$ 10,280	Operating Costs of Homeless/AIDS Patients Programs	End chronic homelessness & improve access to case management & supportive services to increase the number of homeless persons moving into permanent housing
YWCA of Greenwich - Domestic Abuse Services Program	\$ 20,880	Battered and Abused Spouses (and their children)	Improve access to available crisis intervention services & counseling support for battered and abused spouses and their children
ARC of Greenwich - Installation of Emergency Generators	\$ 49,548	Residential Group Homes for People with Disabilities	Improvements to group homes where individuals that are developmentally disabled or with severe mental disabilities reside
Domus Foundation - Domus House Rehabilitation	\$ 39,500	Residential Home (Youth at-risk)	Improvements to a residential facility home to teen boys who are at-risk (troubled)
Family Centers - HVAC and Parking Lot Resurface	\$ 46,370	Child Care Centers	Improvements to a child care facility where affordable child care services & programs are offered to low-income public housing or Section-8 families
Housing Authority of the Town of Greenwich - McKinney Terrace II Window Replacement	\$ 400,953	Public Housing Modernization - Affordable Rental Units	Improvements to an affordable public housing rental units to maintain affordability & energy efficiency to benefit low/mod income persons
Parsonage Cottage - Room Conversion at Parsonage Cottage	\$ 45,000	Residential Care Facility for the Elderly	Improvements to an affordable residential care facility for the frail elderly
Pathways, Inc. - Brookside Apartments Renovation	\$ 22,800	Residential Housing for Persons With Special Needs	Improvements to a residential housing property for low/mod income persons with special needs (chronic mental illness)
Transportation Association of Greenwich (TAG) - Installation of a Backup Generator	\$ 49,000	Public Facility	Installation of a backup generator to ensure that specialized transportation as well as emergency transportation is provided to transportation disadvantaged individuals without interruptions
United Methodist Church - CCI Building Rehabilitation	\$ 30,000	Public Facility	Improvements to a public facility where programs and services are offered to low/mod income persons (mostly public housing residents)
CDBG Administration	\$ 142,850	Planning and Administration of CDBG Program	Management of the CDBG program to ensure compliance with all federal, state & local administration requirements.

Princess A. Erfe
Administrator, Community Development

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MEMBERSHIP LIST

District 1 Mary G. Pellegrino	Board of Estimate & Taxation Michael S. Mason
District 1 – Alternate Mary M. Ambrogio	Greenwich Housing Authority Jonathan D. DuBois
District 2 Paul Settlemeyer	NAACP (Greenwich Branch) Winston Robinson
District 3 Thomas P. Conelias	NOW Phyllis Matthews
District 4 Vickie Stephan Dudas	Planning and Zoning Commission Margarita Alban
District 5 Jennifer A. Dayton, Chairwoman	St. Mary's/Hispanic Center Roberto Aveiro
District 5 – Alternate Samuel T. Telerico	Board of Social Services Victoria DeBary
District 6 Karen A. Sadik-Khan	Board of Social Services Mary Huyck
District 7 Linda Bruno	Board of Health Dorian Fabio
District 7 Kimberly Blank	Public Health Committee/League of Women Voters Stephanie R. Paulmeno
District 8 Christopher R. vonKeyserling	Citizen Participants (Public) Holly M. Delohery, Vice-Chair Shirley Jankowich
District 9 Paul Curtis	Alma Rutgers
District 10 Jean Aloe	
District 11 Dana G. Neuman	
District 12 Richard S. DiPreta	
District 12 – Alternate Miriam Mennin	
Board of Estimate & Taxation Nancy E. Barton	

ALARM APPEALS BOARD*

(4 year term)

(Term expires March 31st)

Thomas E. Zack (2012)
James Daine (2010)
Sean Turpin (2008)
Robert Fogg (2010)
Frederic H. Brooks, Jr. (2010)

Leslie Tarkington
Laurence Simon
Arthur D. Norton
Edward T. Krumeich, Jr.
Jeffrey S. Ramer
Nancy E. Barton
William G. Kelly
William R. Finger

ARCHITECTURAL REVIEW COMMITTEE*

(4 year term)

