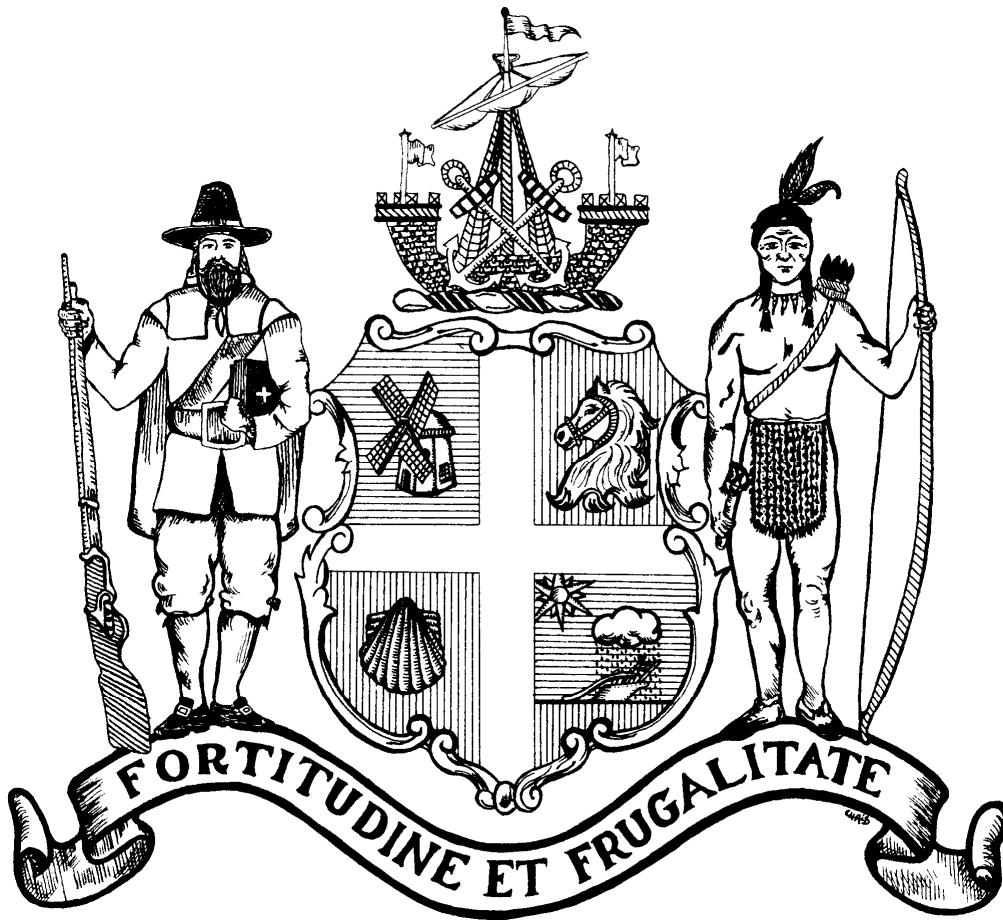


ANNUAL REPORT

July 1, 2009 – June 30, 2010

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, 2009 - JUNE 30, 2010

Published by the
Board of Estimate and Taxation

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**REPRESENTATIVE TOWN MEETING
MINUTES SUMMARY
2009-2010**

Regular Meeting – September 15, 2009 – 185 present – 41 absent- 4 vacancies

The following resolutions were adopted:

Appropriating the sum of \$40,000 to be added to Account No. Z312-59620-28007- Public Works-Round Hill Road Bridge.

Amending the Building Fee Permit Schedule.

Appropriating the sum of \$24,692 to be added to Account No. Z384-59700-21961 – Parks & Recreation-Marine Sewage Disposal Facility (MSDF).

Accept a grant in the amount of \$18,519.00 from the State of Connecticut, Department of Environmental Protection for construction and installations of a Marine Sewage Disposal System at Grass Island Marina.

Appointing Lisa More Bienstock a member of the Nathaniel Witherell Building Committee.

Appointing Joseph E.L. Rogers, an alternate member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/13.

Appointing Christine J. Chao a member of the Board of Social Services for a term expiring 3/31/12.

Accepting a gift, valued at \$25,562.09, from Greenwich Green and Clean for decorative waste receptacles for placement on Greenwich Avenue.

Authorizing the Conservation Commission to accept receipts from the Atlantic Center for the Environment.

Approving amendments to Chapter 9 of the Town Code – Waste and Litter (Refuse).

A resolution enacting a Child Safety Zone Ordinance was referred back to the Legislative and Rules Committee.

The remaining items on the call (items 14 thru 20 and 22) were postponed until the October 2009 meeting.

Regular Meeting – October 26, 2009 – 183 present – 46 absent – 1 vacancy.

Town Clerk Carmella C. Budkins swore in Jennifer Danzi and Steven Gordon, new members in District 8.

The following resolutions were adopted:

Appropriating the sum \$215,327 to be added to Account No. Z312-59120-219xx – Public Works – VAC-ALL.

Authorizing the acceptance of a gift, valued at \$1,150, an award to the GPD Special Response Unit for their participation in the 2009 Connecticut SWAT Challenge.

Appropriating the sum of \$100,000 to be added to Account No. Z384-59830-21962 – Parks and Recreation – Binney Park Improvements.

Accepting a gift of \$100,000 from the Old Greenwich Riverside Community Center for improvements to Binney Park Athletic Fields.

Approving the Community Development Block Grant Program for January 1, 2010 to December 31, 2010.

Approving the arbitration award between the Board of Education and Greenwich Organization of School Administrators for a period starting July 1, 2010.

Approving a motion to postpone indefinitely Items 2 thru 11, RTM rule changes.

Regular meeting – December 14, 2009 – 183 present – 44 absent – 3 vacancies

Town Clerk Carmella C. Budkins swore in John Eric Norrgard, a new member in District 6.

The following resolutions were adopted:

Adopting an ordinance establishing a municipal fine for Inland Wetlands violations.

Approving amendments to the Greenwich Municipal Code – Article 12-6 – Property Relief for Seniors.

A sense of the meeting resolution regarding reduction in operating expenses and reducing the mill rate increase was defeated.

A resolution appropriating the sum of \$18,000 for lighting upgrades to the Plaza parking garage was postponed until January 2010 meeting.

Regular Meeting – January 19, 2010 – 200 present- 29 absent – 1 vacancy

The meeting elected Thomas J. Byrne Moderator with a vote of 185 In Favor, 2 Against and 7 Abstentions.

The meeting elected Joan Caldwell Moderator ProTempore with a vote of 100 In Favor, 99 Against and 1 Abstention.

The following resolutions were adopted:

Appropriating the additional sum of \$18,000 to be added to Account No. G219-59820-21965 – Parking Areas and Improvements.

Accepting a gift from the Friends of Greenwich Point consisting of replacement signage and benches for Greenwich Point Park, valued at \$13,500.

Regular Meeting – March 8, 2010 - 202 present – 26 absent – 2 vacancies

Town Clerk Carmella C. Budkins, swore in John J. Thompson, a new member in District 4.

The following resolutions were adopted:

Appropriating the sum additional sum of \$45,000 to be added to Z312-59620-26032 – Public Works – Shore Road Bridge Rehabilitation.

Re-Appointing Paul Toretta a member of the Nathaniel Witherell Board for a term expiring 3/31/13.

Re-Appointing David Ayres a member of the Nathaniel Witherell Board for a term expiring 3/31/13.

Re-Appointing Bruce Dixon a member of the Nathaniel Witherell Board for a term expiring 3/31/13.

Re-Appointing Frederic Brooks a member of the Alarm Appeals Board for a term expiring 3/31/14.

Appropriating the additional sum of \$1,458,764 to be added to Account No. Z312-59600-219xx – Public Works – ARRA Pavement Restoration Project.

Appointing Gordon A. Ennis a member of the Condemnation Commission for a term expiring 3/31/12.

Appointing Richard F. Kral, Jr. a member of the Condemnation Commission for a term expiring 3/31/12.

Appointing Joseph A Ricciardi, Sr. a member of the Condemnation Commission for a term expiring 3/31/12.

Appointing Neil R. Ritter a member of the Condemnation Commission for a term expiring 3/31/12.

Appointing Gregory W. Schulte a member of the Condemnation Commission for a term expiring 3/31/12.

Accepting a gift from the Greenwich Point Conservancy to complete full restoration of the interior space and startup at the Innis Arden Cottage (Queen Anne Building), gift not to exceed \$750,000.

Accept a gift from the Green Fingers Garden Club for renovation of the area around the ferry boat landing.

Appointing Barbara Nolan a member of the Board of Social Services for a term expiring 3/31/13.

Appointing James B. McGuire a member of the Board of Social Services for a term expiring 3/31/13.

Appointing Stephanie Paulmeno a member of the Commission on Aging for a term expiring 3/31/13.

Re-Appointing Karen T. Lamonica a member of the Commission on Aging for a term expiring 3/31/13.

Re-Appointing Robert Grele a member of the Board of Ethics for a term expiring 3/31/13.

Amending the Appendix to Rules of RTM, Appendix B-Description of Standing Committees-Health and Human Services.

A sense of the meeting resolution stating that wireless telecommunications structures shall not be constructed within 1500 feet of any accredited school located in the Town of Greenwich.

Amendment to RTM rules – Section III – Organization and Procedures-A. Election of Officers was referred to the Legislative and Rules Committee for review.

Amending Section V.A.4 – Rules of RTM – Attendance of delegates to committees – failed.

Appointing Jane Finn to the Board of Ethics was postponed until April 2010 meeting.

Regular Meeting – April 12, 2010 – 192 present – 36 absent – 2 vacancies

The following resolutions were adopted.

A resolution recognizing to contribution and services of the late David H. Roberson, a Member of District 12.

Re-Appointing Jane Finn a member of the Board of Ethics for a term expiring 3/31/13.

Re-Appointing Serle Mosoff an alternate member of the Planning and Zoning Board of Appeals for a term expiring 3/31/13.

Appointing Lawrence Larson a member of the Planning and Zoning Board of Appeals for a term expiring 3/31/13.

Re-Appointing Nancy Caplan a member of the Board of Parks and Recreation for a term expiring 3/31/13.

Re-Appointing John Craine a member of the Board of Parks and Recreation for a term expiring 3/31/13.

Appointing Joan Caldwell a member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Appointing Joshua Brown a member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Appointing Robert Byrnes a member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Appoint David Detjen a member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Appointing Jill Oberlander an alternate member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Appointing M. Michael Warner an alternate member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Re-Appointing Robert Carangelo a member of the Board of Health for a term expiring 3/31/14.

Re-Appointing Naomi Tamerine a member of the Board of Health for a term expiring 3/31/14.

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

Appropriating the sum of \$600,000 from the Risk Fund Balance to Department #150 (Office of the First Selectman) Account No. 105-59940-21967.

Appointing Jane Arnone a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Robert Beerman a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing John Blankley a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Francis (“Kip”) Burgweger, Jr. a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Glen Canner a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Edward Dadakis a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Lloyd Hull a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Edward Manganiello a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing John Shulman a member of the RTM Claims Committee for a term expiring 12/31/11.

Appointing Robert Sisca a member of the Board of Ethics for a term expiring 3/31/13.

Re-Appointing Arthur Delmhorst a member of the Planning and Zoning Board of Appeals for a term expiring 3/31/13.

Appointing Louise Puschel a member of the Nathaniel Witherell Board for a term expiring 3/31/13.

Appointing Kurt Schaffir a member of the Board of Health for a term expiring 3/31/14.

Re-Appointing Victoria Debary a member of the Board of Social Services for a term expiring 3/31/12.

Appointing Michael Wacek a member of the RTM Labor Contracts Committee for a term expiring 12/31/11.

Amending the RTM Rules – Appendix B – Description of Standing Committees – K. Transportation Committee.

Approved the lease agreement with the Greenwich Teen Center, Inc. for the space at 100 Arch Street.

Appointing David Weisbrod to the Planning and Zoning Board of Appeals was postponed until the June 2010 meeting.

Appointing Catherine Weisenburger, William Dunster and Patrick Slyne members of the Board of Parks and Recreation was postponed until the June 2010 meeting.

Regular Meeting – May 10, 2010 – 216 present – 12 absent – 2 vacancies

A motion to reduce \$744,577 from Fixed Charges Account 901 Employee Benefits was lost.

A motion to reduce Capital Project – Account No. 956-111028 New Buildings – Public Safety Facility from \$23,050,000 to \$750,000 was approved.

The budget as amended was adopted.

Regular Meeting – June 14, 2010 – 205 present – 24 absent – 1 vacancy

The following resolutions were adopted.

A resolution recognizing the contributions and services of the late James P. Orphanos.

Re-Appointing Catherine Weisenburger a member of the Board of Parks and Recreation for a term expiring 3/31/13.

Re-Appointing William Dunster a member of the Board of Parks and Recreation for a term expiring 3/31/13.

Re-Appointing David Weisbrod a member of the Planning and Zoning Board of Appeals for a term expiring 3/31/13.

Appropriating the sum \$97,000 from the Risk Fund Balance and \$345,000 from the Capital Non Recurring Fund to Account No. 105-59940-21967 – Office of the First Selectman – Storm Clean Up – Additional Appropriation.

Approving the Neighborhood Assistance Programs.

Appointing Patrick Slyne a member of the Board of Parks and Recreation for a term expiring 3/31/12.

Appointing Anthony M. Macleod a member of the Flood and Erosion Control Board for a term expiring 12/31/13.

Appointing Leonard VanHouten a member of the Flood and Erosion Control Board for a term expiring 12/31/13.

Re-Appointing Donald Heller a member of the Planning and Zoning Commission for a term expiring 3/31/13.

Appropriating the sum \$26,921 to be added to CDBG Project Account No. Q19709-59900-29216 – Family Centers Warburg Center Kitchen Rehabilitation Project – was lost.

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

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	8	9	8
Expenditures:			
Current	\$979,659	\$973,149	\$988,203
Capital	\$0	\$0	\$0
Total:	<u>\$979,659</u>	<u>\$973,149</u>	<u>\$988,203</u>
Revenue:	\$2,359	\$1,283	\$1,798

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, 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 Advisory Committee, Commission on Aging, Plan of Conservation and Development (POCD) Housing Task Force, POCD Downtown Plan Committee, POCD Town Owned Properties Committee, POCD Transportation Committee, POCD Plan Implementation Committee 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, and serves as an ex officio member on all Boards and Commissions within the Town of Greenwich.

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

1. Continuing to keep the overall increases in Town operating costs by limiting the annual increase in expenditures to only one half of one percent from FY 2009-10 to FY 2010-11.
2. Lowered the annual increase on property taxes to 3.2 mils, down from 3.5 mils in the previous fiscal year.
3. Continuing to plan and fund the construction of the new Central Fire Station to protect Downtown Greenwich residents and businesses.
4. Broadening the public involvement and transparency of the annual Capital Improvement Program.
5. Negotiating new labor contracts, including ensuring that negotiated wages reflect the austerity of the times.
6. Continuing efforts to contain the costs of health care for employees and retirees through negotiations with our health care vendors and our labor organizations.
7. Working with our Environmental Task Force to assist the Town in being a more responsible steward of our environment.
8. Establishing a Cellular Communications Infrastructure Task Force to research and recommend proactive steps in negotiating with communications firms.
9. Revising the sidewalk and traffic calming program to increase public involvement and to establish criteria to permit more analytical decisions making.

10. Continuing our efforts to better prepare for natural and terrorist disasters.
11. Securing approval from the Department of Community and Economic Development for the remediation of the Cos Cob Power Plant site to permit passive and active recreation uses.
12. Continuing the process of nominating highly qualified members to the Town's boards and commissions.
13. Continuing the Office of First Selectman studies of Town functions to streamline operations, decrease costs and to increase accountability.
14. Ongoing efforts to increase departmental performance measurement through participation in national organizations that focus on benchmarking.
15. Continued refinements of the Departmental Operational Plans to provide improved disclosure of Departmental goals, strategies and performance measurement statistics.
16. Successfully implementing a compensation plan for at-will employees that ties compensation to performance.
17. Maintaining and securing new agreements with the State of Connecticut for Homeland Security funding and services.
18. Work with and support the Greenwich High School Musical Instructional Space & Auditorium Project Building Committee.
19. Provided resources and education to residents and businesses regarding hurricane preparedness
20. Maintaining agreements with the State of Connecticut Department of Transportation for funding of additional hybrid vehicles for the Town's fleet.
21. Cooperate and coordinate the services of the Special Projects Manager to assist Finance in performing studies for the Town.

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, 2009 the members of the Board of Selectman are:

Peter J. Tesei, First Selectman and Chairman of the Board of Selectmen
David Theis, Selectman
Drew Marzullo, Selectman

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 agenda, minutes and portions of the packet are always available on-line. 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. Traffic calming measures
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. Westchester County cooperation
9. Beach and Ferry access policies
10. Tree Municipal Code revisions
11. Proposed charter changes
12. Human Resources Department policy
13. 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

BOARD OF ETHICS

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</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 current members of the Board of Ethics are Robert Grele and Robert Sisca, whose terms expire in March of 2010, Jane Finn, whose term expires in March of 2011, and Paul deBary and Louis Pittocco, whose terms expire in March of 2012. There are no vacancies on the Board. The Board has elected Paul deBary to act as chair and Robert Sisca to serve as Secretary. Pursuant to Section 2.12 (c) of the Greenwich Code of Ethics (the "Code"), the Board of Ethics is required to prepare and submit an annual report of its activities to the Board of Selectmen and the Representative Town Meeting. The Board was pleased to submit its report for the fiscal year ending June 30, 2010. The following summarizes the key matters contained in the report that was delivered to the Selectmen and the Moderator of the RTM.

During the past several years, the Board has worked closely with the Selectmen and various Town departments to improve awareness and understanding of the Code by Town employees, elected and appointed officials and members of the general public. During the 2007-2008 Fiscal Year, we worked with the Department of Information Technology to provide additional content concerning the Code on the Town's website and implemented a hotline system to receive ethics complaints. In the 2008-2009 Fiscal Year, we worked with the Town Purchasing and Administrative Services Department to increase the awareness of participants in the proposal and bid processes about the requirements of the Code of Ethics and increase the responsibility of bidders and contractors for compliance with the Code. The Department implemented provisions in the Town's Purchasing Policy Manual and revised its bid and proposal forms. We also upgraded our hotline system, adopted a new Ethics Disclosure Form and provided training for Town Officers about the provisions of the Code.

In the 2009-2010 Fiscal Year, the Board continued these efforts. With the assistance of the Department of Human Resources, we surveyed Town employees and appointed and elected officials to assess their awareness of the resources available to them regarding ethical issues and to determine the areas that they felt would be most helpful to have additional information about. A report concerning the results of this survey was prepared and delivered to the Selectmen. The report identifies areas of interest among Town Officers concerning ethical issues and suggests which methods might be most effective for providing that information.

We have also worked with the Human Resources Department to provide assistance in connection with an ongoing project to update the Human Resources Policy Manual. In connection with that project, and at the direction of the 1st Selectman, the Department is working to implement a new Town wide Ethics Policy, which will incorporate both the provisions the Code of Ethics as well as other administratively adopted ethical guidelines and standards. We have been working with the Director of the Department and the Department of Law to facilitate the proper integration of the Code and the functions of the Board into the proposed policy.

The Board also benefited from the continuation of budgeted funds to support its operations in the amount of approximately \$2,000. Although we feel that increased funding for the activities of the Board would allow it to operate more effectively, we were pleased with the continuation of our funding level during a difficult budget period. The funds were used to support the Board's upgraded hotline system. This communications system is independent of the Town's phone system and provides a toll free number with a virtual switchboard, where persons can leave messages on the hotline, be connected directly to the various members of the Board or leave

messages in their individual voicemail boxes. The number is (888) 432-2777 and is posted on the Town Website.

We are pleased to report that there were no complaints concerning a violation of the Code filed with the Board of Ethics during the 2009-2010 Fiscal Year. There were two requests for advisory opinions, one of which was withdrawn when the issue became moot. The other request was occasioned by concern over the impact of a recent case (*Frank v. Westport*, 2005 WL 2435841 (Conn. Super.) on the actions of Town Boards and Commissions. In our opinion (Advisory Opinion No. 10-01), we provided guidance on the involvement of board and commission members in matters that may affect personal vs. community interests. A copy of this Advisory Opinion is included in the materials posted on the Board of Ethics portion of the Town website.

For the past few years, the Board has been working on a project to locate and summarize the previous advisory opinions and other official statements of the Board since its inception. We have now completed this project and plan to make the opinions available on the Town website. We would also like to be able to publish these reports so that physical copies of the reports can be provided to the Town's Department heads and made available in the Department of Law, the office of the Town Clerk, various Town libraries and for the use of the members of the Board. The Board is currently seeking funding for the publication of these reports.

After reviewing its operations during the 2009-2010 Fiscal Year, the Board has the following recommendations to the Selectmen: 1) continue with the implementation of a Town wide Ethics Policy that integrates the provisions of the Code and the operations of the Board into the broader administrative mechanisms used by the Town to promote and enforce ethical standards for Town employees and other officials, consultants and other contractors; 2) consider enhanced financial reporting by key officers and employees, and 3) explore ways to increase the orientation and training of appointed officials with respect to the provisions of the Code and the ethical issues attendant upon their service to the Town.