(Term expires June 30th)

Paul Pugliese, (2006) CHR
John Dixon (2006)
Kenneth Deck (2006)
Joeb Moore (2010)
Leslie Klein (2010)
Susan D. Elia (2006)
Frank C. Lionetti (2006)
Eric Rains (2010)
Nick Macri (2010)

BOARD OF ETHICS*

(3 year term)

(Term expires March 31st)

Robert F. Grele (2010)
Heather Parkinson-Webb (2011)
Louis P. Pittocco (2009)
Paul Debary (2009)
Jane A. Finn (2010)
Peter J. Tesei, Ex-Officio

BOARD OF ASSESSMENT APPEALS

(2 year term)

(Term expires December 31, 2007)

Richard Kriskey
Jeff Reardon
Bill Bambrick
Mary McNamee
Philip M. Skidmore

BOARD OF HEALTH

(4 year term)

Robert F. Carangelo (2010) CHR
Elaine M. Suchman (2008)
Forbes Delany (2010)
Naomi G. Tamerin (2010)
Marilyn R. Cahn (2012)
Peter A. Arturi (2012)
Robert L. Ailleo (2012)
Peter J. Tesei, Ex-Officio

Director of Health:

Caroline Baisley

BOARD OF EDUCATION*

(4 year term)

(Term expires in November)

Steven B. Anderson (2009)
Susan S. Ellis (2009)
Marianna Ponns Cohen (2011)
Michael C. Bodson (2011)
Natalie R Queen (2011)
Jonathan H. Cohen (2011)
Leslie B. Moriarty (2009)
Nancy S. Weissler (2009)

Superintendent of Schools:

Betty Sternberg

Deputy Superintendent:

BOARD OF PARKS AND RECREATION*

(4 year term)

(Term expires March 31st)

Rick Capozza (2012)
Nancy O'Brien Caplan (2010)
John Craine (2010)
William Dunster (2010)
Scott Johnson (2011)
Winston Robinson (2010)
Robert Oca (2011)
Richard Wellington (2011)
Diane Wren (2010)

Director:

Joseph Siciliano

BOARD OF ESTIMATE AND TAXATION*

(2 year term)

(Term expires December 31, 2009)

Stephen Walko, CHR
Michael S. Mason
James S. Campbell
Robert Stone

BOARD OF SELECTMEN

(2 year term)

(Term expires November 30, 2009)

Peter J. Tesei First Selectman
Linda Lavery Selectman
Peter J. Crumbine, Selectman

BOARD OF SOCIAL SERVICES*

(3 year term)

(Term expires March 31st)

Diane C. Fox (2009)
Mary H. Huyck (2009)
Victoria deBary (2010)
Stephen C. Francis (2010)
Kimberly Terrenoire (2011)
Elizabeth Menten (2011)
John Maxwell (2009)
James A. Lash, Ex-Officio

Commissioner of Social Services:

Dr. Victoria A. Anyikwa

**BUILDING CODE BOARD OF STANDARDS
AND APPEALS**

(5year term)

(Term expires March 31st)

Karen Cuscina
Thomas Cholnoky
Michael J. Franco
William Lavalette

COMMISSION ON AGING

(Terms expire March 31st)

Claire Whelan (2009)
Phyllis Pratt (2008)
Howard (Chip) P. Serrell (2011)
Catherine Brennan (2011)
Ruth Suh (2009)
Lori Jackson (2011)
Kristen N Greene (2010)

CONDEMNATION COMMISSION

(Term expires March 31st)

Gordon A. Ennis (2010)
Richard F. Kral, Jr. (2010)
Neil P. Ritter (2010)
Robert A. Perri (2010)
Joseph Ricciardi (2010)

CONSERVATION COMMISSION

(4 year term)

(Term expires March 31st)

Alexander Brash (2009)
William Rutherford (2009) CHR
Lisette Henrey (2011)
Nancy Dickinson (2007)
Eric Brower (2011)
Sue Baker (2009)

Renee Seblatnigg (2009)

Conservation Director:

Denise Savageau

CONSTABLES (2 year term)

(Term expires December 31, 2009)

James E. Clifford
Thomas O'Gorman
Philip M. Pittocco
Siegrun K. Pottgen
William Fassuliotis
Dominick R. Romeo, Jr.
James Fahy

CONSUMER AFFAIRS COORDINATOR

(Indefinite Term)

Anthony F. Belmont

FINANCE DEPARTMENT

(2 year term)

(Term expires December 31, 2009 except as noted)

Comptroller and Finance Officer:

Peter Mynarski

Assessor:

Ted Gwartney

Tax Collector:

Louis C. Caravella

Treasurer: Kathleen Murphy (Indefinite Term):

FIRE DEPARTMENT

Fire Chief:

Peter Siecienski

FLOOD AND EROSION CONTROL BOARD*

(4 year term)

(Term expires March 31st)

Aubrey E. Mead, Jr. (2011)
Anthony M. MacLeod (2009)
Leonard VanHouten (2009)
Edward J. Schmeltz (2011)
Peter J. Tesei, Ex-Officio

HISTORIC DISTRICT COMMISSION*

(5 year term)

(Term expires March 31st)

Phyllis Sheridan (2011)
Joan L. Faust (2009)
Elizabeth (Anne) Maletta (2008)
Susan Richardson (2012) CHR
Paul F. Hopper (2010)

Aris Crist (2013)
Peter J. Tesei, Ex-Officio

HOUSING AUTHORITY*

(5 year term)

(Term expires July 31st)

Abe Curdumi (2012)
George Yankowich (2009)
Bernadette Settelmeyer (2008)
Jonathan D. DuBois (2006)
Laura Murphy (2010)

**INLAND WETLANDS AND WATER
COURSES AGENCY***

(4 year term)

(Term expires March 31st)

Lawrence Perry (2009)
John R. Conte (2009)
William W. Galvin, III (2012)
Martin Kagan (2012)
Thomas R. Baptist (2009) CHR
Garrett L. Dietz (2012)
Robert V. Sisca (2012)

Inland Wetlands Director:

Michael M. Chambers

JUSTICES OF THE PEACE

(4 year term)

(Term expires January 5, 2009)

Fred Baker
Rocco Benvenuto
Sandra K. Bendfeldt
Elizabeth Bonsal
John P. Booth, Jr.
Carl G. R. Carlson, Jr.
Louis C. Caravella
James Clifford
Stuart Coan
Forbes Delany
Peter G. DiLeo
James Fahy
William R. Ferenc
Diane C. Fox
Betty Hauptman
Anthony Hayden
Joseph Huley
Jonathan D. Hunt
Ann S. Isaacson
Richard Kriskey
Lawrence Larson

Janet Lockton
Roger H.V. Lourie
Hilip Maymin
Penny Monahan
Mary Ann Mullen
Stephen Pierson
Stephanie Raia
Heather Reed
Dominick Romeo
Mary B. Romeo
Emil L. Smeriglio
David Stich
George Von Tobel

LAW DEPARTMENT

(Term at Discretion of Board of Selectman)

Town Attorney:

J. Wayne Fox

LIBRARIES

Greenwich Library:

Mario M. Gonzalez, Director

Perrot Memorial Library:

Kevin McCarthy, Director

NATHANIEL WITHERELL BOARD*

(3 year term)

(Term expires March 31st)

Christopher Ann Thurlow (2011)
Patricia Burns (2010)
Donald Fritz (2010)
David Ormsby (2009)
Paul Toretta (2010)
David Ayres (2010)
Burce D. Dixon (2010)
Andrew Miller (2009)
Thomas A. Saccardi (2011)
Francis J. Scarpa (2009)
Lloyd Bankson (2009)
Peter J. Tesei, Ex-Officio

Executive Director:

Bill Kowalewski

**PLANNING AND ZONING BOARD OF
APPEALS***

(4 year term)

(Term expires March 31st)

Patricia G. Kirkpatrick (2012)
David Weisbrod (2010)
Donald Kiefer (2012)
Robert Coulsen (2010)

Arthur Delmhorst (2010)

PLANNING AND ZONING COMMISSION*

(3 year term)

(Term expire March 31st)

Richard Maitland (2009)