Paul deBary
Board of Ethics

PURCHASING DEPARTMENT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	6	6	7
Permanent PT	1	1	0
Expenditures:			
Current	\$941,707	\$889,135	\$880,834
Capital	\$158,612	\$157,488	\$108,678
Total:	<u>\$1,100,319</u>	<u>\$1,046,623</u>	<u>\$989,512</u>
Revenue:	\$586	\$3,097	\$1,671

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 09-10, the number of Requests For Bid/Proposal processes conducted was seventy-one. This was a reduction of twenty-compared to the prior fiscal year's total of ninety-one. The number of Requests For Bid/Proposal was reduced this fiscal year due to two factors. The first was the number of option years that were available on existing service and personal service agreements, that being seventy-four, an increase of fifteen. The second factor was the strict budget constraints placed on departments due to the recession which resulted in some projects not being approved or moved forward. This was also reflected in the number of new contracts and service agreements developed, that being thirty -five, a decrease of nine from the prior fiscal year. Thirty-seven commodity awards were established for the use of departments, an increase of one. This number was stable compared to the prior fiscal year due to the necessity of supply items to run departments and provide basic services to the public.

Related to active contracts for services and the projects that were funded, Purchasing issued and followed up on 241 letters requiring re-documentation of insurance coverage where a particular policy term was about to lapse. This was an increase of eleven compared to the prior fiscal year. 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 purchase of renewable energy credits (RECs) to allow the Town to qualify as a Clean Energy Community and receive free solar panels, demand response energy saving services for the Waste Water Treatment Plant, the Canada Geese Site Aversion Program, road salt and sand, investment management services for the Town's Pension Fund, summer camp transportation for Parks and Recreation and the Mianus Dockmaster Building Construction Project.

This fiscal year the largest procurement project in terms of complexity and associated man-hours spent was the Nathaniel Witherell's Project Renew Prequalification of Subcontractors. After many hours spent with the Witherell's Building Committee and the Town's Law Department establishing the prequalification process for subcontractors and drafting the Request For Qualifications document, any forward movement with this procurement process was stopped due to the State of Connecticut providing an unofficial rejection of the Witherell's certificate of need for this project due to the State of Connecticut's poor financial condition. As of the writing of this annual report, the prequalification process for subcontractors is on hold until a determination can be made as to whether Project Renew can proceed.

In the first quarter of this fiscal year, the Request For Proposal processes, which had begun at the end of the prior fiscal year for the electric supply for Town government, The Board of Education and Greenwich and

Perrot Library, were concluded. Total projected savings to be achieved over a 53 month term of contract for the six large accounts and a 36 month contract term for medium and small accounts will be \$2,450,648.

Relating to the natural gas supply for Town government and the Board of Education, discussion took place on whether the Town should continue to utilize the Capital Region Council of Government's (CRCOG) publicly bid contract for the next term of contract to begin July 1st of 2011. Pricing is fixed until the end of June 2011 and the Town has achieved substantial savings each year through this contract. Agreement was reached that the Town and Board of Education would remain with CRCOG and would participate in the electronic reverse auction to be held for the natural gas supply for the next term of contract to begin July 1, 2011. At fiscal year end, Purchasing was reviewing CRCOG's draft Request For Qualifications document. The procurement process to be followed in the late summer of 2010 involves two steps, the first being the review of potential bidders' qualifications followed by the electronic reverse auction itself which only prequalified bidders can participate in.

As can be seen in this annual report's discussion of energy based commodities, Town government and the Board of Education are conducting greater numbers of cooperative purchasing processes where there is a similarity of need. This has worked well for both parties, adding volume to supply contracts which makes the bidding opportunity more attractive to potential bidders and avoiding duplication of efforts on the part of purchasing departments.

During this fiscal year, as in prior years, Purchasing continued its efforts to modify as needed and keep current the Town's Purchasing Policy Manual. Any changes were distributed to all departments and posted to the Town's website. One of the changes which occurred after discussion with the Board of Ethics and the Law Department involved clarification of the definition of "immediate family" in the section "Conflict of Interest". This modification was made, not in response to a particular situation but as a result of the review of the Purchasing Policy by the Board of Ethics.

As in the last few fiscal years, the Director arranged for continuing education in the form of online training for the purchasing staff by signing up for webinars on specific timely topics related to public purchasing. Given the economic times that were present, these webinars allowed cost effective training through the preeminent authority in public purchasing, The National Institute of Public Purchasing.

Purchasing manages telecommunications for all of Town government locations including public safety and The Nathaniel Witherell SNF. Telecommunications support services continued to be provided successfully and cost effectively this year by the Buyer/Telecommunications Coordinator. In an effort to reduce costs wherever possible, the Telecommunications Coordinator restricted access to various phone company information services. All departments were notified of this change and referred to no charge online information services. This change is achieving a cost avoidance of approximately \$7,200 per year.

This fiscal year's largest telecommunications project, that being the new public safety complex and its switch, voice mail, public address system, voice recording system and uninterruptible supply system, concluded successfully in the fall of 2009 with the occupancy of the building and the use of the systems.

Replacement of telephone switch analog circuit packs and older phones on a department by department basis continued this fiscal year. Other projects included the installation of new phone systems at the new Golf Center building and Byram Fire Department.

Three separate Requests For Proposal (RFPs) were issued this year for telecommunications local and long distance services for government, the Board of Education and Greenwich libraries. It was necessary to issue separate RFPs for E-Rate posting, award and reimbursement purposes for Greenwich Library and the Board of Education. The winning proposal was from the same company that had had the prior award. That company's proposed rates reflected no increases over a projected three year contract term.

In the second quarter of this fiscal year, Purchasing issued a Request For Proposal for consulting services to provide an evaluation of possible shared facilities management between Town government and the Board of Education. An award was issued for this study and the contract was finalized in March, with the evaluation well under way by the end of the fiscal year.

The document imaging project, a very important Town-wide project including both government and the Board of Education, moved forward with implementation in this fiscal year. Since Purchasing and Administrative Services had been requesting digital imaging for several years, the Purchasing Director was asked and agreed to be the Systems Administrator. The Administrative Services Supervisor agreed to be the primary software support person for departments with this software solution. Purchasing was the first to be implemented followed by Information Technology and Administrative Services for the Finance Department's records. To get more departments excited about document imaging and scheduled for implementation, a Digital Document Day was held at the beginning of January. All departments were scheduled for individual meetings with Databank IMX representatives at which each department's records and possible applications were discussed. This effort was successful and led to several departments and the Board of Education requesting follow-up meetings to start the implementation process. At fiscal year end seven department were fully implemented and another seven were in various stages of implementation. Ongoing work relating to this project will occur in the next fiscal year until full implementation across most departments is achieved. Two departments have expressed no interest and will not be implementing this document imaging solution.

Modifications to Purchasing's Bid Request/Bid Tracking software were requested to enhance the software's usefulness. At fiscal year end, Information Technology was working on programming the modifications. 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 as well as bid results to the Town's website so that they are readily available to the vendor community through downloading. Using the website for this purpose has greatly reduced the number of mailings that need to be done to distribute procurement process documents and the associated costs.

Fiscal year 2009-10 was a difficult and challenging year, not only for Town residents, but also for Town government's departments that provide services to the residents. The "Great Recession", as this economic time has been named, necessitated that scheduled projects be delayed where possible and operating costs be cut by ten percent. Purchasing played an active and necessary role in achieving cost savings so that those departments that provide services directly to the Town's residents could continue to do so at the traditional and expected levels.

Joan T. Sullivan
Director of Purchasing
and Administrative Services

ADMINISTRATIVE SERVICES CENTER

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	5	5/6	6
Expenditures:			
Current	\$643,754	\$657,929	\$678,142
Capital			
Total:	<u>\$643,754</u>	<u>\$657,929</u>	<u>\$678,142</u>
Revenue:			

MISSION STATEMENT

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, document imaging, mail processing, word processing, desktop publishing and website management as well as central reception under the supervision of the Director of Purchasing and Administrative Services.

REPRODUCTION CENTER

The Reproduction Center provides services for all Town departments including Greenwich Library and other Town agencies such as the Housing Authority. The Xerox Nuvera Printer, the Central Production Printer, runs at 120 copies per minute with virtually no slow down in speed for two-sided copies. This printer has continued its excellent performance with basically no downtime. Construction of pads, folding, booklet making and other paper finishing are done here as well. The upgraded color copier with its digital front end continues to provide additional functionality and versatility enabling many copy jobs to be done in-house.

The monthly volume has remained the same at approximately 348,154 copies per month on the Central Production Printer, with the color copier monthly volume increasing to 21,890 from 19,180 the prior fiscal year. The color copier was replaced this year with the Xerox Color Cube. This is a new green technology in which the supplies are condensed into a cube which melts and adheres to the paper. There are no ink cartridges to be recycled, less energy is used and the copy quality is excellent. The Color Cube is slower than the former copier but it has other additional features (i.e., booklet making, folding, etc.) that save time by eliminating hand folding and collating. Printing jobs 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. Each fiscal year Administrative Services works in conjunction with the Board of Education Reproduction Center, which has offset printing capability, to continue to save money for user departments.

MAIL HANDLING

Mail handling continues to be a very active and necessary service provided by the department. It consists of the following activities: the metering and posting of mail, the pick-up and delivery of mail between the Post Office and Town Hall, and the sorting and distribution of outside and inter-office mail throughout Town Hall.

Different classes of outgoing mail service such as standard service, special bulk mailings, express mail, and certified mail are utilized to meet the needs of individual departments in the most cost effective manner. Bulk mailings are numerous and include Town-wide mailings, such as the *Savvy Senior* newsletter, beach applications and cards, voter registration forms, reassessment information, parking permits, and alarm bills. Administrative Services has continued its efforts to save money for the Town by utilizing the special bulk mail rate and bar coding whenever possible. In this fiscal year, the average monthly volume increased to 24,265 from 22,587.

This fiscal year, Administrative Services continued to use Corporate Mailing Services, LLC to process the Town's mail. This service merges mail from several pickup sites in order to be able to post mail at the lower presort rate. This contract has continued to offset the 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.

OPTICAL IMAGES

Administrative Services began document imaging in March 2010. The Town's document imaging company, which utilizes Hyland OnBase software, set up an indexing system for the Accounts Payable applications. Document imaging allows the Finance Department to have immediate access to the scanned material, once it has been scanned and indexed in Administrative Services. The ability to immediately see the scanned images ensures that the image is clear, unlike microfilming where the quality of the image is not known until the film is processed. At the onset of this project, Administrative Services had one full-time and one part-time position dedicated to document imaging. With the loss of one full time position in the prior fiscal year, Administrative Services is struggling to meet the demands needed for supporting Finance and other departments' document imaging needs.

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

Town Hall's front desk responsibilities have now been split between two positions due to the loss of the position that was dedicated to central reception. Central reception provides a central answering service for all calls made to Town Hall's main number. During each day there is constant and consistent contact with the general public via face-to-face communications as well as on the phone with the staff person acting as the Receptionist answering questions and providing a wide variety of information. The staff member at the front desk also is responsible for providing access control for vendor deliveries, making announcements during emergencies, as well as communicating with radios to building maintenance and Administrative Services staff as required. Additional services provided by this position include managing the Town's car loaner pool and 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>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>
Budgeted Personnel:	17	17	17
Expenditures:			
Current	\$1,886,794	\$1,902,680	\$2,004,415
Capital	\$0	\$0	\$0
Total:	<u>\$1,886,794</u>	<u>\$1,902,680</u>	<u>\$2,004,415</u>
Revenue:	\$0	\$0	\$0

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 policies, 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:

- Recruitment, selection, hiring and retention of quality staff in compliance with all laws, regulations and contractual requirements
- Strategically manage the Town's healthcare costs and administer all active and retired employee benefits
- Provide effective and timely customer service and counsel to employees, appointing authorities, elected officials and volunteer boards on a broad range of personnel issues through a network of solid HR policies and procedures, best practices and consistent, equitable enforcement.
- Plan, develop, assess and provide relevant training and development opportunities for employees
- Administer the payroll in an accurate, fair and timely manner
- Manage, facilitate and monitor the employee performance management process
- Establish a supportive and diverse work environment

Specific Ongoing Activities in Support of Department Goals

- Provide leadership, direction and support 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.
- Development of a long term, 10 year health care strategy to ensure fiscal accountability in a changing health care environment.
- 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 complies with all federal, state and contractual obligations.
- Administer, maintain and modify as needed the Town classification system, auditing 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, performance problems and performance management in compliance with contracts and policies.
- Conduct investigations and research into alleged violations of Town policies.
- Serve as a resource on staffing 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 and concerns 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 FY 09-10

- Working with Department Heads and Appointing Authorities implemented and facilitated the new Pay for Performance based evaluation plan and salary increase program for the unrepresented, managerial employees.
- Managed and facilitated the movement of over 400 employees to the new High Deductible HSA medical plan.
- Expanded employee acceptance of the High Deductible health plan with Health Savings account through a robust series of training workshops and informational sessions for all employee groups involved.
- Managed process for healthcare renewal for July 1, 2010 - Actives & Retirees - Including change in carriers; preparation and review of the RFP with our broker; review and assess bids received from carriers outlining full replacement (Health Net & Anthem) as well as replacement for Health Net plans only - by March 2, 2010
- Communicate to all employees with Health Net plans the upcoming changes with their healthcare; Host employee open enrollment meetings to assist with 7/1/2010 enrollment from Health Net to Anthem plans; and update Town Benefits website to accurately communicate open enrollment process and plan comparisons.
- Administer the Employee Retirement Incentive health care benefit for all employees taking the Retirement Incentive by September 2009.
- Expanded on-line benefits self-service for employee access to healthcare information, forms and links to vendor websites.
- Completed the implementation steps for a new online employment application submission system (NEOGOV) allowing all job applicants to submit applications on line

- Ongoing consolidation and improvement of payroll processes by incorporating additional Town departments into central payroll and implementing reviews of overtime and compensation time.
- Extensive revision of the Human Resources policy and procedures manual with assistance of an in house team and a consultant.
- Updating and revising the Employee handbook.
- Developed a managerial, confidential, and elected officials compensation and benefits plan and manual.
- Administered and coordinated Work Place Ethics Awareness training for all Town employees and Dealing with Difficult people training for 300 employees.
- Prepared RFP for the conduct of a Training assessment Town wide to determine future employee training needs; reviewed and interviewed applicants and selected a consultant to begin the project.
- Loaded all town job descriptions onto the job opportunities page of the town's web site to facilitate implementation of the online job application system.
- Researched and implemented new orientation training for new hires which will include diversity and sexual harassment training.
- Coordinate CDL Training for Drivers and Supervisors
- Researched and prepared contracts with a firm that will conduct employee background investigations on all new full time employees effective July 1, 2010.
- Prepared and established new or revised job descriptions for Assistant to the Deputy Superintendent, Admissions Coordinator, Highway Planning & Program Manager, Captain of Police, Fleet Director, Director of School Safety, Employee Benefits Tech, Executive Assistant to HR Director, Building Construction Foreman, Lead Custodian, Cook I Senior Center, Highway Inspector, Superintendent of Marine & Facility Operations and Director of Admissions.

Recruitment Activities 09-10

- Established and posted 34 full time positions for testing in Teamsters, LIUNA, Managerial/Confidential, Silver Shield; Firefighters, Nurses and GMEA
- Coordinated and facilitated some very visible, difficult and multi-phased recruitment processes such as Fleet Director, Captain of Police and Commissioner of Social Services.
- Received and coordinated approximately 1,360 resumes or letters of interest/applications from candidates for full time positions.
- Promulgated 34 eligible lists, coordinated background investigations and pre-employment medical exams on all position hires.
- Posted and facilitated the hiring of all part time and seasonal staff.

Employment Activities

- Coordinate 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.
- Coordinate and assist departments with termination or resignation processes.
- Manage the monthly vacancy report and process for appointing authorities to backfill a vacant position.
- Administered the DOT random drug and alcohol-testing program for employees possessing a commercial driver's license and employees assigned to the marine crew.
- Oversight and coordination of all FMLA requests.
- Assist the Law Department with employment related litigation.
- Work with AAO Consultant to investigate and resolve employee issues.

Healthcare Administration Activities

- Administered healthcare benefits including medical, dental, prescription, life insurance, long-term disability, flexible spending (FSA), Commuter Tax Program and COBRA plans for 2400 Town and BOE active employees and employees on FMLA.

- Administered all healthcare benefits for 700 retired employees and counseled 50 employees retiring under the Retirement Incentive Plan.
- Responded to enrollment issues, changes, terminations and claim problems, negotiating resolutions with healthcare vendors and educating employees.
- Administered COBRA Premium Reduction program for employees terminated between September 2008 and May 2010.
- Coordinated and administered two open enrollment periods for all active and retired employees for annual elections of health insurance including tax incentive plan changes for January 2010.
- Implemented a new Retirement Health Savings Plan (RHS) for newly participating employees based on contract negotiations; transitioned Teamster employees hired after January 1995 into RHS.
- Provided assistance and healthcare information for collective bargaining negotiations.
- Planned and coordinated a flu clinic for all Town and BOE employees.
- Improved employee communications by introducing on-line information and tools.
- 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.

Employee Assistance Activities

- Provide a confidential vehicle to assist employees dealing with serious personal, family or workplace issues on a seven day a week basis.
- Provide client evaluations for over 470 individuals (employees or members of employee's family), referred to or seeking assistance.
- Provide critical interventions for Town employees and their family members.
- Conduct stress and critical incidence debriefing sessions with follow up for the employees and counsel to the Department Head, most particularly in public safety positions.
- Provide ongoing support and facilitation of recovery groups for employees.
- Provide ongoing liaison and evaluation of treatment centers and hospitals to maintain the Town's referral protocol for needed treatment facilities and private practitioners.
- Conduct annual DOT mandated training for supervisors and employees, coordinate follow-up testing and monitor employees requiring treatment per DOT for a five year period.
- Strive to improve Workplace Wellness through counseling on unhealthy behavior, providing tools for better communication and ongoing Life Skills sessions focusing on stress and anger management, and coping skills.

AA/EEO Activities

- Strive to have employees embrace diversity and respect for each other in the workplace through training, consultation and mediation.
- Oversee and monitor the AAO consultant engaged in responding to the employee hotline and employee complaints or concerns about discrimination, allegations of harassment or hostile work environment.
- Facilitating the conduct of confidential investigations and mediation into Title VII issues.
- Provide liaison and information to the Affirmative Action Advisory Committee and facilitate their efforts on behalf of the Town workforce.
- Oversee and facilitate a diverse workplace environment and provide ongoing support for identifying sexual or other types of harassment in the workplace.
- Provide support and counsel to the Affirmative Action Advisory Committee.
- Monitor recruitment efforts and prepare annual EEO reports for the Town.

Maureen Kast
Director of Human Resources

GREENWICH PROBATE COURT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</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 Court. Pursuant to §45a-8 of the Connecticut General Statutes, each town is required to provide a fire-resistant safe or vault storage of Court documents, office space, and supplies for the Court and scanning 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 estate
- Overseeing testamentary and 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 not 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 were 117 Probate Districts in the State of Connecticut, but this number has been reduced to 54 starting January 2011, pursuant to legislation enacted in the Fall 2009, which consolidates many of the State's smaller districts. The Greenwich Court, however, will remain the same. 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.

Up to 2008, all records of the Probate Court were put on microfilm and maintained in our vault and frequently used by the title searchers, genealogists and various historical societies. Beginning in 2009 all records have been and will continue to be scanned and computers are available to the public for access to those records. The Court is current with respect to scanning for decedent's estates and trust estates. Funds to complete required recording of records are being provided by the Town pursuant to its obligations under S45a-8 C.G.S.

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>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	16	19	17
Expenditures:			
Current	\$1,661,679	\$1,855,529	\$1,731,275
Capital	\$0	\$0	\$0
Total:	<u>\$1,855,529</u>	<u>\$1,855,529</u>	<u>\$1,731,275</u>
Revenue:	\$5,089,774	\$5,842,102	\$6,813,880

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 2009-2010, 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. Special Project Teams and ad hoc committees are created when needed for projects within the board, and representatives from the BET are recommended by the BET Chairman to complete these assignments. During fiscal year 2009-2010, there was an existing Other Post Employment Benefits (OPEB) Ad Hoc Committee previously formed that was dissolved. The OPEB Trust was legally created, effective January 1, 2008 and the Ad Hoc Committee was instrumental in transitioning membership of the Board from BET members to three Town citizens during this period. In addition, the BET reinstated the Policy and Procedures Committee, consisting of two BET members, to update the BET Handbook.

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, Nathaniel Witherell Revolving 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, one (1) organizational meeting, one budget meeting, two (2) public hearings: one on the 2010-2011 Budget Committee budget recommended to the full BET and one on the adoption of the Community Development Block Grant application for 2010.

Highlights of BET actions during fiscal July 1, 2009, to June 30, 2010.

July 2009:

7/20/09 Regular Meeting

Chairman Stephen G. Walko noted that the BET celebrated its 100-year anniversary with a morning celebration of this historic event. He further noted that all former and current BET members would be invited back to help celebrate the 100-years of the BET at their BET biannual dinner in December 2009.