Donald Heller (2010)

Paul S. Marchese (2008)

Raymond Heimbuch (2010)

Frederic Henry Brooks (2011)

Peter J. Tesei Ex-Officio

Town Planner/Zoning Coordinator:

Diane Fox

POLICE DEPARTMENT

Police Chief:

David Ridberg

PUBLIC WORKS DEPARTMENT

Administration:

Lloyd Hubbs, Commissioner

PURCHASING

Director of Administrative Services and

Purchasing:

Joan T. Sullivan

REGISTRAR OF VOTERS

(2 year term)

(Term expires January 2009)

Sharon B. Vecchiolla

Veronica B. Musca

REPRESENTATIVE TOWN MEETING*

(2 year term)

(Term expires December 31, 2009)

Moderator:

Thomas J. Byrne

Moderator Pro-Tempore:

Joan E. Caldwell

Clerk Ex-Officio:

Carmella C. Budkins

RETIREMENT BOARD*

(4 year term)

Fred M. Filoon CHR

Mark Kordick

James V. Lavin

Leland C. Selby

Comptroller:

Peter Mynarski

SHELLFISH COMMISSION

(4 year term)

Roger Bowgen (2009) CHR

Walton Alder (2009)

Susan Baker (2009)

Wilfred Cameron (2010)

Frank Cantelmo (2010)

William Grep (2010)

Peter Janis (2009)

Richard Kral (2010)

TOWN CLERK

(2 year term)

(Term expires December 31, 2009)

Carmella C. Budkins

STATE OF CONNECTICUT

Governor:

M. Jodi Rell

Lieutenant Governor:

Michael Fidele

State Senator:

William H. Nickerson

Secretary of the State:

Susan Bysiewicz

Treasurer:

Denise Nappier

Comptroller:

Nancy S. Wyman

Attorney General:

Richard Blumenthal

STATE REPRESENTATIVES

Assembly District 149:

Olivia Floren

Assembly District 150:

Lile Gibbons

Assembly District 151:

Claudia Powers

SUPERIOR COURT

Presiding Judge:

Edward Karazin

State's Attorney

Chief Clerk of Judicial District of
Stamford/Norwalk:

Donald J. Mastrony

Family Services Supervisor:

Janet Esposito-Daigle

Chief Adult Probation Officer:
Marin Roberson

PROBATE COURT

(Term expires January 2009)
David W. Hopper

STATE MARSHALLS OF GREENWICH

Joseph Purcell
Siegrun K. Pottgen

UNITED STATES

Representatives in Congress from Connecticut

1st Congressional District:

John B. Larson

2nd Congressional District:

Joseph Courtney

3rd Congressional District:

Rose DeLauro

4th Congressional District:

Christopher Shays

5th Congressional District:

Christopher S. Murphy

Senators from Connecticut

Christopher J. Dodd

Joseph I. Lieberman

*Board Members will serve without compensation.

DEMOCRATIC TOWN COMMITTEE

(6-30-08) As on file with the Town Clerks Office

District 1

Cornelius Grealy
Nancy C. Brown
Mary B. McNamee
Amy C. Olsen
Pamela Frederick

District 2

Stuart Coan
William T. Noble
Thomas Nacinovich
Frank Farricker
Brad Markowitz

District 3

Murray Paroly
Michael Aurelia
Philip Pittocco

District 4

Patricia Kantorski
Joseph Kantorski
Albert Shehadi
Elizabeth Shopvick
Samarpana Tamm

District 5

Sean Goldrick
Jennifer Dayton
Sarah Dickinson
Jeffrey Ramer
Elizabeth Bonsal
Shirley Jankowich
Jane Milliken

District 6

Gerald Pollack
Sarah Colombo
Anthony Hayden
Elizabeth Harkins
Barbara Hegarty
Katie Sterrett
John Harkins

District 7

Edward Krumeich
Richard V. Bergstresser
John W. Howard
Elizabeth Krumeich
Louis P. Pittocco
Phyllis Matthews

District 8

Judith Berg
Peter Berg
Alice DeVincenzo
James J. Fahy
Christine Edwards
Drew Marzullo
Virginia Gwynn

District 9

Robert Beerman
Donald Sargeant
L Lee Whitnum
Pamela Toper
George Toper

District 10

Michael Sandifer
William Grad
Charles Lee
Jeffrey Stewart
Shari Asher

District 11

Sigmund Beck
William Finger
Michael Chait
Harry LeBien
David Singer

District 12

Bill Bambrik
Polly Franck
Sandra Bednfeldt
David Roberson
Seymour Polansky
Shawn Asselin
Dominick Romero
Florence Spool

REPUBLICAN TOWN COMMITTEE

(6-30-08) As on file with the Town Clerks Office

District 1

Carl G. R. Carlson, Jr.
Mary G. Pellegrino
Ashley Liebre
Edward D. Dadakis
Carol A. Zarrilli

District 2

Kevin Brogan
Peter K. Joyce
Richard Kriskey
Cecilia Morgan
Suzanne Geiss-Robbins

District 3

Thomas P. Conelias
Louise T. Bavis
Jacqueline A Budkins
David J. D'Andrea

District 4

Alfred F. Camillo, Jr
John Thompson
Christian Antonik
John Wetmore

District 5

Ronald R. Lenihan
Philip Skidmore
Samuel T. Telerico
John R. Raben
William Grempp

District 6

Robert S. Stone
Marc Ducret
Lile R. Gibbons
David Noble
Aaron Kennon

District 7

Janet Lockton
Leslie T. Tarkington
Robert S. Searle
Winona S. Mullis
Marianne Gattinella

District 8

Michael Mason
David Theis
Kerrin Coyle
Anthony Tod Laudonia
Linda Moshier

District 9

James E. Clifford
Lucy A. Macaluso
Marc A. Bell
Susan E. Rogers
Joseph A. Ricciardi

District 10

Robert J. Richardson
Sandra N. Waters
Lloyd N. Hull
Lawrence E. Larson
Adalbert VonGontard

District 11

Despina Fassuliotis
Deborah Gunzleman
Stu Reider
Jack Kriskey
Marianna Ponns-Cohen

District 12

Richard Perri
Richard DiPreta
Nick Fortunato
Fred DeCaro, III
William Kalna

REPRESENTATIVE TOWN MEETING MEMBERSHIP

(as of 6-30-08)

Term Expires December 31, 2009

District 1, South Center

Mary M Ambrogio
Carl G. Carlson, Jr VCHR
George F. Chelwick
Norman R. Collins
Edward D. Dadakis
Frederkci R Feldman

Pamela Frederick
Margaret W. Frey
Timothy Gemelli
Nora Gentry
Dean L Goss CHR
Hans A. Helbig

Richard P. Holleran
Patrick F. Maher
Joan Pankosky
Mary G. Pellegrino, SEC
Julie L Ray
Carol A. Zarrilli

District 2, Harbor

Kevin J. Brogan, CHR
Duncan G. Burke
Nancy B. Burke
Carlo F. Cantavero
Donald R. Conway

J. Suzanne Geiss-Robbins
Joseph Kaliko
Nancy Marshall
Cecilia H. Morgan
Wilma Nacinovich, VCHR

Jill Oberlander SEC
Meredith Relyea
Mark Schroeder
Paul Settelmeyer
Douglas J. Wells

District 3, Chickahominy

Michael Aurelia
Louise T. Bavis, SEC
Mercedes Blackson

Thomas P. Conelias, VCHR
Murray S Paroly
Maude Ann Polo

J. Robert Tuthill, CHR
Claudia Velez
M. Michael Warner

District 4, Byram

Felix Andreoni
Frances Avery, SEC
John M Bambino
James Bonney
Russell Bowman
Vickie S. Dudas

Thomas J. Greco
Briian Harrod
Susan McCabe
Robert J. McKnight, Jr CHR
Alexander J. Popp, Jr

Maria M. Popp
Josiane Schaffner-Parnell
Donald R. Vitti
James T. Wahba
John B. Wahba

District 5, Riverside

Frederick L. Baker, III
Franklin H. Bloomer, Jr.
Robert K. Brady
Edward T. Broadhurst, III
Elizabeth C. Campbell
James H Daine