The Board voted to appropriate \$24,692 from the Capital Non-Recurring Fund for the Marine Sewage Disposal Facility.

The Board granted approval to use \$61,030 for the Emergency Preparation Grant.

The Board voted to appropriate \$40,000 from the Capital and Non-Recurring Fund for the Round Hill Road Bridge repairs.

The Board voted to transfer \$120,000 from various Nathaniel Witherell accounts to cover Professional Medical and Dental expenses.

The Board voted to transfer \$25,000 from the Finance Department Salaries account to cover Bank Fee expenses.

The Board granted approval to use \$20,370 from the Coastal Resources Reserve for Restricted Receipts account to cover various budgetary expenses.

The Board voted to a release of conditions of \$250,000 for the Department of Public Works Drainage account.

The Board voted to appropriate \$5,000 from the Risk Fund for the settlement of Otto Lauersdorf v. TOG.

The Board voted to appropriate \$5,000 from the Risk Fund for the settlement of Interstate Flagging, Inc. v. James Walters, et al.

August 2009:

There were no BET meetings for August 2009.

September 2009:

September 22, 2009 Regular Meeting

The Board voted to appropriate \$500 for the Conservation Commission for supplies.

The Board voted to appropriate \$215,327 for the Capital and Non-Recurring Fund for a second Vac-All vehicle, which is used to clean out storm drains.

October 2009:

10/19/09 Regular Meeting and Public Hearing

Mr. Walko opened a public hearing on the Community Development Block Grant for Program Year 2010, 1st Increment to the 5-Year Consolidated Plan. He welcomed Ms. Princess Erfe, Director of Community Development. After the Public Hearing was closed, the Board voted to accept and use \$1,173,151.54 from the

2010 Community Development Block Grant. The Board also voted to approve the Resolution concerning the Community Development Block Grant Proposed Budget for Year 2010.

The Board granted approval to use \$251,004 from Community Development Block Grant Recovery Funds (Stimulus Funds) for the Hamilton Avenue Sidewalk Reconstruction Project.

The Board granted approval to use \$26,493 for the Health Department Grant – PHER Grant.

The Board granted approval to use \$8,276 for the Health Department Grant – HERR Funds.

The Board voted to appropriate \$100,000 from the Capital and Non-Recurring Fund for Binney Park Field Improvements.

The Board voted to transfer \$3,500 from the Coastal Resources RRR Account for Professional Fees.

The Board voted to appropriate \$7,500 from the Risk Fund for the settlement of a personal injury case which is related to a motor vehicle accident.

The Board voted to appropriate \$1,300 from the Risk Fund for the settlement of the aforementioned personal injury case above.

Mr. David Ormsby, Chairman of the Nathaniel Witherell Board, introduced the new Executive Director, Allen Brown for the Nathaniel Witherell Facility. Mr. Ormsby proceeded to give the BET a status report and an overview and timeline of the Nathaniel Witherell Project Renew.

The Board voted to approve Retirement Board Investments – Treasury Inflation Protection Securities Index Non-Lending Fund and the Dow Jones Commodities Index Non-Lending Fund.

The Board voted to approve the FY 2010-2011 Budget Guidelines.

The Board voted to adopt a Resolution for the 2009 Retirement Incentive Program detailing the process for accumulated vacation and sick payouts.

The Board voted to hire a consultant for the Town of Greenwich and Board of Education Shared Services Building Infrastructure Review.

November 2009:

11/16/09 Regular Meeting

The Board voted to appropriate \$18,000 from Parking Fund Balance for Lighting Upgrade at the Greenwich Plaza Garage.

The Board granted approval to use \$73,007.78 for the Health Department Per Capita Grant – State of Connecticut Department of Health.

The Board voted to transfer \$500 from the Board of Education miscellaneous services account to establish a Petty Cash account.

The Board voted to approve the Senior Tax Deferral Program (Ordinance Section 12-6.1. Property Tax Relief for Seniors) for FY 2010-2011, as amended.

The Board voted to approve the resolution that the Greenwich Assessor's Office shall proceed with a Town-wide Revaluation to be implemented as of October 1, 2010.

Peter Mynarski, Comptroller and Mark Chapman, Financial Advisor, Independent Bond and Investment consults LLC (IBIC) gave an Overview of Municipal Debt Issuance and Town of Greenwich Bonding.

The Board approved the Assessor's Office and Finance Department's FY 2010-2011 Budgets and Operational Plans.

December 2009:

12/21/09 Regular Meeting

The Board voted to a release of conditions for \$1,6060,989 for GEMS.

The Board voted to accept the Comprehensive Annual Financial Report (CAFR) and State and Federal Single Audits prepared by the accounting firm of Blum and Shapiro for the year ending June 30, 2009.

The Board voted to approve selection of credit rating agencies to be at the discretion of the Comptroller, to accept at least two agency bids, but up to three agency bids at his discretion.

January 2010:

1/04/10 BET Organizational Meeting:

The BET held an organization meeting and the following BET members were nominated and approved for the listed positions:

Stephen Walko was elected Chairman of the BET
Jim Campbell was elected Vice Chairman of the BET
Joseph Pellegrino was elected Clerk of the BET

Ted Gwartney was reappointed as the Assessor for a two year term effective January 4, 2010 and terminating on the date of the first meeting of the BET in January 2012.

Peter Mynarski was reappointed as the Assessor for a two year term effective January 4, 2010 and terminating on the date of the first meeting of the BET in January 2012.

The following standing committees were appointed by Chairman Walko:

Budget Committee – Michael Mason, Chairman, William Finger, Laurence Simon, Leslie Tarkington.

Human Resources Committee – Jim Campbell, Chairman, Randall Huffman, Michael Mason, Laurence Simon.

Audit Committee – Arthur Norton, Chairman, William Kelly, Joseph Pellegrino, Jeff Ramer.

Law Committee – Nancy Barton, Jim Campbell.

Peter Mynarski, Comptroller, gave a presentation to the Board on Governmental Budgeting.

01/25/10 Regular Meeting

The Board granted approval to use \$4,880 for a Board of Education grant.

The Board voted to appropriate \$39,188 from the Risk Fund for the settlement of a claim.

The Board voted to appropriate \$45,000 from the Capital Non-Recurring Fund for the Shore Road Bridge Rehabilitation project.

The Board voted to appropriate \$1,458,764 from the Capital Non-recurring Fund for the ARRA Pavement Restoration project.

The Board voted to approve the Tax Deferral/Credit Memo to Seniors.

The Board voted to accept the recommendation of the Retirement Board to change the existing discount rate of 8.50% to 8.25% effective July 1, 2009 for the fiscal year 2010-2011, 8.00% effective July 1, 2010 for the fiscal year 2011-2012.

The Board voted to accept the recommendation of the Retirement Board to adopt the asset smoothing corridor range of 70% to 130% effective July 1, 2009 for fiscal year 2010-2011, 75% to 125% effective July 1, 2010 for the fiscal year 2011-2012 and 80% to 120% effective July 1, 2011 for the fiscal year 2012-2013 and remain at 80% - 120% thereafter.

The Board voted to accept the recommendation of the Retirement Board to change the existing inflation rate of 4.00% to 3.75% effective July 1, 2009 for fiscal year 2010-2011, 3.50 effective July 1, 2010 for fiscal year 2011-2012 and remain at 3.50% hereafter.

The Board voted to accept the recommendation of the Retirement Board to retain the existing asset smoothing methodology of five years.

The Board voted to accept the recommendation of the Retirement Board to maintain the current amortization method and not reset the period back to 30 years. For fiscal year 2010-2011, effective July 1, 2009 the period will be twenty-four years, declining one year in each succeeding year until it reaches 15 years and will then remain at 15 years.

The Health Dimensions Group gave a presentation on the Nathaniel Witherell Long Range Business Plan Review and the status of Project Renew: 1) to support Project Renew as presented, 2) to discontinue being in the nursing home business, 3) to only renovate Nathaniel Witherell or 4) to redefine Project Renew.

February 2010:

02/16/10 Regular Meeting.

The Board voted to a release of conditions for the Parks and Recreation – Golf Course Administration Building for \$100,000.

The Board voted to appropriate \$4,444 for Community Development for UMC-CCI Building Rehabilitation.

The Board voted to transfer the nomination process for the selection of potential candidates for the OPEB Trust Board from the Ad-Hoc OPEB Committee to the BET Investment Advisory Committee and that the BET Investment Advisory Committee be charged with the responsibility of seeking potential new candidates, interviewing said candidates and forwarding nominations to the BET for appointment.

March 2010:

3/16/10 Public Hearing FY 10-11 Budget

Chairman of the Board, Stephen Walko reviewed the budget process for the public. He reviewed the procedure for the public hearing and a number of people, including First Selectman Peter Tesei, spoke on the Town and Board of Education Operating and Capital budgets.

3/18/10 Regular Meeting

The Board voted to appropriate \$25,000 from the Risk Fund for the settlement of Sherry vs. Hone.

The Board voted to appropriate from the Risk Fund \$600,000 for the March storm clean up account, which will be partially reimbursed from FEMA funds.

The Board voted to approve the July 1, 2009 Retirement System of the Town of Greenwich Actuarial Review and Analysis.

The Board voted to approve the Resolution for the Timing of Contributions to Defined Contribution Retirement Plans for Management/Confidential Employees and Elected Officials.

The Board voted to approve the Resolution for the Establishment of a 457 Retirement Plan for M/C Employees and Elected Officials not eligible for a Defined Benefit Plan.

03/18/10 Fiscal 2010-2011 Budget Approval Meeting

The Board of Estimate and Taxation, after several minor amendments, voted to approve a recommended budget for fiscal year July 1, 2010 to June 30, 2011 for submission to the Representative Town Meeting as follows:

For the General Fund-General Government	\$ 19,531,429
For the General Fund-Fire Department	\$ 12,565,204
For the General Fund-Police Department	\$ 18,158,390
For the General Fund-Public Works	\$ 20,079,472
For the General Fund-Fleet Department	\$ 2,838,750
For the General Fund-Health Department	\$ 2,154,134
For the General Fund-External Entities	\$ 4,636,094
For the General Fund-Social Services	\$ 2,972,342
For the General Fund-Board of Education	\$131,191,299
For the General Fund-Libraries	\$ 9,954,675
For the General Fund-Parks and Recreation	\$ 9,573,306
For the General Fund-Fixed Charges	\$ 81,172,703
For the General Fund-Capital	\$ 49,951,000
For the Sewer Maintenance Fund	\$ 8,069,621
For the Sewer Improvement Fund	\$ 5,404,000
For the Parking Fund	\$ 3,350,418
For the Parking Fund, State Portion	\$ 197,700
For the School Revolving Fund	\$ 3,854,356
For the Griffith E. Harris Golf Course Revolving Fund	\$ 1,909,723
For the Other Post Employment Benefits	\$ 7,525,000
For the Nathaniel Witherell Revolving Fund	\$ 22,617,095

The Board voted to approve the resolutions of the Board of Estimate and Taxation and Representative Town Meeting on the FY 2010- 2011 Budget.

April 2010:

4/19/10 Regular Meeting

The Board voted to transfer \$25,000 from Parking Service various accounts to Rental of Other Equipment.

The Board voted to transfer \$22,150 from the Reserved for Restricted Receipts Account to Parks and Recreation Professional Services.

The Board voted to approve the Municipal Revaluation Services Contract for the upcoming revaluation.

May 2010:

05/17/10 Regular Meeting

The Board voted to appropriate \$300,000 from the Risk Fund for the settlement of a claim.

The Board voted to appropriate \$442,000 from the Risk Fund (\$97,000) and Capital Non-Recurring Fund (\$345,000) for the March 2010 Storm Clean Up.

The Board voted to transfer \$31,200 from the Salary Adjustment Account to the Town Clerk for temporary salaries.

The Board voted to appropriate \$26,921 from Community Development Block Grant Contingency to the Rental of Software Account.

The Board voted to appropriate \$40,964 for the Costal Resources Advisory Committee from the Reserve for Restricted Receipts Account for various accounts.

The Board voted to appropriate \$30,000 from the Risk Fund for the settlement of claim Gordon vs. Maloney.

The Board voted to adopt the Investment Policy Statement (IPS) for the Other Post Employment Benefit Trust Fund, dated May 17, 2010.

The Board voted to fund the Senior Tax Relief – Local program for \$905,000.

The General Fund mill rate of 8.596 was set for the July 1, 2010 - June 30, 2011 fiscal year.

The Sewer Maintenance Fund mill rate of 0.380 was set for the July 1, 2010 – June 30, 2011 fiscal year.

The Sewer Improvement Fund mill rate of 0.073 was set for the July 1, 2010 – June 30, 2011 fiscal year.

June 2010:

06/15/09 Regular Meeting

The Board voted to transfer \$347,000 from the Salary Adjustment Account for Nathaniel Witherell Regular Salaries.

The Board voted to transfer \$53,431 from the Salary Adjustment Account for Public Works Regular Salaries.

The Board voted to transfer \$270,000 from various Nathaniel Witherell accounts to various Nathaniel Witherell accounts.

The Board voted to transfer \$86,512 from various Parks and Recreation accounts to various Parks and Recreation accounts.

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

- Public Works - \$ 56,000 - Playground Upgrade Program
- Public Works - \$ 10,000 – Solar Powered Refuse Containers
- Public Works - \$ 100,000 – Replace Harbor Ferry Boat
- Public Works - \$ 500,000 – Holly Hill Master Plan
- Public Works - \$ 350,000 – Town Wide Restrooms
- Public Works - \$ 300,000 – Town Wide Restrooms
- Public Works - \$ 770,000 – Old Greenwich Force Main
- Public Works - \$1,500,000 – Cos Cob Power Plant
- Public Works - \$ 50,000 – Recycling Area Paving
- Public Works - \$ 50,000 – Grass Island Grit Screw
- Public Works - \$ 490,000 – Pump Grades
- Public Works - \$ 100,000 - Town Hall Space Utilization
- Public Works - \$ 500,000 - Drainage

The Board voted to transfer \$550,000 from Fixed Charges Healthcare accounts to Workers' Compensation and Unemployment Claims accounts.

The Board voted to appoint Mr. William V. Ferdinand to a term on the OPEB Trust Board, expiring June 30, 2011.

The Board voted to reappoint Mr. Robert Stricker to an additional term on the OPEB Trust Board, expiring June 30, 2013.

The Board voted to designate Mr. Robert Stricker of the OPEB Board as Chair of said Board effective July 1, 2010, ending June 30, 2011.

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 staff members of the Finance and Assessor's Departments. Thank you.

Stephen G. Walko
Chairman

RETIREMENT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	2	2	2
Unpaid:	5	5	5
Expenditures:			
Current	\$1,352,169	\$985,102	\$1,508,761
Reserve	\$313,440	\$186,307	\$542,242
Capital	\$0	\$0	\$0
Total:	<u>\$1,665,609</u>	<u>\$1,171,409</u>	<u>\$2,051,003</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; Kevin Coyner and Mark Kordick, two appointed citizens of Greenwich not employed by or retired from the Town; John Chadwick, Retirement Board Chair and Ronald Lenihan; and the Town Comptroller, Peter Mynarski, who serves as a voting, ex-officio member of the board.

Terms of Office:	John Chadwick	07/01/2007 – 06/30/2011
	Kevin Coyner	02/01/2009 – 01/31/2013
	Mark Kordick	02/01/2007 – 01/31/2011
	Ronald Lenihan	07/01/2009 – 06/30/2013
	Peter Mynarski	contingent upon employment

Mr. Lenihan was appointed to the Retirement Board in July 2010 to succeed Mr. Michael Pagliaro.

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 \$269,196,664 as of June 30, 2010, compared with \$254,242,022 as of June 30, 2009.

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 four special meetings were held. Minutes from meetings are posted on the Retirement Board web site.

A Request for Proposals for Investment Consultant Services was conducted. Ten firms responded with proposals and the Retirement Board interviewed four firms after evaluating all submissions. Upon completion of its interviews, the Retirement Board unanimously voted to retain New England Pension Consultants as its Investment Consultant.

The Town of Greenwich offered an Early Retirement Incentive Plan for employees in March of 2009. A total of 72 employees took advantage of the Incentive Plan.

During the year a Retiree Audit was conducted and completed in which over 500 retirees were required to submit documentation to ensure proper administration of benefits.

The Retirement Board in consultation with EFI Actuaries reviewed its investment assumptions. The assumptions were changed as shown below:

Item	FY 10-11	FY 11-12	FY 12-13
Discount Rate	8.25%	8.0%	8.0%
Inflation Rate	3.75%	3.5%	3.5%
Asset Smoothing Method	5 yrs.	5 yrs.	5 yrs.
Asset Smoothing Corridor	70%-130%	75%-125%	80%-120%
Amortization Method	24 yrs.	23 yrs.	22 yrs.

The above assumption changes were confirmed by a vote of the Board of Estimate and Taxation. The Retirement Board analyzed the annual interest rate applied to employee pension contribution accounts. It decreased increased interest applied to said accounts from 7.00% to 2.43%.

Current eligible retirees received a Cost Of Living Adjustment (COLA) to their retirement allowances for July 1, 2010 of 2.534% in accordance with collective bargaining agreements.

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

1. Investment in a Barclay United States Treasury Inflation Protection Index Fund.
2. Investment in a DJ UBS Commodity Index Fund.
3. Investment in Loomis Sayles: New Hampshire Investment Trust.
4. Investment in Pacific Investment Management Company: Total Return Fund; Emerging Market Debt; High Yield; Commodities and Unconstrained Bonds.
5. Investment in Stone Harbor Investment Partners, LP: Emerging Markets Debt Fund.

James V. Lavin
Retirement Plans Administrator

REGISTRARS OF VOTERS OFFICE

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	4	4	5
Expenditures:			
Current	\$293,860	\$351,600	\$465,469
Capital	\$0	\$0	\$0
Total:	<u>\$293,860</u>	<u>\$351,600</u>	<u>\$465,469</u>
Revenue:	\$326	\$238	\$28,409

The Registrars of Voters are responsible for administering municipal, state and federal elections in the Town of Greenwich, as well as maintaining a centralized voter registration list. By state law, there are at least two Registrars, one from each of the two major political parties. Greenwich has one Republican and one Democrat Registrar of Voters. Once sworn in the Registrars provide assistance to all eligible citizens and residents in the Town of Greenwich, regardless of political party affiliation. The department also has two full-time staff employees who are designated as Assistant Registrars.

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).

In odd-numbered years (2009, 2011) 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 even-numbered years (2008, 2010) 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) , Judge of Probate (4-year term), and Registrar of Voters (2-year term) are elected.

In 2009 the Registrars conducted a Democratic Primary for Tax Collector, and the Greenwich Municipal Election. Almost 200 poll workers are hired and trained for the municipal election.

In the second half of the fiscal year, the Registrars assisted in their respective party caucuses as outlined in the Secretary of the State's Annual Election Calendar. They also conducted the annual canvass of registered voters. This involves a mailing of more than 35,000 pieces. For the first-time in more than a decade, this office performed the mailing using existing staff and eliminated the use of service bureaus.

In addition, in conjunction with the League of Women Voters, the Registrars conducted a voter registration session at the high school, registering 70 students.

Fred A DeCaro III
Sharon B Vecchiolla
Registrars of Voters

ASSESSOR

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	10	10	12
Expenditures:			
Current	\$917,065	\$1,254,829	\$1,231,677
Capital	\$0	\$0	\$16,832
Total:	<u>\$917,065</u>	<u>\$1,254,829</u>	<u>\$1,2248,509</u>
Revenue:	\$5,807	\$6,240	\$6,257

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 required to complete a revaluation every five years and are working on completing a Town wide revaluation of all real estate parcels by October 1, 2010 in a phased systematic manner.

2009-2010 ACCOMPLISHMENTS

We produced the Grand List reflecting the property values as of October 1, 2009 for all 21,321 taxable real estate parcels as well as 4,231 personal property accounts and 54,142 Motor Vehicles. We processed 2,200 building permits with data changes and sketches into the ProVal database. We verified and analyzed 850 sales transactions and 50 parcel splits and merger records. We analyzed 1,100 income and expense report filings for commercial property

We calculated 4,231 business personal property accounts and conducted audits on 120 accounts generating new unanticipated revenues of approximately \$100,000. We assessed 54,142 motor vehicle accounts, 8,229 supplemental motor vehicles and calculated 5,000 pro-ratio adjustments to records reflecting part year auto ownership. We discovered and assessed over 350 vehicles registered out of state.

We administer and process both state and local senior tax credits and veterans, disabled and volunteer firefighter exemptions. We prepare over 40 State Reports for the State Office of Policy and Management. We processed over one hundred quadrennial reports for exempt properties.

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, address changes and made 2,200 corrections where needed. We resolved 14 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 are available to enable the public to better understand their assessments. We installed an information center to answer frequently asked questions and provide required assessment forms.

We participated in numerous meetings with the Board of Estimate and Taxation, Representative Town Meeting districts, the Board of Assessment Appeals and BET special committees. We made presentations on radio shows, to realtor, neighborhood and business groups to explain how the revaluation and assessments are calculated.