Jennifer A Dayton, SEC
J. William Drake
Laure B. Erickson
Mary S. Ferry, CHR
Gerald S Isaacson
Lucy B. Krasnor, VCHR

John W. Moffly
Karen S. Oztemel
Randall Smith
Samuel T. Telerico
James W. Vaughan
Anne Wichman

District 6, Old Greenwich

Neill J. Bulger
Thomas J. Byrne
Marilyn R. Cahn
Michael Carter
David W. Cox
Carol C. Ducret
Robert Guerrieri

John Harkins
Walter K. Howe
Coline Jenkin, CHR
Arline Lomazzo, SEC
Edward M Manganiello
Stephen Meskers
Patricia Nelson

Erford E Porter, II
Robert F. Robben
Barbara T. Rudd Nucci
Karen A. Sadik-Kahn
Joseph Stroll
Alexis Voulgaris

District 7, North Center

Amy H. Bibb
Kimberly Blank
Eleanor S. Bloom
Ellen Brennan-Galvin
Linda G. Bruno
Susan L Carmichael
Alice B. Duff

Karen Fassuliotis
Donald Hamilton
Tim Harkness
Randall Huffman
Angela M. Hyland
Mary A. Jacobson

Lucia D. Jansen
Roger H. Lourie, VCHR
Peter J. Quigley
Robert S. Searle, SEC
Valerie Stauffer, CHR
Joseph L. Williams

District 8, Cos Cob

Susie L. Anderson, SEC
John E Beckwith
Peter E. Berg
James G. Boutelle
Joshua H. Brown
Mary Bruce
Richard Bruce
Francis J. Burgweger, Jr
Nancy P. Chapin

Vincent DeVito
Charles L. Edwards, III
Christine L. Edwards
Gordon A Ennis
Steven D. Gross
J Todd Hahn
Jonathan Irvine
Richard Kral, Jr.
Genevieve Krob

Anthony Tod Laudonia
Drew Marzullo
David Melick
R. Blair Murphy
Peter Pellerzi
Alicia Shreders
John A Shulman
Christopher R. vonKeyserling

District 9, Pemberwick-Glenville

Jane W Arnone
Robert L. Beerman
Andrew Bernstein
Paul F. Curtis
Evan L. Delman
Vicent A. DiMarco, VCHR
Michael Dunne

Betsy S Frumin, CHR
Donna Guadoso-Zeale
Susan Morton
Anna B Napolitano
Adrian Pasternak
Frank P. Petise
Frank C. Rota

Jonathan Shankman
Gregory H Skidmore
Juan P Sosa
John F. Toner
Ralph Vizzari
Jennifer N. Young

District 10, North West

Jean Aloe
Gerald L. Anderson, VCHR
John H. Blankley
Robert M. Byrnes
Joan E. Caldwell, CHR
Carol M. Caroll
David W. Detjen

Swan M. Grant
Erica Hoffman-Purnell
Lloyd N. Hull
Hans Isbrandtsen
Robert V. Lardon
Lawrence E. Larson
John M. Lucaarelli

Bertram M Metter
Mark Pruner
Sabine H. Schoenberg
Alan A. Small
Emerson L. Stone
Louisa H. Stone
Dora Williams

District 11, North East

Michael Chait
Joseph Fahys
Despina K. Fassuliotis
Rosa A Fini
James Hann
James M. Hesburgh
Corinne A Hughes
Todd Kennedy, VCHR

Harry A. LeBien
Mary Hope Lewis
Fern M. Lindsay
Robert A. Maddux
Kunduck Moon
Neal Neilinger
Dana G. Neuman
Rosalind Nicaastro

Vinay S. Pande
Joseph L. Pellegrino
Katherine S. Prokop
Adam J. Savitz
Charles B. Seelig
Michael G Wacek
Mary S. Waldron

District 12, Havemeyer

Shawn Asseling
Bill Bambrick
Thomas E. Bancroft
Emil Benvenuto
Karl W. Bylciw
Harris Davidson
David L. DeMilhau
Richard S. DiPreta

Barbara G. Hindman
Robert C. Kavee
Robert T. May, CHR
Dolores McCollem
Miriam Mennin
Robert Perri, VCHR
Michael J. Petrucelli

Hope Polidoro
David Roberson
Sandra A Romaniello
Mary Romeo
Peter M Sherr
Cheryl P. Smith
Jane S. Sulich

Ex-Officio Members

Peter J. Tesei, First Selectman
Carmella C. Budkins, Town
Clerk

Peter J. Crumbine, Selectman
J. Wayne Fox, Town Attorney

Linda Lavery, Selectman

BET Members

Nancy E. Barton
James S. Campbell
William R. Finger
William G. Kelly

Edward T. Krumeich, Jr.
Michael S. Mason
Arthur D. Norton
Jeffrey S. Ramer

Laurence B. Simon
Robert S. Stone
Leslie L. Tarkington
Stephen G. Walko, CHR

**REPRESENTATIVE TOWN MEETING DISTRICTS
BOUNDARIES - REGISTERED VOTERS**

DISTRICT NO. 1 - SOUTH CENTER (Registered voters – 2,487)

Bounded on the north by the center of the Boston Post Road; on the east by the center of Brothers Brook; on the south by the center of the Metro-North Railroad; on the west by the center of Prospect Street from the Metro-North Railroad northerly to the Boston Post Road.

DISTRICT NO. 2 - HARBOR (Registered voters – 2,019)

Bounded on the north by the center of the Boston Post Road from Brothers Brook to the Mianus River; on the east by the center of the Mianus River and the center of Cos Cob Harbor and a line south from the center of the entrance of Cos Cob Harbor in Long Island Sound; on the south by the southern boundary of the Town of Greenwich in Long Island Sound from a line south of Cos Cob Harbor to a line south from the Metro-North Railroad underpass at Hamilton Avenue; on the west by a line from Long Island Sound directly north to Metro-North Railroad underpass at Hamilton Avenue, thence easterly along the center of the Metro-North Railroad from the underpass at Hamilton Avenue, to the center of Brothers Brook, thence northerly along the center of Brothers Brook to the Boston Post Road.

DISTRICT NO. 3 - CHICKAHOMINY (Registered voters – 1,230)

Bounded on the north by the center of the Boston Post Road from Western Junior Highway to Prospect Street; on the east by the center of Prospect Street southerly to the Metro-North Railroad; on the south by the center of the Metro-North Railroad to the underpass at Hamilton Avenue and thence northerly on a direct line to the intersection of Richland Road and Western Junior Highway, thence on the center of Western Junior Highway to the Boston Post Road.

DISTRICT NO. 4 - BYRAM (Registered voters – 2,205)

Bounded on the north from the center of Comly Avenue from the New York State line to the center of the Byram River; on the east by the Byram River southerly to Davis Avenue and then southerly from the intersection of Davis Avenue and the Byram River to a point 200 feet east of the New York State Line on the Boston Post Road, thence easterly on the Boston Post Road to Western Junior Highway thence southerly along the center of Western Junior Highway to the intersection with Richland Road, thence southerly on a direct line to the underpass of the Metro-North Railroad at Hamilton Avenue, thence directly south to the New York State Line in Long Island Sound; on the west by the New York State Line.

DISTRICT NO. 5 - RIVERSIDE (Registered voters – 2,645)

Bounded on the north by the center of the Boston Post Road; on the east by the center of Sound Beach Avenue to the center of Arch Street to West End Avenue and thence easterly on the center of West End Avenue to the center of Long Meadow Creek, thence south on the center of Long Meadow Creek and the center of Greenwich Cove to Long Island Sound; on the south by Long Island Sound; on the west by the center of Cos Cob Harbor and the Mianus River to the Boston Post Road.

DISTRICT NO. 6 - OLD GREENWICH (Registered voters – 2,757)

Bounded on the north by the center of the Boston Post Road; on the east by the Stamford City line to the southern boundary of Greenwich in Long Island Sound; on the south by the New York State Line in Long Island Sound; on the west by a line in Long Island Sound north to the center of the entrance of Greenwich Cove, thence along the center of Greenwich Cove and Long Meadow Creek leading northerly to West End Avenue, thence along the center of West End Avenue westerly to Arch Street; thence northerly along the center of Arch Street and Sound Beach Avenue to the Boston Post Road.