DEPARTMENT KEY SERVICES

- 1) Produce Annual Grand Lists
Real Property, residential, commercial and exempt
Personal Property and 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 and add new ownership
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 and 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 and local senior credit applications
Veterans exemption applications
Volunteer firefighter credit 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
Advise the Town on policy changes to local credits and exemptions
Support Board of Assessment Appeals during hearings

Ted Gwartney, CCMA II, MAI,
Town Assessor

ASSESSOR'S TABLE OF VALUATION AS OF OCTOBER 1st 2009

ASSESSOR'S TAXABLE ASSESSED VALUES
TOWN OF GREENWICH, CONNECTICUT

<u>Type Property</u>	2009 Grand List		% of
<u>REAL ESTATE:</u>	<u>Count</u>	<u>Assessed Value</u>	<u>Total</u>
<u>Residential (100)</u>	19,544	\$27,663,505,730	80.37%
<u>Commercial (200)</u>	947	\$4,220,822,130	12.26%
<u>Industrial (300)</u>	30	\$90,351,030	0.26%
<u>Public Utilities (400)</u>	10	\$31,974,950	0.09%
<u>Vacant Land (500)</u>	706	\$751,618,840	2.18%
<u>Use Land (600)</u>	26	\$3,916,570	0.01%
<u>Apartments (800)</u>	58	\$370,615,560	1.08%
Gross Total Real Estate	21,321	\$33,132,804,810	
RE Personal Exemptions		\$25,264,930	
Net RE Assessed Value		\$33,107,539,880	96.19%
<u>MOTOR VEHICLES:</u>			
Gross Total Motor Vehicles	54,142	\$665,952,460	
MV Exemptions		\$5,593,140	
Net MV Assessed Value		\$660,359,320	1.92%
<u>PERSONAL PROPERTY:</u>			
Gross Total Personal Property	4,231	\$667,320,316	
PP Exemptions		\$16,533,644	
Net PP Assessed Value		\$650,786,672	1.89%
<u>GRAND TOTALS:</u>			
Gross Total	79,694	\$34,466,077,586	
Total Exemptions		\$47,391,714	
Net Before BAA		\$34,418,685,872	100.00%
BAA Net Adjustments		(\$22,738,280)	-0.07%
Taxable after BAA		\$34,395,947,592	99.93%
Equalized @ 100%		\$49,137,067,989	0.7

TAX COLLECTOR

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$531,877	\$541,917	\$528,008
Capital	\$0	\$0	\$0
Total:	<u>\$531,877</u>	<u>\$541,917</u>	<u>\$528,008</u>
Revenue:	\$1,176,354	\$1,001,743	\$1,032,058

Collection of taxes due in the fiscal year ending on June 30, 2010 amounted to 98.6%. Given these economic times a satisfactory record has been achieved. Consistent and focused follow-up on the unpaid accounts has contributed to this successful collection rate.

I would like to thank my staff for their patience and dedication to this office.

GENERAL FUND

CURRENT LEVY

The October 2008 tax rate for the General Fund was 8.316. The amount to be collected in fiscal year 2009-2010 was \$283,528,211.53 and represented 89,463 accounts.

Collections were distributed as follows:

	No. of <u>Levy</u> <u>Accounts</u>	<u>Collections</u> <u>of Levy</u>	Percent	
Real Property	22,238	\$271,986,910.90	\$268,667,364.31	98.78%
Personal Property	<u>67,225</u>	<u>\$ 11,541,300.63</u>	<u>\$ 10,952,330.39</u>	<u>94.90%</u>
	89,463	\$283,528,211.53	\$279,619,694.70	98.6%

During this same time period Sewer Maintenance Taxes in the amount of \$8,778,375.41 were collected.

On June 17, 2010, 434 liens were filed against the October 1, 2008 list compared to 431 for the same time the previous year.

Anthony Tod Laudonia
Tax Collector

BOARD OF ASSESSMENT APPEALS

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$37,327	\$35,913	\$37,437
Capital	\$0	\$0	\$0
Total:	\$37,327	\$35,913	\$37,437
Revenue	\$0	\$0	\$0

The Board Members remained the same for 2009-2010. The Board heard and acted upon 271 commercial, residential and personal property appeals. In addition we acted upon 101 automobile appeals of which 97 were for limousine companies. Four appellants have carried on to Superior Court.

Jeff Reardon
Chairman
Board of Assessment Appeals

LAW DEPARTMENT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted F/T Personnel:	10	10	10
Expenditures:			
Current	\$2,260,043	\$2,470,315	\$2,824,909
Capital	\$0	\$0	\$0
Totals:	<u>\$2,260,043</u>	<u>\$2,470,315</u>	<u>\$2,824,909</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 2009-10, 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 tort 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 cases 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 number of 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 primarily by Law Department staff; highly specialized matters are referred to outside counsel. In addition to the special education matters, the Law Department represents the Administration of the Greenwich Public Schools at expulsion hearings. There were 20 expulsion hearings in the 2009-10 fiscal year.

The Law Department has also reviewed and investigated 130 claims in the 2009-10 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.

Twenty-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. One appeal from the 2001 revaluation also remains open.

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, 2009 - June 30, 2010**

	<u>Pending 6/30/09</u>	<u>Commenced 2009-10</u>	<u>Concluded 2009-10</u>	<u>Pending 6/30/10</u>
Appeals from Planning and Zoning Commission	20	3	6	17
Appeals from Planning and Zoning Board of Appeals	23	1	1	23
Environmental Litigation v. Town of Greenwich	9	1	5	5
Personal Injury/Property Damage Actions v. Town	25	7	7	25
Miscellaneous Actions v. Town	15	1	5	11
Miscellaneous Actions brought by Town	1	0	0	1
Appeals from Board of Assessment	33	5	13	25
Civil Rights/Human Rights	10	5	3	12
Freedom of Information Actions	2	5	2	5
Board of Education Litigation/Special Ed/Expulsions	<u>3</u>	<u>25</u>	<u>20</u>	<u>8</u>
Totals:	<u>141</u>	<u>53</u>	<u>62</u>	<u>132</u>

TOWN CLERK

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	7	8	8
Expenditures:			
Current	\$598,254	\$558,232	\$557,185
Capital	\$0	\$0	\$0
Total:	<u>\$598,254</u>	<u>\$558,232</u>	<u>\$557,185</u>
Revenue:	\$4,683,453	\$2,870,764	\$6,861,525

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

The Town Clerk's office continues its daily duties of issuing dog licenses and shellfish licenses; 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 387 trade names, 48 maps and 25 Military Discharge papers. There were 2614 Dog Licenses and 0 Kennel License issued; 96 Resident, 44 Senior and 23 Junior Shellfish permits were issued. The Vital Statistics Division processed 2160 Births (Males 1120, Females 1040) (Resident 436, Non-Resident 1724) (Twins - 57 sets - 22 male, 16 female and 19 male and female); (Triplets- 0 sets-591 Marriages (Religious Ceremonies 165, Civil Ceremonies 426) and 602 Deaths (Males 278, Females 324) (Resident 358, Non-Resident 244).

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 83 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 2009-2010 was \$13,254,699.

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 2009-2010 was \$11,239.00

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 2009-2010 was \$4,067,014.00

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 Community Investment Account. The town receives four dollars for land protection and historic preservation.

There were 7 Regular Representative Town Meetings and no Special Meetings. There were 5 resignations and one death among the membership.

In the Democratic Primary in September 2009 for Tax Collector there were 8910 eligible to vote and 1295 voted or 14%.

In the Town Election in November 2009 there were 34,960 eligible to vote and 13,457 voted or 38%.

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: 2009-2010 – 12,634; 2008-2009 -12,276; 2007-2008- 15,214.

Carmella C.Budkins
Town Clerk

PLANNING AND ZONING COMMISSION

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$709,271	\$637,323	\$610,256
Capital	\$0	\$0	\$0
 Total:	 <u>\$709,271</u>	 <u>\$637,323</u>	 <u>\$610,256</u>
 Revenue:	 \$209,565	 \$207,392	 \$209,429

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, Deputy Director Planning and Zoning/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. Other staff (under the 174 account) consists of two (2) full-time persons shared by P&Z, CC, and IWWCA, the Applications Coordinator and Accounting Clerk II. 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 PERMIT – 50

The Commission reviewed fifty (50) special permit applications. This was a decrease of eight (8) applications from the previous fiscal year. Of the fifty (50) special permit applications; eight (8) of these applications were in the Coastal Management Area (CAM). Twenty-six (26) were approved, two (2) were denied and eleven (11) were withdrawn and 11 were under review at the end of the fiscal period.

SUBDIVISIONS – 19

During the past fiscal year the Commission processed a total of nineteen (19) subdivisions applications as contrasted with twenty-seven (27) in the preceding year, a 30% decrease. All nineteen (19) were submitted as final subdivision applications and none were submitted as preliminary subdivision applications. . Of the nineteen (19) subdivision applications, nine (9) were approved, none were denied, three (3) were withdrawn, six (6) were found to be neither a subdivision nor re-subdivision and one (1) was pending at the end of this fiscal year. Of the total applications seven (7) were properties proposing lot line revisions, three (3) proposing consolidated lots, nine (9) were subdivisions proposing the creation of two or more lots, and eight (8) were filed as re-subdivisions This year continued the decline in the level of subdivision activity after a 49% decrease in numbers in the previous year. The total of 18 applications acted upon in fiscal year 2009-10 resulted in an estimated six (6) new lots as contrasted, which is equal to the number of lots created in fiscal year 2008-09. Over the last ten years, the Commission has approved about three hundred thirty (336) new lots.

ELDERLY/AFFORDABLE ACCESSORY APARTMENTS – 5

There were three (3) elderly apartment applications approved and one (1) elderly apartment withdrawn. There was one (1) affordable apartment approved. This is a slight increase from fiscal year 08-09 where three applications were submitted.

ZONING – 11

10 amendments and 1 zoning map amendment; there were ten (10) zoning text amendments reviewed by the Commission; one was withdrawn and the other 9 were approved. This is a slight increase from fiscal year 08-09 where there were nine (9) text amendments and only 8 Section amended last fiscal year whereas there are 10 Section amended in this fiscal year. There was one (1) zoning map amendment to rezone 7 Vince Drive from R-6 to R-PHD-E however this was withdrawn.

The following are the zoning amendments that were approved:

Section 6-139.1 (Flood Hazard Overlay Zone)

Section 6-5 (3.1) Revise definition of Bank;

Section 6-5 (3.2) Revise definition of Bank –Drive-In;

Section 6-100 ADD Bank and Drive-in banks to Use Groups 1, 4, AND 8;

Section 6-5 (13.1) Define Drive-In, Drive-Thru Establishments;

Section 6-103 Revision to LBR Zones (E) Ground Floor Uses

Section 6-103.1 Revision to CGBR zone (B) Ground Floor Uses

Section 6-98 Revision to Use Regulations for R-6, Multi family and RMF zones

Section 6-5 (2.1) Animal day care establishments

The following is the zoning amendment that was withdrawn:

Section 6-194 (Location of Alcoholic Establishments)

MUNICIPAL IMPROVEMENTS – 8

The Commission reviewed eight (8) Municipal Improvements during fiscal year 09-10, which is one more than the previous fiscal year. In fiscal year 09-10 six (6) of the Municipal Improvements were approved and two (2) were withdrawn.

The following list summarizes the projects reviewed:

MI #572 – Sale of Town Owned Land on Holly Hill Lane to 644 West Putnam Associates LLC	Approved
MI #575 Birch Lane - Sewer Line Extension	Approved
MI #576 McKinney Terrace II Expansion – 54 new, 1-bedroom affordable units	Withdrawn
MI #577 North Mianus School – Parking Lot expansion	Approved
MI #578 Greenwich High School – MISA project	Withdrawn
MI #579 Teen Center – Extension of lease to 12/21/2015 with options to renew	Approved
PLPZ 2010000028 Nathaniel Witherell – Additions and alterations	Approved
PLPZ 2010000065 Greenwich High School – MISA project	Approved

SCENIC ROADS – 0

No applications for Scenic Roads were submitted in fiscal year 09-10, which is the same as the previous year.

TELECOMMUNICATIONS – 2

There were two (2) applications processed in the past fiscal year, which is a significant decrease from the seven (7) from fiscal year 08-09. One application submitted to add antennas to a water tank was handled administratively and was approved with modifications and the other was a Request for Recommendation to the Connecticut Siting Council for an 80' tower at 44 Talbot Lane, which was withdrawn.

NON-COASTAL SITE PLANS – 327

There were three hundred twenty-one (327) non-coastal site plan applications handled and processed through the Department. This was a 9% decrease in applications over last year. The Commission reviewed sixty-two (62) applications, forty-four (44) were approved, seven (7) were denied, five (5) were withdrawn and 6 were pending.

Department staff reviewed two hundred sixty five (265) site plans through the administrative staff review and sign-off process. Of these, two hundred fifty five (259) were approved, one (1) was denied three (3) were withdrawn and two were pending at the end of the fiscal period. .

COASTAL APPLICATIONS – 110

A total of one-hundred-and-nine (109) coastal site plans and one (1) coastal subdivision applications were reviewed this fiscal year. This was an increase of twenty-three (23) coastal applications from the previous fiscal year. The Commission reviewed seventeen (17) coastal site plan applications, twelve (12) were approved, one (1) was denied, one (1) was withdrawn and 2 were pending . The Commission also reviewed one (1) coastal subdivision application which was approved.

Planning and Zoning Staff, alone, handled ninety-two (92) applications administratively. Of those, eighty-three (83) were approved, and one (1) was denied, and 8 were under review.

TOTAL SITE PLANS – 437

There were a total of four hundred thirty seven (437) coastal and non-coastal site plans combined. This is just slightly above the number as last fiscal year. The Commission reviewed eighty (80) site plan applications (19%) as required by Charter or State Statutes and three hundred fifty seven (357) (about 81%) were handled administratively by staff.

NEW ADDRESSES – 67

There were a total of 67 street numbers for the fiscal year 09-10. Thirty six (36) were addresses and the other 31 were corrections made to the assessors' tax cards. This an increase of 21% compared to a total of 55 for fiscal year 08-09. The Planning Department is responsible by Town Ordinance to provide addresses to the public and post offices.

ARCHITECTURAL REVIEW COMMITTEE – 150

A total of one hundred fifty (150) applications were reviewed by the ARC, a slight increase over last year. Of the one hundred fifty (150) applications, seventy four (74) were sign and awning applications and seventy six (76) were exterior alteration applications. Almost all applications were approved either as submitted or with modifications. There was one (1) denial. Fourteen (14) new signs were approved for businesses on Greenwich Avenue, which is consistent with the fifteen (15) that were approved last year. There were four (4) new sign approvals for businesses located in Byram.

HISTORIC DISTRICT COMMISSION – 13

The Historic District Commission rendered 13 Advisory Opinions to the Planning and Zoning Commission for properties listed on the National Register. This is 5 less than the prior fiscal year. The Commission approved 6 Certificates of Appropriateness: four for Historic Overlay Properties, two for the same property located in a Local Historic District. Commissioners undertook 16 site visits to review properties under review. One Commissioner met separately with a building owner's representative to suggest how modifications could be made to preserve the building.

TOTAL APPLICATIONS – 762

In fiscal year 09-10 there were 762 items handled by the department, **about a 1% reduction from fiscal year 08-09**. In fiscal year 08-09 there were approximately seven hundred seventy one (771) items handled by the department. This decrease is much less than the year before where there was an 18% decrease in applications from fiscal year 07-08 to fiscal year 08-09.

HIGHLIGHTS OF DEPARTMENT ACTIVITY FISCAL YEAR 09-10

- A. Department handled a total application load of 762 items. The Commission reviewed 167 or 22 % of all applications and staff reviewed 78% of all submissions to the Planning and Zoning office. The Commission held a total of forty four (44) meetings.
- B. Revenues of \$205,565 are the highest in Planning and Zoning history even with a slight reduction of applications. This is due to the increase in fees and types of applications.

- C. Staff conducted service to over 2,892 walk-in customers, which is a major increase over last fiscal year when there were 1,500 people at the public counter as walk-ins who logged in for professional planner inquiries.
- D. Construction of the Church Street Extension Public Access Waterfront Park (as recommended in the Byram Comprehensive Plan) along the Byram River was completed, dedicated and opened to the public.
- E. There were two appeals filed on Commission actions; one is still pending and one was withdrawn.
- F. Cityview software program for permit applications and tracking was installed, training of staff was completed and the new system became operative in all the Land Use agencies. This new software required changes to Planning and Zoning business processes and application numbering system, but allows all departments to view status of applications filed in all departments to be read by town staff thereby improving coordination on application processes.
- G. The second half of this fiscal year saw the establishment by the First Selectman of the 6 Committees noted in the Implementation of the 2009 POCD. The Commission members have attended these committees and Planning and Zoning staff have also attended and have been providing input and support to these Committees on Housing, Downtown, Transportation and Parking, Town Properties, and Plan Implementation Committee. The Town Planner has also been involved in the Open Space Plan Update committee work.

DIRECTIONS FOR NEXT FISCAL YEAR 10-11

It is anticipated that the following will be critical work items for the Commission, Staff and Consultants in the next fiscal year 10-11:

- All staff will become more adept at using the new CityView application tracking and permit system, which is now on line in Planning and Zoning. All applications are being entered into this new tracking system from various departments, which will allow viewing and responses to all departments on pending applications.
- Planning and Zoning Commission members and staff will continue to be involved in the Committees created by the First Selectman on implementing the recommendations of the 2009 POCD.
- Staff will perform studies on, and develop standards and criteria for limiting impervious surfaces on residential properties as well as develop new regulations to address drainage and flooding issues in conjunction with the DPW as recommended in the 2009 POCD.
- Staff will continue to work with the Byram Neighborhood Association and Town Departments to implement the Plan's recommendations for physical improvements and beautification along the Byram waterfront, particularly the DPW site on South Water Street for a pocket park, sidewalk improvements and tree planting program.
- Staff will review the need to create separate Waterfront Business Zones for the Byram WB zone, Cos Cob WB zone and Steamboat Road WB zone as recommended in the 2009 POCD.
- Staff and Commission will continue updating the Zoning Regulations to address issues for R-6 zone, soil and erosion control, tree preservation, and lot coverage limits in the residential zones; they will also begin reviewing and revamping the Subdivision Regulations and adopt new regulations as needed to comply with Phase II for Stormwater Best Management Practices required by DEP and EPA as recommended in the 2009 POCD.
- Work with DPW to update the 1954 Excavation and Fill Ordinance and present to the RTM for adoption.

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:

Regular Members: Donald Heller, Chairman; term expires March 31, 2013, Frank Farricker, Secretary; term expires March 31, 2011, Richard Maitland; term expires March 31, 2012, Paul S. Marchese; term expires March 31, 2011, Margarita T. Alban; term expires March 31, 2013; Alternates Ellen Avellino; term expires March 31, 2011, Frederic H. Brooks; term expires March 31, 2011.

CONDEMNATION COMMISSION

	<u>2008-09</u>	<u>2007-08</u>	<u>2006-07</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, determining the compensation for such property and apportioning the cost of installing sewers among the properties within and benefited by such sewer project.

Neil Ritter
Condemnation Commission

**DEPARTMENT OF PUBLIC WORKS
FLOOD AND EROSION CONTROL BOARD**

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</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 Flood and Erosion Control Board was organized as a result of the adoption by the Representative Town Meeting on November 12, 1957 "An Act Establishing a Flood and Erosion Control Board in the Town of Greenwich" pursuant to the provisions of No. 377 of the Special Act of 1955. The Board is authorized to plan, lay out, acquire, construct, maintain, supervise and manage flood and erosion control systems and may enter into agreements with State and Federal governments to accomplish its purposes. It has five members, four of whom are appointed by the Representative Town Meeting for terms of four years. The fifth member is the First Selectman. The Department of Public Works provides administrative and technical support to the Flood and Erosion Control Board through the Engineering Division.

Regular meetings are held quarterly, typically on a Thursday, with interim meetings and workshops scheduled as needed and as Board member schedules permit. Eight meetings were held in FY 09/10. Three public evening meetings were held in the first half of 2010, to present some basics regarding riverine and coastal flooding as well as the Board's approach to capital project prioritization.

The Board has continued its focus on reviewing the stormwater master plan results presented to them by DPW staff and DPW's outside consultant. The prioritization process for potential stormwater system capital improvements continued to be applied as each study was completed. A focus continues on public safety criteria to establish project priority. The Old Greenwich Drainage, Strickland Brook, Cider Mill/Binney Park, Horseneck Brook studies have been completed, with Brothers Brook almost finished and work ongoing in Byram and Coast Area 1 / Tom's Brook. In addition, DPW is studying limited portions of the Town's drainage system, based on flooding experience and budgets, and potential improvements for these systems are also under evaluation.

The Board also directed DPW to investigate funding options available for stormwater system improvements. Given the current economic conditions, little if any money is available through federal and state sources. The Board continues to monitor this situation and consider funding options. The Board proposed a Town Charter amendment that would allow the Board to exercise assessment powers consistent with the provisions of the Connecticut General Statutes Sections 25-84 through 25-93. This was provided to the Town's Representative Town Meeting for its consideration.

In its interest to see the Town move forward with necessary drainage and stormwater system improvements, the Board continued monitoring DPW's progress with its capital projects. DPW provided updates on the Church / Sherwood / Rt. 1 drainage network design, as well as specific Pemberwick Rd. and Pemberwick Park projects. DPW continued its contact with the Connecticut Department of Transportation (CTDOT) on potential improvements to the intersection at Hillside Rd. and Rt. 1 which when flooded prevents east / west travel by emergency services, severely reducing the Town's emergency services ability to respond town-wide. As Route 1 is a state road, it is in the Town's interest to see CTDOT fund these improvements. These projects and others will be ongoing in coming fiscal years.

Anthony Macleod
Chairman

CONSERVATION COMMISSION

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$199,675	\$214,281	\$233,204
Capital	\$0	\$0	\$0
Total:	<u>\$199,675</u>	<u>\$214,281</u>	<u>\$233,204</u>
Revenue:	\$0	\$7,000**	\$0

**\$7,000 revenue = \$2,000 for Nat'l Fish and Wildlife, eel study and \$5,000 is from Audubon, vegetative survey at Great Captain's Island.

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 FY10, the Commission held 10 regular meetings, and 1 special meeting. 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. Nancy Dickinson, Sue Baker, and Lisette Henrey remained on the Commission as regular members. Chris Franco was appointed in August 2009 as a regular member to fill a vacancy. Gary Silberberg, Nancy Chapin and Giulietta Fargion 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. In May 2009, Brian Eltz resigned as Conservation Assistant to take employment with CT-DEP. Joseph Cassone was hired to in June as the CA. The EA position is shared 50/50 with the Inland Wetlands and Watercourses Agency and works primarily in land use regulations and watershed management. The CA position works 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. It also includes regular coordination with many private groups including but not limited to the Greenwich League of Women Voters, Greenwich Land Trust, Greenwich Green and Clean, Audubon Greenwich, Mianus River Watershed Council, Bruce Museum, Soundwaters, Greenwich Point Conservancy, Calf Island Conservancy, Garden Education Center, Greenwich Tree Conservancy, Byram Watershed Coalition, and all of the garden clubs in Greenwich. Regional partners include the Southwest Conservation District, Southwest Regional Planning Agency, CT Fund for the Environment, and the Connecticut Envirothon Program. 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 working relationship with state and federal agencies including

Connecticut's Department of Environmental Protection (DEP), U.S. Environmental Protection Agency (EPA), USDA Natural Resources Conservation Service, and our state and federal legislators.

ADMINISTRATION

As with all departments, the Conservation Commission worked closely with Town administration to ensure that program was delivered not only within budget but within the reduced budgetary guidelines. Staff identified small grants that would allow programs to continue with no impact on the budget. Although the Commission has a very small budget as compared with other Town departments, with the added revenue from the grants, it was able end the year 15% under budget. This was accomplished even with salaries accounting for over 80% of the Commission's annual budget.

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) energy management, 6) protection of cultural resources, and 7) public outreach. Priorities within these areas include heading the water supply team, education on flood management, open space planning, deer and goose management, energy efficiency for town buildings, adaptive reuse of 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. Staff monitors water supply weekly and keeps the team informed as to status of supply. No drought advisories were issued during this fiscal year. The Director also serves as the Conference of Connecticut Municipalities representative on the Connecticut Water Planning Council Advisory Group and serves as chairman of a statewide workgroup was formed in January 2010 to review and make recommendations on the State's Drought Management Plan that is basis for all local plans. A report will be prepared for the CT Water Planning Council for Fall 2010.

WATERSHED PLANNING AND MANAGEMENT

Conservation staff continued to work with DPW and other departments on the Phase II Storm water Management Plan and the update of the Town's drainage manual. Conservation staff also continued to lead the work of the Byram Watershed Coalition to develop a watershed management plan for the Byram River focusing on non-point source pollution. This program is being funded by CT DEP with monies provided by federal Clean Water Act Section 319 program. A draft plan is being reviewed and is expected to be submitted to DEP by September 2010. A stream walk assessment was held in June 2009 to train volunteers to collect much needed data. Conservation staff provided GIS mapping and will be working to get all data digitized. Work in FY2011 will continue on a final comprehensive plan for the watershed.

Conservation continued its support role on flood management efforts working closely with DPW and Emergency Management staff. In October 2009, staff coordinated with USGS on the installation a real-time stream gage on the Byram River. The gage is now incorporated into the water supply monitoring and has already proved useful during both drought and flood conditions.

The Southwest Regional Planning agency has received a Clean Water Act grant to begin a watershed management plan on the Mianus River. Conservation staff is coordinating with SWRPA on this new initiative which is expected to continue into the next fiscal year.

A new GIS layer that looks at land use cover was completed this year as joint effort between the Town's GIS department and Conservation. This layer provides detailed information on vegetative cover and allows for better analysis of storm water runoff and associated pollutants. Work will continue to refine the layer so that it can be used by all Town departments.

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 85 sites were visited and/or reports submitted to Planning and Zoning, a 63% increase over the previous year. With development taking place on more marginal lands and intensity of development on a given lot increasing, the applications are becoming more complicated resulting in more time needed for each review. Town projects that required special attention included the Cos Cob Power Plant restoration, McKinney Terrace Housing proposal, and the cell tower proposal.

Conservation Commission members and staff dedicated much time to the finalization of the Plan of Conservation and Development including attending numerous meetings and providing detailed comments. Staff and members continue to provide support as needed to POCD committees formed by the First Selectman.

OPEN SPACE PROTECTION AND MANAGEMENT

Open space protection has been a continuing effort of both the Commission and staff. Following the adoption of the POCD, the Conservation Commission Chairman convened the Open Space Plan Committee in December 2009 to update the Town's Open Space Plan. A timeframe of two years was established by the committee to complete this task and work is on schedule. The OSP committee meets regularly and is supported by Conservation staff.

The Commission and staff continued to take an active role in the restoration of the Cos Cob Power Plant. Now the Brownfield Grant was closed out, the project is being directed by the Department of Public Works for 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. The Commission will continue to work to ensure that plans meet environmental standards.

WILDLIFE AND HABITAT MANAGEMENT

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 in a leadership role on the Fairfield County Municipal Deer Management Alliance. 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 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 conducted training for residents in town and also for neighboring towns as part of promoting this program throughout the region. This program will continue next year with a renewed emphasis on volunteers and private properties and continued work with neighboring communities. In Spring 2010, Conservation assumed responsibility for the Goose Hazing Program and expanded the program to include Greenwich Point. The other parks in the program are Byram, Bruce and Binney.

The habitat volunteer program that began in 1998 continued into its tenth year. A volunteer monitoring program is now well established at the Mianus Pond Fishway, greatly expanding the data collected at this site. A webcam finally came on line for the 2010 herring run. The Town also received a grant to conduct an eel survey

on the Byram River. The town continued to participate in a statewide effort to count horseshoe crabs at Greenwich Point. All habitat programs will continue into the 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. In June 2008, Audubon awarded a grant for \$5,000 to the Conservation Commission for a vegetative survey of the island. A survey was conducted in the August/September of 2008 with plots set that will allow for long term monitoring. Funds were left over that allowed for a second survey to be conducted in August 2009.

ENERGY MANAGEMENT

Conservation staff took the lead in securing the federal EECBG of \$627,500 for the installation of a 100kW system on Glenville School. This work included writing the grant and providing all reports using the new federal grant system. This work was coordinated with the Glenville School Building Committee and the BOE staff. The system was installed in Fall 2009 and came online in late Spring 2010. All funds were received prior the close of the fiscal year. In December 2009, the Town completed the final steps to become a Clean Energy Program in Connecticut. As part of this effort, the Town will be receiving a 5kW photovoltaic system from the CT Clean Energy Fund. Conservation is working with DPW and BOE staff to identify potential sites for the system. This project will continue next year. Conservation staff continued work leading the Energy Management Team. Work of this committee focused on benchmarking energy use on all buildings.

PROTECTION OF CULTURAL RESOURCES

The Town has many buildings on its properties several of which are of cultural significance and works with various groups to protect these assets. The Commission serves as advisory to the Greenwich Point Conservancy in its goal to restore buildings at Greenwich Point. The Commission worked with GPC and potential users of the renovated Innis Arden Cottage on final design in anticipation of its completion as an Environmental Seaside Center in 2011. The Commission will be coordinating programming of the building with Parks and Recreation. Staff continued to work with the Historic Preservation Trust on the Lyon House and contracted with a consultant to complete Phase II of an architectural survey of the house.

Conservation board members and staff joined with the Historical District Commission to move forward the Town's application to become a Certified Local Government. This was accomplished in September 2009. Work continued to education Town officials and residents on the CLG process and also on the National Registry program. Conservation Commission assisted the Greenwich Point Conservancy in getting Board of Selectmen support for the application to place Greenwich Point on the National Register of Historic Places. In May 2010, a town wide program was held on the CLG program and resource available to the Town as a result of its inclusion in this program.

PUBLIC OUTREACH

The Commission continued its active outreach program working with many partners. The new Go Greener Committee hosted several outreach programs including the Source to Sound Program that began in June 2009 and continued through the summer. Conservation once again co-sponsored the Awesome Tree Contest with the Greenwich Tree Conservancy and the Town Tree Warden. The fish way was opened to the public again this year with two open houses conducted. Additionally, over 300 youth toured the fishway either with schools or youth organizations. This will continue into the next fiscal year.

April 2010 marked the 40th anniversary of Earth Day and the Conservation Commission coordinated with the greater environmental community to provide a month-long calendar of events including an Earth Day parade.

Working closely with the newly established PTAC Green Schools Committee, a special training program was held in May 2010. Officials from the State Department of Education, and the Board of Education including new

Superintendent of Schools attended this program that focused on the role that environmental literacy plays in bridging the achievement gap. 20 volunteers and staff were trained using Project Learning Tree materials. Emphasis was placed on coordinating environmental education in our schools with ongoing environmental programs in Town.

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, Greenwich Tree Conservancy Program Committee; and as a facilitator for DEP programs.

Denise Savageau
Conservation Director

INLAND WETLANDS & WATERCOURSES AGENCY

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	6.5	6.5	6.5
Expenditures:			
Current	\$441,494	\$353,756	\$319,585
Capital	\$0	\$0	\$0
Total:	<u>\$441,494</u>	<u>\$353,756</u>	<u>\$319,585</u>
Revenue:	\$432,007	\$326,435	\$444,291

OVERVIEW

The Inland Wetlands and Watercourses Agency (hereafter referred to as “the Agency”) 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 Town’s lakes, ponds, streams, swamps, and marshes that serve as a vital resource to the recharge and purification of our surface water, ground water, and the attenuation of storm events.

The day to day operation of the Agency continues to be managed by the Agency Director, Michael Chambers, and is assisted with the supervision of staff by Robert Clausi, the Agency Senior Wetlands Analyst. 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 among the three Land Use Departments (the Agency, the Conservation Commission, and Planning and Zoning), one permanent part-time support staff and one permanent part-time receptionist (who is also shared amongst the three Land Use Departments). 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 II, Environmental Analyst, Applications Coordinator, permanent part-time Administrative Staff Assistant II, and permanent part-time Administrative Assistant I.

Although the number of personnel dedicated to the Agency has not changed, necessary budgetary adjustments has transferred two members of the administrative staff from the shared Land Use (174) Account to the Agency’s (173) Account. This adjustment gives the false impression that the Agency’s expenditures have risen; however, review of the Land Use Account will confirm that the transfer was budget neutral.

The chairmanship of the Agency was again assumed by Lawrence Perry, the Agency’s longest serving member. For the second year, Mr. Perry is joined on the Agency’s Executive Board by Vice Chairman, John Conte and the Secretary, Martin Kagan. Seated members now include Lawrence Perry, John Conte, Martin Kagan, Garrett Dietz, William Galvin, Stephan Skoufalos, and Elliot Benton. These members are joined by alternate members Brian Harris, Joseph Rogers and the recent addition of James Carr, who fulfilled the vacancy created by Robert Sisca.

The Agency’s municipal role includes the review and analysis of development-related activities that introduce 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 presented environmental and stormwater effects on 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, when necessary.

The business of the Agency was conducted during twelve scheduled meetings, and nine Public Hearings reserved for activities with increased public interest and/or potential for significant impact to wetlands and

July 1, 2009 to June 30, 2010	New Permits	Modifications	Denials	Agent Approvals	Letter of Permission (Exempt Activities)	Bond Releases	Conceptual Approvals
Totals	153	31	2	34	2	204	3

watercourses. Of the 155 submissions, only two projects were denied permit. In addition, 542 Green Sheet Questionnaires were processed by staff for determination of regulated activities. Office trends continue to show that the vast majority of properties conducting work in Town, regardless of the presence of wetland and watercourses on site, receive sign-off and proceed without formal departmental review.

During fy 09-10 the Agency observed a modest increase in the total number of projects reviewed. As seen in the table provided, the total number of projects increased from 120 in fy 08-09 to 153 in fy 09-10. This total represents a notable decline over historic submittals relating to the number of new applications considered by the Agency and its staff in a given year. Despite these historic lows, the Agency recorded significant gains in revenue due to prior year's efforts to implement progressive budgetary measures designed to offset the building slowdown. Introduced adjustments include the collection of fees associated with the percentage of land disturbance on a subject parcel, returning permit approvals to two years from five years, thus increasing the total amount of extension fees received over a 10 year permit period, and by increasing application fees for subdivisions and other significant commercial activities. The success of these adjustments exceeded expectations, and now better reflect the staff hours dedicated to a project from the point of submission through completion.

Also contributing to the improved revenue totals were the unforeseen profits gained through the Agency Compliance Program. During fy 08-09, seven Cease and Correct Actions were scheduled for sites that were cited to have commenced regulated activities without the prior consent of the Agency. While this total is reflective of historic enforcement patterns, a renewed emphasis on site compliance and Regulation enforcement resulted in 16 Cease and Correct Actions. These 16 sites, along with others detected during the approval process, accounted for \$40,650 or almost 10% of the generated revenue. This number will remain variable since its reflective of non-complying sites, however, through education, the Agency hopes to see a continued monetary decline in this area.

In February 2007, the Agency initiated an aggressive effort to correct a swelling performance bond account, which contains funds associated with active development projects. In 2006, this account peaked at \$4,009,150 of bond money which was largely believed to contain funds related to projects that had been completed but failed to retrieve monies. Since instituting strategic procedures designed to return and reduce funds contained within this account, the Agency has recognized growing success, attributed in large part to the efforts of the Agency Compliance Officer, Doreen Carroll Andrews, and the other compliance staff. During fy 09-10, 204 permit sites were closed, resulting in the release of \$857,300. The total released is slightly down from last year's figures, but nonetheless is represented in the account which has been cut to \$2,841,150 or 682 active permit sites.

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

In December 2009, the RTM narrowly moved to permanently adopt the Municipal Fine Ordinance, which for the first time provided the Agency a punitive means of pursuing the Town's most egregious and willful offenders of the Wetlands and Watercourses Regulations. As adopted, persons found responsible may be assessed penalties at a cost of up to \$1,000/day for each cited infraction. Since instituting this enforcement tool,

only two site contractors and no homeowners have been subject to penalty due to the strict language which prohibits the issuance of fine until the property has been officially noticed and given 24 hours to comply with temporary correction measures set forth by staff. Neither case was appealed, and one remains the subject of an ongoing criminal investigation by the Greenwich Police Department Detective Division. The Agency is appreciative of the added enforcement measure but is evaluating means of strengthening its usefulness.

PERFORMANCE OUTCOMES

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

1. Promote smart growth and low impact development concepts to minimize the often irreversible effects of development on a parcel and surrounding neighborhoods.
2. Minimize site and community hardships created by the improper management of stormwater and erosion control measures by improving and expanding upon the Agency compliance program and its oversight of active development project.
3. Provide technical staff assistance to other regulatory departments of the Town in matters requiring expertise in the implementation of sedimentation and erosion control practices and drainage abatement practices.
4. Strengthen community awareness of both the importance of wetlands and watercourses in our neighborhoods and the Agency's regulatory process through education, training, media and similar means of outreach.
5. Maintain a working partnership with Community Groups and Neighborhood Associations.

LITIGATION

- 1) 600 North Street – The Beane, LLC – Appeal of IWWA Denial - Withdrawn
- 2) 487 North Street – Whispering Winds - Appeal of IWWA Approval – Upheld
- 3) 1081 King Street – Shemin Farm Nurseries, Inc., Appeal of IWWA Approval – Settled
- 4) 14 Dwight Lane – Aaron and Alison Eiges – Enforcement Action – Pending
- 5) 152 Zaccheus Mead Lane – R. Mark Pennington – Appeal of IWWA Approval – Pending
- 6) 29 Byfield Lane – John Tsoi – Enforcement Action – Pending
- 7) 27 Vineyard Lane – Enforcement Action – Pending
- 8) 1 Topping Road – Frank Skibo – Appeal of IWWA Approval - Settled

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 strives to enhance the environmental quality of the Town for its residents by protecting and preserving its inland wetland and watercourses through the fair and balanced application of appropriate regulations, and searching for prudent and feasible alternatives to any proposal which are likely to cause material impact to wetlands and waterways without unduly impacting the quiet enjoyment of private and public properties.

Agency members and term expiration dates:

Lawrence Perry, Chairman - 3/31/13
John R. Conte, Vice Chairman - 3/31/13
Martin Kagan, Secretary - 3/31/12
Elliot Benton - 3/31/13
Garrett Dietz - 3/31/12
William Galvin - 3/31/12
Stephan Skoufalos - 3/31/13

Alternates:

Brian Harris – 3/31/13
Joseph Rogers – 3/31/12
Jim Carr – 3/31/12

Lawrence Perry
Agency Chairman

Michael N. Chambers
Agency Director

GREENWICH SHELLFISH COMMISSION

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	0	0	0
Expenditures: (Note 1)			
Current	\$21,221	\$23,146	\$9,209
Capital	\$0	\$	\$59,000
Total	<u>\$21,221</u>	<u>\$23,146</u>	<u>\$68,209</u>
Revenue (Note 2)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

(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 2009–2010 fiscal year has seen a decrease in the number of sales of recreational shellfishing permits. A total of 360 were issued during the 2008-2009 season, while 230 permits were sold for the 2009–2010 season. This decrease can be directly attributed to the economic downturn, which has affected many programs. This year, the Commission conducted only one demonstration of the six that were scheduled due to a very wet fall season. An increased number of demonstrations and clinics, however, are planned for the 2010-2011 season.

In May 2010 the fourth "Experience the Sound" took place at Greenwich Point. The goal of the program is to promote awareness of outdoor activities available in Greenwich. A total of thirty-two exhibits participated, which was a slight decrease over last year, including Atlantic Clam Farms Barge, and the Soundwaters Schooner. The Greenwich Police Boat also participated and was moored at the Old Greenwich Yacht Club dock. The event, which seems to be successful, is planned again for the 2010-2011 season.

Working closely with the Shellfish Commission, students at Brunswick School took on the marine science project studying the natural oyster bed in the Mianus River, located in the Cos Cob harbour area. Students were responsible for completing a paper covering their study for the Commission's review in September 2010. The goal of the program is to rotate the project on a yearly basis between various schools in Greenwich as an ongoing marine science educational tool.

In February 2010, the Commission conducted an environmental sampling survey of clams, oysters and shellfish around the areas of the old Cos Cob Power Plant and Mianus River to determine the level of heavy metals. Samples were sent to the Department of Aquaculture for shell and meat analysis and as a result were found to have acceptable parameters. Based upon these findings, the Brunswick School project was expanded to include moving several bushels of oysters to Greenwich Cove (a closed area) so they could be re-sampled and retested. The Commission will work to transfer both clams and oysters from the restricted beds to Greenwich coastal

waters prior to the opening of the recreational shellfishing season. If the project proves to be successful, the repopulation program will continue on a regular basis.

During this year the Commission worked on the final design of the environmental educational program earmarked for the newly refurbished Innis Arden Cottage. The Greenwich Department of Conservation and the Bruce Museum will also assist the Commission to determine the needed equipment for the marine laboratory.

The return of the oyster population continues to improve since 2007-2008 when the oysters close to shore were lost from the impact of an ice storm and then replenished by natural young specimens. As a result of this, during the 2009-2010 season recreational oyster fishing was opened to the public.

The Commission plans to inspect and assess the oyster beds prior to the opening in November of the 2010-2011 season with the hope that the program can continue in the new fiscal year. There has also been a noticeable increase in the number of blue mussels in several areas in the Cove.

Working under a formal contract, the hard clam farming project undertaken by the Commission with Atlantic Clam Farms continued in 2009-2010. 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. The Commission will be working on a new agreement for a five-year plan, which will include the Mianus River project.

Finally, a continuous dialogue has been established between the Selectman's Coastal Advisory Commission and the Shellfish Commission to work on areas of mutual benefit.

Roger Bowgen
Chairman

COMMISSION ON AGING

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	8	12	12
Expenditures:			
Current	\$748,400	\$746,924	\$730,822
Capital	\$0	\$0	\$0
Total:	<u>\$748,400</u>	<u>\$746,924</u>	<u>\$730,822</u>
Revenue:	\$52,180	\$65,413	\$60,235

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 2013), Kristen Browne (Secretary through 4/10 - term expired 2010), Howard Serrell (Secretary, term expires 2011), James B. Dougherty (term expires 2012), John “Jack” Morris (term expires 2012), Stephanie Paulmeno (term expires 2013).

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, including engaging in advocacy for special needs and comprehensive transportation planning for the elderly.

Achievements:

- The “Area Transportation Guide” was updated, incorporated into the “Directory of Senior Services” 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 \$5.00 to residents 62 years of age and older. A total of 2,510 books were sold, an increase of 822 (+49%) over the previous year. The Town contributed 40% 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.

COMMUNICATION/OUTREACH

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

Achievements:

- The commission published one issue of “The Savvy Senior” for mailing and distribution to more than 4,000 households in the Town. The issue highlighted a key area of concern to Town seniors, Staying Connected to community-based services.
- 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 Medigap insurance and the Part D prescription drug program sign-up period through December 31, 2009.
- The director convened the Senior Provider Network, a coalition of 62 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 quarterly 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, “When Others Have To Decide: Responding to Abuse, Neglect and Abandonment” to identify the possibility that an elderly person may be the victim of abuse or neglect, to define the role of Probate Court in appointing conservators of the person and the estate of incapable individuals, and to identify resources in the community that assist clients and families with addressing the needs of seniors at risk of losing their ability to live independently. Total attendance was 78 senior service agency staff. Continuing Education credit hours were approved by appropriate accrediting agencies for nurses and social workers
- Older Americans Month was celebrated in May with a theme chosen by the U.S. Administration on Aging: "Age Strong! Live Long!" A series of programs addressed: positive activities that keep people healthy and active such as meditating, yoga, Tai Chi, and involvement with the arts; a movie night that featured a film about positive aging and provided an opportunity for agencies to publicize their services; a program featuring in-home services that support independence, and how to navigate among the choices; and a program on supportive living and alternatives to institutionalization.

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.
- The Commission staff continued to participate in the United Way Planning Council and the Task Force on Housing, and board members participated on the POCD Downtown and Housing Task Forces.

HOUSING

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

Achievements:

- Commission members and staff continued to work on the United Way and POCD Housing Task Forces.

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 1,200 seniors attended educational programs led by staff and volunteers and 381 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, Greenwich Hospital Healthy Living Center and Center for Healthy Aging, Greenwich Adult Day Care, the Southwestern Connecticut Agency on Aging, the Connecticut Department of Social Services and Senior Clubs and organizations in Greenwich.
- The Commission acted as lead agency in planning the 15th 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 800 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 Planning and Zoning on its update of the Plan of Conservation and Development, and board members participated in the POCD Downtown and Housing Task Forces.
- The Commission continued to monitor the Town's Elderly Property Tax Relief Program that helps low-income older homeowners stay in their homes. A committee co-chaired by Commission members Kate Brennan and Lori Jackson proposed an ordinance to expand the eligibility for the credit program to households with incomes of up to \$60,000 and to increase the amounts of credit available to persons in the various income categories and was fully funded by the BET. The program provided relief totaling \$904,000 for 809 persons. This year marked the first year of availability of a program to permit deferral of \$3,000 in taxes for eligible seniors, but there were no applicants.

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.
- Concluded negotiations with Morrison Management Specialists and The Nathaniel Witherell to provide a supplement to The Witherell's contract with Morrison to provide management for the Food Service Program at the Senior Center.

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

Achievements:

Continued to apply results of the 2008 "Market Analysis and Planning Study" to the staffing and program design that maintained increased participation in Center programs.

Samuel E. Deibler
Director of Commission on Aging

HISTORIC DISTRICT COMMISSION

	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</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

ACCOMPLISHMENTS

Two (2) Certificates of Appropriateness were issued for buildings located in a Local Historic District.

Four (4) Certificates of Appropriateness were issued for Historic Overlay properties.

Advisory Opinions to the Planning and Zoning Commission were provided for:

- Thirteen (13) buildings listed on the National Register of Historic Places either independently or as part of a National Register District;
- three buildings listed in the Architectural and Historic Inventory Resources publication.

Eighteen (18) demolition applications were reviewed for buildings over 60 years of age and one Stay of Demolition was filed.

Commissioners undertook 16 site visits to properties. One Commissioner met separately with a building owner to advise how modifications could be made without damaging the building.

Commissioners submitted nominations to the Greenwich Historical Society for their first Preservation Awards with their application for the Stanwich Local Historic District receiving the award for Special Achievement. Commissioners visited and reported on the Historic Lyon Farm.

Commissioners worked with the Town to improve conditions at the traffic island in the Historic Round Hill/John Street Historic District.

Commissioners worked with the Town on the fabrication and installation of the sign for the Stanwich Local Historic District.

The Vice-chairman actively worked with applicants on three nominations to the National Register.

The Chairman gave a radio interview about the HDC and spoke with the Downtown Committee of the POCD.

Commissioners provided advisory information to those requesting it. The Chairman attended two meetings of the First Selectman to discuss the future of the Central Fire Station.

The web site for the HDC was updated with new forms and more explanatory information about the Commission.

Commissioners applied for, and the Town was granted, Certified Local Government status by the State.

The Commission continued to work with the Assessor's Office to have the Town's field cards reflect the historic nature of appropriate properties.

HISTORY/PURPOSE OF HISTORIC DISTRICT COMMISSION

The HDC was established by the RTM in 1975 to approve or disapprove applications for changes to structures in local historic districts. Its oversight has expanded to hear applications for, and changes to, local historic properties, to advise on granting Historic Overlay status and on changes to Historic Overlay properties, as well as Preservation Easement properties. The HDC is an advisory body to the Planning and Zoning Commission concerning changes to National Register of Historic Places and State Register of Historic Places properties. It is the Town Commission charged with promoting preservation.

FiFi Sheridan
Chairman

FIRE DEPARTMENT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	107	107	107
Expenditures:			
Current	\$11,909,051	\$11,688,057	\$11,586,094
Capital	\$106,332	\$637,000	\$70,000
Total:	<u>\$1,2015,383</u>	<u>\$12,325,057</u>	<u>\$11,656,094</u>
Revenue:	\$1,849	\$18,792	\$2,137

ADMINISTRATION

The Fire Chief and Assistant Chief are responsible for the administration and command of the department. The First Selectman by Town charter serves as the Fire Commissioner. 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 provide fire protection, prevention and rescue services, serves the Town.

ACCOMPLISHMENTS FOR 2009-2010

- For the fourth consecutive year qualified for National recognition for zero fire deaths and proactive fire prevention and education programs.
- Received a new Rescue Truck for Town. This state of the art unit is designed to handle emergencies and is currently stationed within the Sound Beach fire district.
- Designed new specifications for a ne water tanker truck for the Cos Cob district. This vehicle will be stationed in Cos Cob and enhance the departments mobile water supply.
- Continued implementation and installations for backcountry water supply utilizing dry hydrant and cistern applications. Received State grant funding of \$450,000 to assist capital funding of this project.
- Conducted cutting edge hazardous materials response team training to coordinate response requirements for emergency spills and releases.
- Transitioned fire communications and dispatch to a robust digital network for greater clarity and redundancy in emergency communications. Installed mobile repeaters for clarity in remote areas.
- Completing construction on the Glenville Fire Station addition and renovation. Worked with DPW to prepare design options of the Central Station Headquarters Facility. Conducted discussions, staffing review and construction options for the proposed King Street Fire Station.
- Contributed to the purchase of the new Banksville Water Tanker.
- Completed testing and repairs of all breathing apparatus.
- Design work on the replacement Training Center continues to be a priority.
- Deployed hundreds of firefighters and responded admirably during several severe storm situations.
- Developed additional volunteer firefighter retention and recruitment techniques via our volunteer recruitment/retention coordinator. Provided a greater presence with community groups and events.

OPERATIONS

The Greenwich Fire Department responded to 4351 incidents during the fiscal year 2009-2010. The Fire department continues to provide quality service utilizing approximately 80 active volunteers, 95 career Firefighters and Officers supervised by four Deputy Chief's. Current peak career firefighter staffing is 24 with one shift having 23 individuals. There are no current vacancies in the Department.

The Fire Department has been using new record keeping software since 7/1/09. The implementation of the new software has allowed us to capture and store all of our records in one database located in the Town IT Department. This software greatly enhances our data management in the areas of Incident response, training, staff records, inventory and equipment to name a few. The Town of Greenwich IT Department under the direction of Boris Hutorin has upgraded all of the connections to the stations to Cablevisions Lightpath service. The enhanced connection allows our Officers to complete their Incident reports on average in 3-5 minutes per response. Using the old system and connections they took upwards of 20 minutes per response.

We continue to improve our communications systems. The Department now has five mobile repeaters in service in the field. This allows Fire Dispatch to monitor all fireground radio traffic which enhances the safety of all personnel operating on the fireground. The units in the field also now use Mobile Data Browsers to assist them in locating incidents, water sources and supply building information. The addition of these units affords our Officers additional information that enhances our ability to mitigate incidents efficiently.

The Department has just completed a capital upgrade to the Zetron Fire Station Alerting System. This system replaces an older antiquated station alerting system that relied on battery operated pagers. The Zetron System also improves our scoring in the station alerting portion of our ISO rating.

VOLUNTEER RECRUITMENT AND RETENTION

Under the direction of Brian M. Kelly the Department's Volunteer Recruitment and Retention Officer, 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, Cos Cob, and Sound Beach stations.

Recruitment efforts have been taken to the "streets" with a strong presence at public events. Recruitment efforts at the following events: St Roch's Feast, neighborhood associations, Town of Greenwich Housing Authority – Adams Garden, Puttin' on the Dog, Greenwich High School, and United of Greenwich Septemberfest, to name a few. The Recruitment Division is still actively partnered with many local youth agencies to promote the benefits of being a volunteer firefighter for the Town of Greenwich. The Division for the 2nd year had an intern from Greenwich High School to assist in recruiting process, which was very helpful. The Recruitment Division in its mission to diversify its recruitment efforts by reaching out to all demographics of potential Volunteers. The Division had reached out to the Town of Greenwich Housing Authority and created a good working relationship. The Division will continue to work with the Housing Authority and the communities within there housing complexes.

The Recruitment and Retention Officer continues to speak to our neighboring departments on the Town of Greenwich R & R program.

The Department held its 2nd Volunteer Firefighter Recognition Ceremony. The theme of the ceremony was thanking members for their longevity of service to our Town. The Division also recognized volunteers that assist the Recruitment and Retention Officer in his mission.

TRAINING

The Training Division has seen much change over the last year. Captain Larry Roberts continues to run the Division with the meticulous assistance of Lieutenant Chris Moynahan. Larry is an 11 year veteran of the Greenwich Fire Department and has previous supervisory experience as a Lieutenant. Larry also spent two years as an Inspector with the Fire Marshals Office.

Chris Moynahan, a 14 year veteran of the Department, was promoted to Lieutenant in September of 2009 and joined Captain Roberts in continuing the efforts to make the Greenwich Fire Department the best trained, qualified and prepared Department possible.

Together, Captain Roberts and Lieutenant Moynahan have made strides in improving record keeping and inventory by utilizing newly acquired software and procedures that streamline these tasks. The improvements have resulted in a quicker response to the needs of the Department while ensuring efficient use of funds. A new, more capable and secure Identification System has been implemented along with a new Incident Command Station allowing closer accountability measures while operating on-scene.

In providing support for the primary mission of the Greenwich Fire Department the Training Division has continued to accomplish the following training:

- Firefighter I – Entry level training for volunteer firefighters
- Firefighter II – Advanced training for volunteer firefighters
- Recruit School Training – Advanced, comprehensive training for 4 new career personnel
- Hazardous Materials Training – Technician level training for career personnel
- Numerous Recurrent Training Classes – Necessary to retain certifications

The Department, at times, employs outside vendors as subject matter experts, such as the State of Connecticut and Safety Consulting Group, Inc. which delivered courses for hazardous materials technician, confined space technician, trench rescue technician national and safety officer. The Fire Department has continued to train and equip the career staff to an advanced technician 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.

Efforts to utilize the experience of our own personnel to instruct within the Department have been employed. This offers a savings over hiring outside vendors and allows the vast experience of our personnel to be maximized. This also provides the added benefit of increased volunteer retention and develops continued education, which will provide a higher quality service to our customers.

One new career firefighter has been added to the ranks. This new recruit attended a fourteen-week program at the Connecticut Fire Academy. This comprehensive training certifies the graduate to the Firefighter 1 & 2, Confined Space Operations, Hazardous Materials Operations and Incident Command levels. After graduation, the recruit will complete a six-week Greenwich Fire Department orientation and training program designed to prepare them to operate as Fire Suppression and Apparatus Operators in the Greenwich Fire Department.

OFFICE OF THE FIRE MARSHAL

For the year the Fire Marshal's Division has been very busy. While the down turn in the economy may have effected other departments the Fire Marshal's Division showed no decline in requests for our services and, required mandates.

The promotion of Lieutenant, Shawn McDonnell into the Fire Marshal's Division in August of 2009 filled in the full compliment of allotted personnel. Deputy/Fire Marshal McDonnell promotion was followed by six months of required State of Connecticut certification training. As a rule, it takes approximately a full year to bring an Inspector/Deputy Fire Marshal up to speed where they are able to fully contribute to the demands of the office. As with all State Certified Fire Marshal's, Deputy/Fire Marshal's, and Inspectors a mandated ninety course hours of approved training is required every three years. Required Certification Training is constantly being attended and, has aided our need to learn the new Connecticut Fire Prevention Code (National Fire Protection Association, Standard #1) recently brought into law by the Connecticut Legislation. Amendments and, updates continue to iron out wrinkles always associated with any new standard which as may be expected require more class room training.

All personnel assigned to the Fire Marshal’s Division are constantly challenged to learn and adapt to emerging technologies, processes of many trades and, fields along with new and updated codes and standards. The personnel of the Fire Marshal’s Division are always ready to “step up to the plate” to lend their expertise in special projects.

Some statistics for areas of our concerns are as follows:

Building Inspections and meetings: 746
 Building Plans and Planning & Zoning Applications reviewed: 290
 Special Events, Tent Inspections: 39

Greenwich Fire Department Response Highlights

Total Incidents = 4351 (07/01/2009 to 06/30/2010)

Fires	187	Car Seat Installations	242
Rescues	467	Good Intent Calls	259
Haz.Conditions(no fire)	572	Individual Responses to Scenes	34,062
Service Calls	574	Number of Simultaneous Incidents	1443 (33.2%)
System Activation & False Alarms	2141	Total Reported Firefighter Injuries	57

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>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	184	184	184
Expenditures:			
Current	\$17,749,221	\$16,702,562	\$16,468,573
Capital	1,067,312	1,520,000	1,027,000
Total:	<u>\$18,816,533</u>	<u>\$18,222,562</u>	<u>\$17,495,573</u>
Revenue:	\$604,465	\$476,286	\$522,231

Note: Includes encumbrances and improvements financed each year.

The Greenwich Police Department is under the responsibility 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 2009-2010, the Greenwich Police responded to 45,169 calls for service.

Multi-year litigation involving an injunction that precluded promotions to the rank of Captain or Deputy Chief was decided in favor of the Town. Four Captains were promoted from the rank of Police Lieutenant in March 2010. It was decided by the Police Commissioner and Chief that a short-term reorganization of the Department would be beneficial, not only for span of control and unity of command perspectives, but also allowing the four new Captains to gain experiential knowledge at the Command Staff level prior to one or more being promoted to Deputy Chief.

The Department was reorganized into four police divisions (Patrol, Detective, Operations and Professional Standards) while retaining the General Services Division staffed by civilian employees. This model has flattened the organizational structure and pushed decision-making down to more appropriate levels rather than the traditional hierarchical structure, which was not as effective for grooming future leaders and managers. Simultaneously, all four Captains are experiencing running divisions, managing resources, people and budgets, which will better prepare them for higher rank(s).

Almost as important as finally promoting officers to the Command Staff is the occupancy of the Police half of the new Public Safety Complex beginning in October 2009. Immeasurable, yet vitally important to any organization, is morale. Police Department personnel have been forced to work in overcrowded conditions in derelict buildings for many years. Officers and civilians alike have never had a facility that was reflective of the stellar work that they do. Now they have one and the Town has reason to be proud of its new facility.

The move from building to building of all police operations, administrative staff, hardware and equipment, including the dispatch center, was done without any interruptions of service to the public, whether in the field or at headquarters. This was accomplished through efficient planning and scheduling of various component moves to make the transition a seamless one. After the move, there were a few months of "shakedown" and adjustments as we settled in, but by the end of the fiscal year we are operating in the new space as if we had been there a decade.

In addition to the Police Department, the Town as a whole has benefitted from the new headquarters. It has not only improved our ability to host classes (getting more bang for the buck by training more officers at one time), but we have made the building available for use by other Town departments and the general public. For example, U.S. Census takers were trained here and the Democratic Caucus was held here; these were in addition to hosting multiple PTA and neighborhood association meetings. Lastly, and most importantly, we now have a

facility capable of hosting multi-jurisdictional training classes (thereby generating revenue) as well as office space for large-scale operations involving various law enforcement agencies, e.g., Presidential visits.

The Police Department continues to present its unmatched level of services both as a law enforcer and a community service provider. Our crime clearance rates are above the national averages (in almost every instance - well above) in all mandatory Uniform Crime Report categories. Crime continues to be at low rates and is absolutely an integral part of the desirability to live in Greenwich. Beyond that, the Department offers two new services to specific groups with identified needs: crime victims of domestic violence and those with special needs who might come in contact with police in dynamic encounters. The Department provided special training in domestic violence investigations and follow up services as well as Crisis Intervention Techniques to a variety of officers so that they might better interact with these vulnerable persons. Through public and private partnerships the Department has been able to reach out to people with identified needs and provide services that were heretofore non-existent or not immediately available.

The Department continues assimilating Intelligence-Led Policing. We not only provide traditional crime suppression and public assistance services, we continue a proactive rather than a reactive strategy. Now that the Department has fully incorporated Community Policing Values and is successfully operating under that paradigm, (for example: a variety of services including the School Resource Officer and Community Impact Section that continue to increase public participation so that our strategic and tactical planning takes into account the wishes of the citizenry) it is vital that we continue becoming more efficient in targeting services based not only on community input, but also on measurable need. By combining input from the community with known statistical data from crime and calls for service, the Department is more 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>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
211 Administration	5	5	5
216 Criminal Investigations	27	26	26
217 Uniformed Services	<u>123</u>	<u>124</u>	<u>124</u>
Totals	155	155	155

CIVILIAN PERSONNEL BY DIVISION

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
213 General Services Division *	29	29	26

* Includes all Civilian Employees throughout the Department

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>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Alarm Ordinance Fees	\$ 375,027	\$ 312,125	\$ 349,850
Animal Control Receipts	2,089	5,145	6,095
Gun Carry Permits	5,860	7,250	3,950
Miscellaneous: Accident Photocopies, Photos, Fingerprint Cards, etc.	19,131	16,539	14,255
Precious Metal/Stone Permits	50	30	10
Raffle, Bingo, Games of Chance Permits	483	630	629
State Reimbursement: Prisoner Transportation/Meals	0	0	388
Not Otherwise Classified: Subpoena Services	40	136	64

<u>Asset Forfeiture:</u>			
State	\$ 32,688	\$ 13,435	\$ 4,771
Federal	147,510	42,403	87,064

<u>Grants:</u>			
State of Connecticut:			
DOT Comprehensive DUI Enforcement Program	\$ 21,138	\$ 21,079	\$ 20,096
Homeland Security (Equipment)	201	34,992	17,123
Federal:			
OPM Police & Youth Program (flag football)	-	-	9,600
LLEBG - Personal Body Armor	248	12,522	8,336

<u>Gifts:</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
Citizens Police Academy			

<u>Total Revenue</u>	<u>\$ 604,465</u>	<u>\$ 476,286</u>	<u>\$ 522,231</u>
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<u>Animal Control Section</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Roaming Dog Complaints	174	208	192
Barking Complaints	48	58	80
Impounds	176	243	307
MV/DOA	8	10	9
Animal Bites	37	40	65
Welfare	133	164	90
Nuisance	69	96	62
Wildlife Rabies	<u>235</u>	<u>308</u>	<u>244</u>
Total Number of Investigations Conducted	880	1,127	1,049

<u>Miscellaneous Services</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
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Alarm Reports	6,114	5,653	6,072
Bingo and Raffle Permits	19	21	22
Gun Carry Permits Issued	107	201	111

DETECTIVE DIVISION

The Detective Division is tasked with investigating serious crimes against persons and property. These include, but are not limited to: Homicide, Sexual Assault, Robbery, Aggravated Assault, Arson, Burglary, Larceny, Weapons Violations, Fraud and Identity Theft. The Division also investigates suicides, suspicious/unattended deaths and missing person's cases. The Division is comprised of one Captain, one Lieutenant (vacant) five Sergeants, twenty-two Detectives, three Court Technicians, and one Administrative Assistant. Two Sergeants and eleven Detectives are assigned to the **Investigative Section** - two of these Detectives are assigned to the Burglary Clearance Squad (one also investigates Auto Thefts); one Sergeant and five Detectives are assigned to the **Youth Section**; one Sergeant and two Detectives are assigned to the **Identification Section**; one Sergeant and three Detectives are assigned to the **Narcotics Section**; one Detective is assigned full time to the Connecticut Financial Crimes Task Force; one Sergeant and two Detectives are also assigned to the Fire Cause and Origin 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 serious cases, including the Dobrzanski homicide case and the Estate Treasure's armed robbery. Clearance rates remained high in other major crime categories and consistently rank well above the national average.

Burglary Statistics

	<u>2009-10</u>		<u>2008-09</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Residential	60	9	48	16
Commercial	23	5	12	1
Attempts	13	2	3	0
Vehicles	<u>1</u>	<u>1</u>	<u>3</u>	<u>1</u>
Totals	97	17	66	18
Clearance Rate:	17.53%		27.77%	

IDENTIFICATION BUREAU

Fingerprinting:

<u>Reason</u>	<u>2009-10</u>		<u>2008-09</u>	
	<u># of Persons</u>	<u># of Prints</u>	<u># of Persons</u>	<u># of Prints</u>
Criminal Processing	831	4,155	906	4,530
Pistol Permits	50	100	120	240
Public Service	82	107	78	156
Securities	417	706	509	890
Town Employment	303	606	355	710
Child Identification	4	4	8	8
Miscellaneous*	<u>470</u>	<u>888</u>	<u>393</u>	<u>768</u>
Totals	2,157	6,566	2,369	7,302

*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>2009-10</u>	<u>2008-09</u>
<u>Photos:</u>			
	Color/Black & White Rolls	106	188
	Digitals	42,533	41,174
<u>Photos Printed:</u>			
	4 x 6 Prints	1,354	1,963
	8 x 10 Prints	1,185	1,343
<u>Revenue:</u>			
Fingerprinting	\$ 9,170	- Includes Pistol permits and excludes Town Employees (BOE), Criminal Arrests, and Child Identification	
Sale of Photos	<u>454</u>	- Excludes photos printed for Court, Town Law Dept., and GPD Investigators	
Total	\$ 9,624		

Public fingerprinting is conducted on Tuesday and Thursday each week for the many job-related reasons previously mentioned. The fee for this service is \$5.00 per fingerprint card. Further, 8x10, 35mm, Digital and Polaroid copies are printed for insurance investigators and attorneys to be used in civil/criminal proceedings. This Department currently produces these photographs for the resale cost of \$.50 per printed page and/or \$5.00 per CD, as well as 4"x6" with arrangements made through the Director of the General Services Division, where in 4"x6" photographic sales are 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. In addition to their investigative duties, the Youth Section detectives give educational presentations on risky behavior to student's at all local schools and also conduct tours of the Police Department for youth-related programs such as the Cub Scouts and Brownies. Youth Section detectives also assist the Community Impact Section with security surveys of Greenwich homes and businesses. Outreach to the Community is a priority of the section and is accomplished through involvement with civic organizations such as Kids in Crisis, Youth Services Council, Child Guidance Center, Greenwich Child Protection Team, Lower Fairfield County Sexual Response Team and Greenwich United Way. Each of the Greenwich schools has been assigned a Detective as it's liaison with the Department.

Youth Section Investigations:

Arson	4
Assault-Aggravated	2
Assault-Simple	11
Burglary – Commercial	1
Burglary – Residential	5
Casualty	18
Disorderly	5
Disorderly (DV)	9

Domestic Non Violent	5
Drug Laws Violation	21
Found Property	1
Kidnapping/Abduction	1
Larceny	12
Misc. Offense	16
Misc. Public	1
Misc. Reports	93
Missing Persons	13
Other Jurisdiction	5
Robbery	1
Sex Offense	11
Sex Offense –Disorderly/Other	2
Talk – Parents	9
Talk – Public Relations	3
Talk – Students	45
Threatening	1
Tour GPD	7
Vandalism	8
Weapons	4
	<hr/>
	314

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 123 Officers (10 Accident Car officers, 5 Marine Police officers, 3 Enforcement Officers, 7 Lieutenants, 19 Sergeants, 14 Police Technicians and 65 Police Officers.)

Uniform Classification of Offenses

	<u>2009-2010</u>		<u>2008-2009</u>		<u>2007-2008</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Arson	5	5	2	2	1	1
Assault – Aggravated	12	9	6	6	9	9
Assault – Simple	73	71	39	38	45	42
Auto Theft	43	21	38	20	29	15
Burglary	96	16	66	17	86	27
Larceny *	431	103	493	132	501	109
Larceny from vehicle	41	2	(included in Burglary)		(included in Burglary)	
Homicide	1	1	2	2	3	3
Robbery	10	6	5	2	6	4
Sexual Assaults	0	0	2	2	2	1
Sex Offenses	16	14	7	5	10	9
Totals	728	248	660	226	692	220
Clearance Rate:	34.07%		34.24%		31.79%	

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

Incidents - Other

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Missing Persons Reported	31	27	31
Missing Persons Located	31	27	31
Sudden Deaths Investigated	37	32	41
Suicides, Attempts Investigated	17	30	15

Classification of Arrests

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Aggravated Assault	15	11	12
Arson	2	0	0
Auto Theft	3	4	4
Burglary	41	28	29
Criminal Homicide	2	4	1
Disorderly Conduct	121	129	123
Domestic Violence *	210	133	112
Driving While Intoxicated	134	153	143
Embezzlement and Fraud	41	51	33
Family Offense – non-violent	4	18	6
Forgery and Counterfeiting	38	32	23
Larceny	148	140	137
Liquor Laws	29	64	55
Motor Vehicle Violations – Summons	8,606	8,751	6,430
Narcotic Drug Laws	249	149	170
Other Assaults	71	69	58
Robbery	17	1	3
Sex Offense	9	2	2
Sexual Assaults	0	1	3
Weapons – Carry, Possession, etc.	19	26	19
All Other Offenses	<u>1,030</u>	<u>887</u>	<u>957</u>
Totals	10,789	10,653	8,320

* Due to change in State reporting requirements, domestics are no longer included in assaults, disorderlies or other types of incidents.

Miscellaneous

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Arrests for Other Jurisdictions	30	27	45
Casualties (Non-Vehicular)	4,118	3,957	3,907
Doors/Windows Found Open	111	110	84
Found Property Reports	99	79	95
Lost Property Calls	160	175	277
Lost Property Reports	136	129	147
Miscellaneous Public Assistance	1,230	1,072	1,176
Reports for Other Agencies	97	108	94

COMMUNITY IMPACT SECTION

The Community Impact Section's mission is to be proactive in dealing with neighborhood issues. The section is staffed by 3 Community Impact Officers (CIO's) and is led by a sergeant. The CIOs are assigned administratively to 3 sectors of Town (East, West, and North) and serve as the Department's liaisons with the Community and Police Partnership (CAPP) groups. The CAPP groups are made up of Greenwich residents and business owners and serve to facilitate communications between the citizens and the Police Department as well as other Town departments and agencies. In addition, the CIOs are assigned with various criminal investigations such as crime and vandalism sprees and larcenies from motor vehicles. They have also been tasked to assist other Department sections, such as Special Victims and Narcotics. The Community Impact Section has evolved into the Greenwich Police Department's leader in community and problem-oriented policing.

Following is a partial listing of 2009-10 activities:

Neighborhood issues/complaints	101
Meetings	36
Graffiti Vandalism Incidents	10
Special Events	13
Arrest/Ex-parte warrants completed	10
Security Assessments/Surveys	6
Presentations	3
Citizen Police Academy Sessions	1
Initiatives	6
Patrol Shifts Covered	10
Larcenies from MVs	74

MARINE SECTION

The Marine Section provides law enforcement, emergency medical services, and general assistance to boaters operating upon Greenwich's 25 square miles of Long Island Sound. 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. Additionally, Marine officers provide walking patrols on the Town's two Islands (Island Beach and Great Captain's Island) which attract thousand of visitors each season who arrive by ferry or by private vessel. Marine officers also provide assistance to the United States Fish and Game Department by conducting security patrols on Calf Island, which is part of the Stewart B. McKinney Wildlife Foundation.

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

Marine Section Statistics

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Assist Other Town Departments	11	11	19
Assist Other Jurisdictions	16	8	24
Boat Accidents	4	5	6
Boat Fires	2	0	1
Burglary	0	0	1
Casualty	20	16	10
Community Speaking Engagements/Education	3	18	16
Death (due to drowning)	0	0	1
Directed Community Policing	14	13	38
Found Property/Returned	4	2	3

Larceny	0	2	1
Miscellaneous Other	11	10	21
Miscellaneous Public	7	53	57
Missing Persons	0	3	1
Navigation Hazard	23	18	23
Number of Contacts with Boat Operators on Water	206	172	187
Summons Issued for Boating Violations	23	19	17
Suspicious Activity	0	1	3
Vessels Assisted (Disabled)	19	36	35
Vessel Inspections	49	74	75
Vessels towed	9	11	10
Warnings Issued for Boating Violations	48	50	44

PUBLIC SAFETY INFORMATION TECHNOLOGY AND COMMUNICATIONS SECTION

Reporting to the Captain of the Professional Standards Division, the Public Safety Information Technology and Communications Section is staffed by one three (3) Technician-ranked police officers. The section is supervised by Professional Standards Division staff, and 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 with 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.

The Traffic Section has fully adopted a data-driven approach to traffic safety. As a pioneer in the Department with regard to intelligence-led policing, the Traffic Section has successfully incorporated the most up-to-date computer-aided mapping technology with real time crash and crime data analysis software. This has allowed the deployment of high visibility traffic enforcement efforts to areas determined to be "hot spots" at the most effective times. The overall effect has been the reduction of crime and traffic-related incidents in those areas.

Moving forward the Traffic Section is investing in new technologies to make better use of limited resources. License Plate Readers and multi-purpose electronic speed signs, both with the ability to collect real-time data, will increase the effectiveness of the officers in the field as well as those analyzing the data and determining target areas.

Personnel of the Traffic Section consists of 1 Sergeant, 1 Traffic Technician, 10 Police Officers (Accident Car), 3 Enforcement Officers (Motorcycle) and 22 School Crossing Guards.

Traffic Section Statistics

	<u>2009-2010</u>		<u>2008-2009</u>		<u>2007-2008</u>	
		<u>%</u>		<u>%</u>		<u>%</u>
Total Motor Vehicle Accidents	1747	-12.6	1,999	-10.7	* 2,239	+3.3
Fatal MV Accidents	3	+50.0	2	-50.0	4	+10.0
MV/Pedestrians	15	-28.5	21	-56.3	48	+71.4
Total Arrests Traffic Violations	8,606	-3.9	8,964	+39.4	6,430	-18.3
Total Written Warning Tickets Issued	3,226	-18.4	3,955	+51.5	2,610	+10.9
DWI Arrests	114	-29.6	162	+13.3	143	-28.5
Child Safety Seat Installations **	158	-53.8	342	+9.2	313	-7.1

* 2007-08 Total MV Accidents previously shown as 4,997 – miscalculation

** Effective January 1, 2010 the Greenwich Fire Department took over Child Safety Seat Installations

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 SECTION

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 total cost of the training during the 2009-10 fiscal year was \$36,850 for tuition payments, \$33,930 for travel and meal expenses, and \$4,748 for mileage allowance.

Five (5) new officers were hired during the 2009-2010 fiscal year and attended or are currently in the State of Connecticut Police Academy in Meriden. As of this report, two officers have completed a 400-hr. Field Training Officer program, and two are currently in the FTO program, and one is still attending the Academy.

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. During the 2009-10 fiscal year, thirty-four (34) officers and three (3) Special Police Officers were re-certified by the Police Officer Standards and Training Council (POSTC).were re-certified. Additional 2008-09 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 (45); Medical Response Technician (6); Automated Defibrillation Unit (51); MDT/COLLECT User (56); M-26 Taser (12 certified and 95 recertified); Total: 265

- Twenty (20) officers were re-certified on the Intoxilyzer 5000. Thirty-six (36) officers were not recertified due to the Intoxilyzer 5000 being phased out and replaced with the Drager 9510. All officers who were certified on the Intoxilyzer 5000 will be trained and certified on the Drager 9510 during the 2010-2011 fiscal year.
- Fairfield County Regional Review Training – This training was conducted at Western Connecticut State University and was arranged, coordinated and hosted by Greenwich, Shelton and Wilton Police Department's Training sections. Fifty-nine (59) Greenwich police officers and three (3) Greenwich special police officers attended this three-week session.
- In-House Review Training: Police Officers – (29). The in-house review training consisted of three (3) one week, 28 hour sessions.
- POSTC-mandated Firearms Qualifications – all officers
- OSHA-mandated training in Bloodborne Pathogens and Hazardous Material Recognition – all officers
- Twelve (12) various Public Safety Telecommunication training attended by all Civilian Dispatchers
- Town-mandated Diversity Training – 35 supervisors
- Town-mandated Work Place Harassment Prevention – 36 supervisors

The Training Section arranged and coordinated the following trainings which were attended by officers from the Greenwich Police Department as well as other law enforcement agencies:

- Field Training Officer training – 4-day course
- DUI Training – 5-day course
- Crisis Intervention Team Training – 5-day course
- Patrol Officer First Class Basic Training – 5-day course
- Public Speaking – 1-day course

Two training sessions, Use of Force by the Numbers and Officer Down Rescue - Train the Trainer, were arranged and coordinated, but ultimately cancelled due to a lack of enrollment.

The Training Section once again participated in the Greenwich High School Senior Internship Program. Two (2) senior interns were selected to participate in a 5-week program. The Detective Division also accepted one college intern from the University of New Haven.

The Greenwich Police Department continues to be an active member of the Fairfield County Police Training Officers' Association.

During this fiscal year the Police Department moved into and began to utilize the new Public Safety Complex. As a result the Training Section has four training rooms – the Community and Police Partnership (CAPP) Room, Training Room A, Training Room B, and the Defensive Tactics Room, to manage in scheduling meetings and events for the Police Department as well as other town entities. The scheduled events documented are from January 1, 2010 – June 30, 2010: CAPP Room – 34 times; Training Room A – 11 times; Training Room B – 32 times; Defensive Tactics Room – 3 times.

**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time:	11	11	11
Permanent Part-Time:	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>
Total Personnel:	11.7	11.7	11.7
Expenditures:			
Current	\$895,050	\$812,629	\$780,795
Capital	\$0	\$8,304	\$8,796,064
Total:	<u>\$895,050</u>	<u>\$820,933</u>	<u>\$9,576,859</u>
Revenue:	\$22	\$11	\$5

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this.

The Department of Public Works (DPW) 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.

The Department's functions are distributed across six divisions: Engineering, Highway, Waste Disposal, Building Construction and Maintenance, Building Inspection, and Sewer, with all being supported by DPW Administration. As a result of the staff reductions in early 2009, DPW reorganized the Traffic Engineering Division, with these functions now included in the Highway and Engineering Divisions. DPW 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, DPW works closely with the Board of Estimate and Taxation, Representative Town Meeting, and many citizen committees and neighborhood associations.

This past fiscal year was a very active and productive year, with some items of major interest described below. In addition, March 2010 saw DPW staff busy responding to a severe storm that created extensive power outages, road closures, and resulted in weeks of cleanup and other emergency repairs, in addition to planned activities.

Town Aid Road Grant: Under this program, the town received \$ 376,304.65 from the state. These funds supplement the Highway Division's Asphalt Paving Program.

Local Capital Improvement Program: The town applied for this state grant of \$ 326,691.00 for force main rehabilitation/reconstruction undertaken as part of the Sewer Division's Force Main Rehabilitation Program. These funds were deposited into the town's General Fund.

Engineering: Division staff had over 30 projects under active management, from design to construction administration and inspection services. Projects included ongoing work to update the Town's Drainage Manual, townwide stormwater master planning, drainage system improvement design, and continuing design and remediation efforts for the Cos Cob Power Plant site redevelopment. Our local Bridge Program which includes inspections, scour repairs, and rehabilitation/replacement continues to be very active. Under the American Recovery and Reinvestment Act, federal stimulus funds were received for pavement restoration and allowed the Town to pave an additional 2 miles of roadway surfaces. The Engineering Division has taken over traffic related capital projects such as improvements at Western Junior High and other locations. Engineering staff are

participating in a SWRPA (Southwestern Connecticut Regional Planning Agency) Route 1 Corridor Study, which is studying how to improve safety for all users, manage access, accommodate transit and enhance the corridor's economic potential and community character.

Highway: Division staff continued paving and roadway repairs including 13.0 miles paved (not including the 2 miles of paving done with federal funds). Specialty work to extend road service life included 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. Staff have continued installing audible pedestrian signals at key signalized intersections to aide the visually impaired, upgrading traffic loops to video detection, installing uninterruptible power supplies at key signal locations, and performing ongoing maintenance activities.

Waste Disposal: The Town continued to manage contracts for yard waste removal, bulky waste removal, collection of the residential recyclables, operation and of the recycling drop-off center, and solid waste management. Work on the Holly Hill Master Plan continued, using in-house staff to review operations and alternative layouts, followed by coordination with a consulting design firm to develop and move forward an overall design. Site improvements are strongly tied to the future of recycling, and it became clear as the 2009/2010 fiscal year progressed that single stream recycling was proving more and more attractive and cost effective for the Town. Implementing single stream recycling should also improve recycling rates, helping the Town meet state recycling goals.

Building Construction and Maintenance:

2009/2010 highlights included occupation of the Public Safety Complex and completion of the Griff Golf Course improvements. Ongoing construction projects included the Glenville Fire Station, the Animal Shelter, and the North Street Maintenance Shed. Division staff continued their maintenance support at 136 building locations throughout the Town.

Building Inspection / Planning and Zoning Board of Appeals: Continued use of all trades inspectors continued to provide the improvements noted in the past - reduced multiple inspection visits and inspection flexibility. Reduced staffing in the Zoning Enforcement function led to an increased backlog in zoning complaints.

Sewer: The Ultraviolet Disinfection System Installation and a Headworks Upgrade were completed. The South Water and Den Lane Force Mains were replaced. A major pump station telemetry installation and implementation project was also completed. Ongoing inflow and infiltration removal programs continued, as well as design work for both the wastewater treatment plant and collection system infrastructure.

Amy Siebert
Commissioner of Public Works

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	9	9	9
Permanent Part-Time:	<u>0</u>	<u>0.7</u>	<u>0.7</u>
Total Personnel:	9	9.7	9.7
Expenditures:			
Current	\$796,879	\$787,707	\$792,322
Capital	\$3,778,389	\$657,952	\$277,405
Total:	<u>\$4,575,268</u>	<u>\$1,445,659</u>	<u>\$1,069,727</u>
Revenue:	\$3,280	\$3,832	\$3,188

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this. One staff member is paid through the Parking Fund, the result of absorbing the Traffic Division into Engineering and Highway.

The Engineering Division has nine staff positions: a Chief Engineer (currently vacant), five Civil Engineers, one Engineering Technician, one Engineering Inspector, and the Traffic Operations Coordinator. (One full time position and a part time position were eliminated in early 2009.) NOTE: The Traffic Operations Coordinator salary is currently budgeted under the parking fund.

The Division has responsibility for the planning, design and construction administration of Town Capital Improvement Projects and for providing professional engineering services for comprehensive reviews and reports on private development plans submitted to the Town's Land Use Commissions. The Engineering Division is handling traffic engineering, such as capital project design and construction, coordinating with Highway and others to arrive at maintainable, practical, safe designs.

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. Ten (10) traffic ordinance amendments were approved during fiscal year 2009-2010.

Other services provided by the Engineering Division include project management and inspection services, engineering reviews of major Town-funded construction projects, traffic engineering projects, investigating the suitability of private roads for acceptance as Town roads, bridge inspections, and support to the Flood and Erosion Control Board. Services for the public include responding to complaints and inquiries concerning the Town's roadway and drainage systems and providing information on engineering plans and other records kept by the Department.

FY 2009/2010 design projects in progress and/or completed with an estimated construction cost of \$7,350,000.

- | | |
|---|--|
| 1. River Road Bridge Rehabilitation | Repairs to wing walls and bridge railing. |
| 2. Palmer Hill Road Vehicular Bridge | Bridge Rehabilitation |
| 3. Railroad Avenue and Field Point
Road Culverts | Scour Protection and Bridge Repairs |
| 4. Hearthstone Drive Sidewalk | New Sidewalk Design |
| 5. King Street Cistern Project for GFD | Design/coordinate cistern construction for the |

	Fire Department
6. Pemberwick Park Trash Rack	New Headwall and Trash Rack Design
7. Church Street and Route 1	Drainage Improvements
8. Mead Avenue and Mill Street	Traffic Signal Improvements
9. Western Junior Highway and Henry Street	Intersection Improvements

FY 2009/2010 ongoing projects and programs that continue to be managed by the Engineering Division:

1. Update Town Drainage Manual	Part of Town's Stormwater Management Plan
2. Cos Cob Power Plant – Park Development	Coordination, Site Remediation, Final Design
3. Bridge Inspections – Local Bridges	Coordinate Consultants/Reports/Field Inspections/Repairs
4. Greenwich Point Operations Permit	DEP Permit for Parks and Recreation to do repairs and improvements at Greenwich Point
5. Holly Hill Master Plan	Coordinate consultants for the design of improvements to the Holly Hill Facilities.

Town funded construction projects that the Division provided inspection services on:

1. Storm Repairs of April 15, 2007 Damage Repairs to infrastructure (Seven Projects)	Inspection and Construction Administration for Storm Damage Repairs to Ridgeview Avenue, Brookridge Drive, and two bridges on Lake Avenue.
2. Byram Master Plan – Phase I	Church Street Public Access Park
3. North Street #1 Bridge Rehabilitation	Damaged Parapet Improvement,
4. Cliffdale Road Drainage	Drainage Improvements to Cliffdale Road west side of the bridge

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 & Construction Costs	Estimated Grant
1. Porchuck Road Bridge Reconstruction- Construction completed in 2009	\$1,700,000	\$1,540,000
2. Sherwood Avenue Bridge Reconstruction – Construction in progress	\$1,100,000	\$1,017,000
3. Palmer Hill Road Bridge Rehabilitation-Final Design complete, Construction in progress to be completed by Winter 2010	\$735,000	\$73,500
4. Shore Road Bridge Replacement-Phase II Final Design in Progress	\$2,000,000	\$1,600,000
5. Riversville Road Replacement – Final Design in Progress	\$3,300,000	\$2,970,000
6. John Street Bridge Replacement – Phase II Final Design in Progress	\$1,000,000	\$ 100,000
7. Round Hill Road Bridge Replacement - Phase II Final Design in Progress	\$2,000,000	\$200,000

8.	Bailiwick Road Bridge Replacement - Phase I Preliminary Design I Progress	\$3,000,000	\$2,400,000
9.	ARRA Paving Restoration – Stimulus Funding	\$780,000	\$780,000
10.	Hamilton Avenue Sidewalk Replacement – CDBG Stimulus Funding	\$305,000	\$250,000
	TOTAL	\$15,920,000	\$10,930,500

Currently, the Division is providing construction administration services for the rehabilitation of three bridges, installation of a cistern for the Fire Department, and a sidewalk project. These various construction projects will be completed by winter 2010.

In addition, the Engineering Division continued its work in the development of an updated Town drainage manual, working with a team including Land Division staff and outside consultants. It is also continuing its work with an outside consultant to develop stormwater master plans for major watersheds. Plan results are being presented at the Flood and Erosion Control Board meetings.

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
Deputy Commissioner
And Acting Chief Engineer

**DEPARTMENT OF PUBLIC WORKS
HIGHWAY DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	66	70	70
Permanent Part-Time:	1.3	0.6	0.6
Total Personnel:	67.3*	70.6	70.6
Expenditures:			
Current	\$6,102,353	\$6,096,114	\$5,422,908
Capital	\$6,349,616	\$7,459,483	\$6,929,487
Total:	<u>\$11,449,091</u>	<u>\$13,555,597</u>	<u>\$12,352,395</u>
Revenue:	\$1,582,638	\$1,315,988	\$1,605,528

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this. Two full time and one part time staff (2.7 equivalents) are paid through the Parking Fund, the result of absorbing the Traffic Division into Highway and Engineering.

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, 130 trash receptacles, provides leaf collection on public roads in R-20 building zones and below, as well as operation, and maintenance of all traffic signals and oversight for installations of signs and pavement markings.

GENERAL ROAD MAINTENANCE

Leaf Collection Program: Leaf collection was performed on all public streets in building zones R-20 and below from November 9, 2009 – December 16, 2010. Town forces collected a total of 29,027 cubic yards of leaves, at a total direct labor cost of \$312,804.00.

Snow and Ice Control: The winter deposited an average of 51" of snow in Town and backcountry during 11 Snow Control Days. There were 23 Ice Control days. The procurement of 4,740 tons of salt, 820 cubic yards of sand mix, 9 tons of deicer, 13,750 gallons of liquid deicer, hired equipment and the wages of temporary and Town personnel make up a total snow and ice control expenditure of \$872,356.00.

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 material cost of \$577,492.00.

CAPITAL IMPROVEMENTS

Asphalt Paving Program: 13 miles of road was overlaid with asphalt at a cost of \$3,332,574.00 for asphalt paving and pavement milling. The State-Town Aid Grant funded \$376,305.00 of this program. Also included in the Asphalt Paving Program is the Micro-Surfacing Treatment Program, 94,924 square yards applied, at a cost of \$310,048.00 and Crack Sealing Program, 27,092 pounds applied to various streets throughout Town at a cost of \$36,584.00. ARRA Funding (American Recovery and Reinvestment Act of 2009) provided for an additional 2 miles of roadway overlay in the Central Business District.

Sidewalks and Curbing: Sidewalk improvements, installation, reconstruction and concrete and granite curbing were installed as follows: Havemeyer Building – stair repairs; Robin Place – traffic island; 310 Palmer Hill Road, granite curb; River Road, asphalt sidewalk; Town Hall, upper deck stonewall repairs, Rear Drive – Field Access, curb and sidewalk; 296 Palmer Hill Road, curb and sidewalk,; Old Greenwich RR Overpass, Curb and Sidewalk; 185 Sound Beach Avenue, curb and sidewalk; Colonial Lane, granite curb island; US1, sidewalk @ MacDonald’s; Edgewood Avenue @ Ben Romeo’s, sidewalk, 124 Ritch Avenue, sidewalk; Hamilton Avenue @ I-95 Overpass, Curb and sidewalk, Ritch Avenue @ I-95 Overpass, curb and sidewalk, 187 Davis Avenue @ Slusarz, driveway repair; 183 Davis Avenue, stone wall repair; 15 River Road, asphalt sidewalk; Maple Avenue, handicap ramps; Eastern Middle School, asphalt sidewalk; Hendrie Avenue, granite curb; East Putnam Avenue, concrete repairs; at a cost of \$437,312.00 for materials and outside contractors (not including Highway labor).

Equipment Purchased: 3 – mini hybrid SUVs = \$88,998., 3 – 42,000 GVW dump trucks = \$520,088., 3 – ¾ ton pickup trucks = \$115,799., 1 – Vac All = \$215,000.

Traffic Signals: The Highway Division is responsible for 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. Traffic operated and maintained 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. Four (4) vehicle detection cameras were installed and field tested at the intersection of Arch Street and Exit 3, northbound and five (5) at US1 at Exit 5.

The Traffic Signal Head Replacement Program continued with installations at 12 intersections and a new traffic signal was installed at Glenville Road/Weaver Street. The five-year program to install Uninterruptible Power Supplies (UPS) at signalized intersections was completed. Also completed were the replacement of master monitors at 10 intersections, pedestrian signal installation at intersection of King St @ Anderson Hill Road, and design work for signal improvements at intersection of Mill St @ Mead Ave/Delevan Avenue.

COMPLETED PROJECTS OR PROJECTS UNDER CONSTRUCTION

Storm Drains: Outside contractors and Town forces completed 1,113 l.f. of drainage improvements at Byram Rd., Butternut Hollow Rd., Caroline Pl./Halstead Ave., Cross St., Riversville Rd./Glenville School, Hillside Dr., Lower Cross Rd., Old Stone Bridge Rd., Pemberwick Rd., Round Hill Rd. and School St./Suburban Ave. at a cost of \$71,209.

Maintenance of Bridges, Walks Guard Rails, etc.: Byram River Flood Control; power washing sidewalks in business districts; line striping, and guard rail/fence rehabilitation and installation at a cost of \$410,115.

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 Julian Curtis School concrete sidewalks, handicap ramps and driveway and Central Middle School concrete curbing, at a cost of \$61,030.

Signs: Traffic sign work orders are generated by requests from residents, as well as other town departments. Work orders may include new sign installations, repairs, relocations, removals, and also custom fabrication of new signs. Sign work completed is summarized below:

Work Orders received:	739
Work Orders completed:	675
Work Order completion rate:	91% *

* Note: Open work orders are carried from one fiscal year to the next due to weather delays, material delivery, staffing levels, etc..

Lines: This year Highway implemented a new town-wide striping plan, dividing the town into four geographical striping zones and rating individual road segments based on their quality. This has established a much more efficient striping procedure and allows for more accurate budgeting.

Below is the breakdown of the striping on public roads carried out during 2009-2010, as well as the painting done on town-owned parking lots:

Public Roads

289,319 L.F. of yellow centerlines
155,030 L.F. of white edge lines
3,442 L.F. of crosswalk lines
807 L.F. of stop lines
5,545 S.F. of legends and symbols

Parking Lots

Police Alley
Cos Cob Fire Station
Central Fire Station
Strickland Road Lot
Indian Field Highway Shed
Sound Beach Avenue Lot
Holly Hill Transfer Station – Entire Site

Electronic Asset Management:

Beginning at the end of 2009-2010, an Electronic Asset Management and work order tracking system was initiated using the GBA MasterSeries software. This software is being used across the division to track a wide range of work. Using this system, a preventative maintenance schedule for the signals, signs, and pavement markings was established. This electronic data tracking system will help in meeting the FHWA's requirements for retro reflectivity in all street signs and pavement markings.

SUMMARY

The Highway Division provides a multiplicity of services to the Town. Planned programs such as leaf collection, highway maintenance, curbing and sidewalks, drainage and asphalt paving, are scheduled in a timely manner and are provided within budget. Funding by ARRA augmented the Asphalt Paving Program and provided an additional two miles of asphalt overlay on streets in the Central Greenwich Business District. Altogether, the Highway Division functions as a well organized and dependable service provider within Town government.

Joseph P. Roberto
Highway Superintendent

**DEPARTMENT OF PUBLIC WORKS
WASTE DISPOSAL DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	6	7	7
Permanent Part-Time:	<u>0.0</u>	<u>0.6</u>	<u>0.6</u>
Total Personnel:	6	7.6	7.6
Expenditures:			
Current	\$7,569,170	\$7,424,314	\$7,843,764
Capital	\$14,521	\$27,902	\$77,948
Total:	<u>\$7,583,691</u>	<u>\$7,452,216</u>	<u>\$7,921,712</u>
Revenue:	\$839,082	\$582,955	\$874,615

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this.

The Waste Disposal Division of Public Works provides solid waste disposal services to the public. Services provided are disposal of all solid waste materials including regular household and commercial trash, oversized bulky waste (construction & demolition material), organic wastes (yard wastes), recyclables, household hazardous wastes and other disposal services.

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

	FY 10	FY 09	FY 08
Municipal Solid Waste (tons)	43,681	47,839	52,638
Organic Waste	10,446	7,161	9,489
Oversized Bulky Waste	<u>8,592</u>	<u>5,003</u>	<u>5,562</u>
Total	62,719	60,003	67,689
Municipal Solid Waste	\$3,690,968	\$4,473,991	\$4,300,506
Organic Waste	\$614,653	\$499,612	\$429,368
Oversized Bulky Waste	<u>\$729,297</u>	<u>\$435,808</u>	<u>\$545,101</u>
Total	\$5,034,918	5,409,411	\$5,274,975

MSW (trash) disposal costs have dropped overall compared to last year due to a decrease in both price/ton and the total amount of trash transferred/transported through the Holly Hill Facility to local waste-to-energy plants in the area by our Contractor, City Carting. The economic downturn appears to be driving the MSW tonnage decrease. This yields savings and helps pay for the increase in organic and bulky waste, driven by storm damage and construction material disposal by both contractors and the Town itself (such as Highway's ongoing sidewalk reconstruction work).

In FY 2009/2010, the Division was able to fill an open position, which brought the return of the MSW Enforcement Program. This program has eliminated loads of trash mixed with significant amounts of recyclable materials and also eliminated waste from out-of town. Fiber materials (mixed paper and corrugated cardboard) continue to be the main source of mandated recyclables found in MSW. Since May 2009, over 200 educational 'reminders' were mailed to individuals at homes or businesses whose mixed paper was found in the trash. These reminders help compliance with the Recycling Program.

The Holly Hill Facility has seen increased passenger vehicle traffic as more residents and businesses have decided to avoid the cost of using a waste hauler by delivering household and commercial trash to the Holly Hill Facility themselves (there is currently no charge for household or commercial MSW). This has increased stress on the site and staff at Holly Hill as they manage increasing numbers of vehicles and strive to keep all visitors safe, particularly on weekends.

The Town's Recycling Program continues to remain one of the strongest in the state, recycling over 30% of the total waste stream, placing us in the top five of all CT Towns and 1st compared to towns of similar size/population. Waste motor oil, anti-freeze, propane gas tanks, freon (air conditioners, dehumidifiers and refrigerators), fluorescent light bulbs, tires and household & rechargeable batteries were also collected in quantity over the course of the year. This fiscal year the division added a full-time electronics recycling program.

The Town continued to evaluate its recycling options in 2009/2010, as CRRA looked into options regarding the Stratford Intermediate Processing Center Operations. After much evaluation and consideration, the Town determined it would be preferable to pursue single stream recycling on our own, and will be bidding this out in FY 2010/2011.

Leaves were transported out of town by Royal Environmental of Bridgeport at a cost of \$250,309 a 2% increase from the previous year's cost of \$246,090.

One household hazardous waste collection day, in the spring was conducted. Common materials such as flammables, corrosives and toxics were collected and properly disposed of at approved sites. We continue to be part of an agreement which allows Town residents to dispose of these materials at other participating Fairfield County Household Hazardous Waste Days.

The Holly Hill Master Plan is moving forward with the redesign of the entire site to separate residential and commercial traffic for safety and efficiency, to provide appropriate work space for onsite staff, improve site stormwater handling and quality, and to accommodate Highway Division needs as it has been moved out of the Cos Cob Power Plant Site and is to close its South Water St. location when feasible. In addition, the plan will incorporate improvements to eliminate tractor-trailer traffic on Holly Hill Lane. A phased plan is anticipated to allow operations to continue as smoothly as possible and to spread capital expenditures over time.

John J. McKee
Superintendent, Waste Disposal & Recycling Division
and
Patrick B. Collins
Acting Superintendent, Waste Disposal & Recycling Division

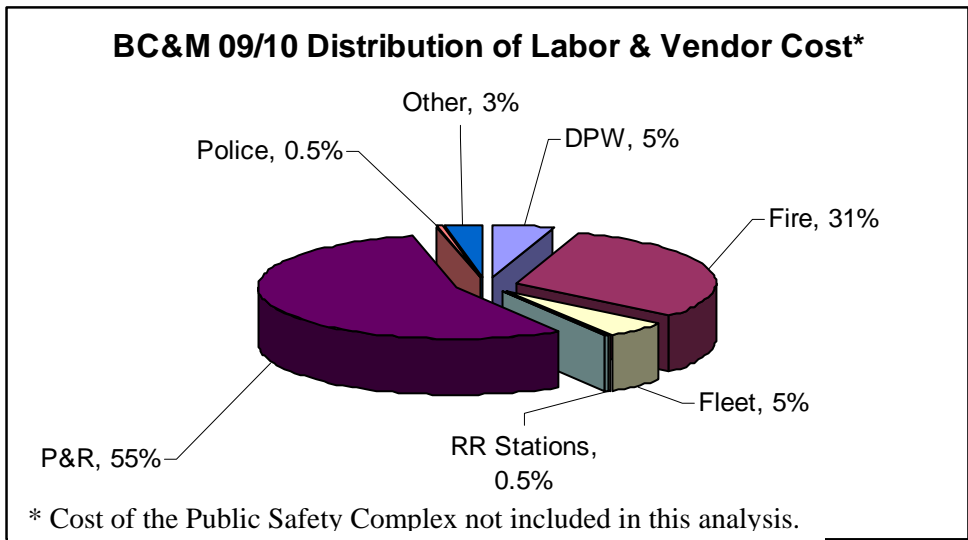
**DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION AND MAINTENANCE DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	21	22	22
Permanent Part-Time:	<u>6.6</u>	<u>7.2</u>	<u>7.2</u>
Total Personnel:	27.6	29.2	29.2
Expenditures:			
Current	\$3,667,543	\$3,726,519	\$3,523,726
Capital	\$ 8,328,316	\$22,974,827	\$14,173,526
Total:	<u>\$11,995,859</u>	<u>\$26,737,346</u>	<u>\$17,697,252</u>
Revenue:	\$2,376	\$17,632	\$9,003

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this. It includes 10 permanent part-time custodians and 1 permanent part time administrative assistant. It does not include the full time Senior Center custodian assigned to this Division in the second half of this fiscal year.

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. The Division deals with 136 locations throughout Town, ranging from the Town Hall itself to the Metro-North Railroad sites as well as town buildings leased by outside groups.

In FY 2009/2010 the Division received 637 individual work requests that had an average response time (reception to completion) of 7.5 days. This is an improvement over last year of .5 days. In addition to the individual work requests received, the division also responded to 222 preventative maintenance and cost center work order tickets with multiple occurrences. The distribution of the Division's manpower by customer/department is as follows:



All of the four (4) capital projects approved for FY 09/10 were continuations of existing programs and were completed. The primary construction activities for the Division this past year were the construction of the

Glenville Fire Station, the Animal Shelter & North Street Field Maintenance Building, and the Griff Golf Center Building. The Golf Center Building was completed and inaugurated in May 2010.

Throughout FY 2009/2010, the Division also worked on plans for the Central Fire Station, which remains a focus for the upcoming year as the Division strives to complete design and move into construction.

The Town's complement of professional tradesmen and administrative staff are committed to the proper and effective maintenance of the facilities.

Alan Monelli
Superintendent of Building Construction and Maintenance

**DEPARTMENT OF PUBLIC WORKS
BUILDING INSPECTION DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	16	17	17
Permanent Part-Time:	<u>0.7</u>	<u>2.1</u>	<u>2.1</u>
Total Personnel:	16.7	19.1	19.1
Expenditures:			
Current	\$1,288,136	\$1,438,402	\$1,455,953
Capital	\$ 88,998	\$25,484	\$0
Total:	<u>\$1,377,134</u>	<u>\$1,463,886</u>	<u>\$1,455,953</u>
Revenue:	\$3,676,792	\$3,604,073	\$6,071,916

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this.

PERMIT STATISTICS

	No. of Building Permits	Const. Value/Estimated Cost	
NEW STRUCTURES			
Residential Buildings	53	91,532,270	
Non-Residential Buildings	186	13,277,014	
Tents	<u>159</u>		<u>827,603</u>
SUBTOTAL	398	105,636,887	
ADDITIONS/ALTERATIONS			
Residential Buildings	981	118,329,564	
Non-Residential Buildings	<u>302</u>		<u>41,858,259</u>
SUBTOTAL	1283	160,187,823	
DEMOLITIONS			
Residential Buildings	50	892,813	
Non-Residential Buildings	<u>31</u>		<u>151,699</u>
SUBTOTAL	81	1,044,512	
TOTAL	1762	266,869,222	

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, (1) Zoning Inspector, Plan Examiner, and a clerical staff of four, three of whom are assigned to this Division through DPW Administration. The Division employs two permanent part-time employees (one zoning inspector, one zoning board clerk). One part time clerk staffs the Permit Records Room three mornings a week, as staff and hours for this function were cut back.

Revenue generated by this Division increased by 2% and totaled \$3,676,792. in FY 09-10.

Building permits for FY 09-10 totaled 1762, which was below 2000 for only the second time in 8 years. This total represented a .4% increase over FY 08-09. Addition and alteration permit categories increased 4% overall and represented 73% of all building permits issued. Residential add and alter permits (981) increased by 4% and represented the highest individual category, at 58% of all building permits (not including demolitions). Non-residential add and alter permits (302) increased by 4%.

New building permits categories decreased by a total of 5%. New residential permits (53) decreased by 8.6% and new non-residential permits (186 and tents 159) decreased by 5%.

Demolition permits decreased by 21% to a yearly total of 81.

In addition to building permits, a total of 3,549 trade permits were issued in FY 09-10, a decrease of 6%. This total includes electrical permits (1,770), plumbing permits (852) and HVAC permits (927). Added to building permits (1762) the total number of permits that were reviewed, processed, issued, and the work under each inspected was 5311.

Construction value totaled \$266,869,222. This figure was a 7.5% decrease over FY 08-09.

Building Permits for new single-family dwellings decreased 6% from 52 in FY 08-09 to 49.

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>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	0	0	0
Permanent PT:	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>
Total Personnel:	0.7	0.7	0.7
Expenditures:			
Current	\$132,540	\$131,331	\$127,240
Capital	\$0	\$0	\$0
Total:	<u>\$132,540</u>	<u>\$131,331</u>	<u>\$127,240</u>
Revenue:	\$23,649	\$24,524	\$30,366

*NOTE: This year's report reflects permanent part time positions in addition to full time staff. Staff numbers across the 3 fiscal years have been conformed to show this.

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 at least 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.

FISCAL YEAR 2009-2010

TYPE OF REQUEST	GRANTED	GRANTED W/ COND	DENIED	WITHDRAWN/ DISMISSED	CONTINUED
Use	1	1	-	1	-
Floor Area Ratio	8	3	1	3	0
Flood Hazard Elevation	1	-	-	-	-
Lot Shape/Size/Frontage	3	-	-	-	1
# of