DISTRICT NO. 7 - NORTH CENTER (Registered voters – 2,790)

Bounded on the north by Pemberwick Brook from the center of Weaver Street northerly to Rockefeller Pond and thence by Sherwood's Brook northerly to Clark's Drive and thence westerly of the center of Clark's Drive to Pecksland Road and thence northerly by the center of Pecksland Road to Round Hill Road, and thence by the center of Round Hill Road southerly to Lake Avenue, and thence southerly by the center of Lake Avenue to North Maple Avenue, and thence by the center of North Maple Avenue and Ridgeview Avenue and Andrews Road to North Street, thence northerly along the center of North Street and easterly along the center of Fairfield Road to Stanwich Road; on the east by the center of Stanwich Road southerly to the Boston Post Road; on the south by the center of the Boston Post Road from Stanwich Road to East Weaver Street; on the west by the center of East Weaver Street to Weaver Street, and by the center of Weaver Street to Pemberwick Brook.

DISTRICT NO. 8 - COS COB (Registered voters – 3,582)

Bounded on the north by the center of Guinea Road; on the east by the Stamford City line from Guinea Road to the center of the Mianus River, then south along the center of the Mianus River to the Boston Post Road; on the south by the center of the Boston Post Road from the Mianus River westerly to Stanwich Road; on the west by the center of Stanwich Road northerly to Guinea Road.

DISTRICT NO. 9 - PEMBERWICK-GLENVILLE (Registered voters – 2,796)

Bounded on the north by the center of the Merritt Parkway from the New York State Line to the intersection with the Byram River; on the east by the center of the Byram River southerly to the intersection of Bailiwick Road, thence easterly on the center of Bailiwick Road to Riversville Road, then southerly on the center of Riversville Road to Pecksland Road, thence easterly on the center of Pecksland Road to Clark's Drive, thence easterly on the center of Clark's Drive to Sherwood's Brook, thence southerly along Sherwood's Brook to Rockefeller Pond, and thence by Pemberwick Brook to Weaver Street, thence on the center line of Weaver Street to East Weaver Street, and thence by the center of East Weaver Street to the Boston Post Road; on the south by the center of the Boston Post Road from East Weaver Street westerly to a point 200 feet east of the New York State Line; on the west from a point on the Boston Post Road 200 feet east of the New York State line northerly to the intersection of Davis Avenue and the Byram River, thence northerly along the center of the Byram River to Comly Avenue, thence westerly along the center of Comly Avenue to the New York State Line, thence northerly along the New York State Line to the Merritt Parkway.

DISTRICT NO. 10 - NORTH WEST (Registered voters – 2,947)

Bounded on the north by the New York State line; on the east by the center of Lake Avenue to Round Hill Road; on the south by the center of Round Hill Road to Pecksland Road, thence by the center of Pecksland Road to Riversville Road, thence on the center of Riversville Road northerly to Bailiwick Road, thence westerly on the center of Bailiwick Road to the intersection with the Byram River, thence northerly on the center of the Byram River to the intersection with the Merritt Parkway, then westerly at the center of the Merritt Parkway to the New York State Line; on the west by the New York State Line.

DISTRICT NO. 11 - NORTH EAST (Registered voters – 3,267)

Bounded on the north by the New York State line from Lake Avenue easterly to the Stamford City Line; on the east by the Stamford City Line southerly to Guinea Road, thence westerly along the center of Guinea Road to Stanwich Road, thence southerly along the center of Stanwich Road to Fairfield Road; on the south by the center of Fairfield Road westerly to North Street, thence southerly along the center of North Street to Andrews Road, thence westerly along the center of Andrews Road, Ridgeview Avenue and North Maple Avenue to Lake Avenue; on the west by the center of Lake Avenue from North Maple Avenue northerly to the New York State Line.

DISTRICT NO. 12 - HAVEMEYER (Registered voters – 3,007)

Bounded on the north and west by the Mianus River; on the east by the Stamford City Line; on the south by the center of the Boston Post R

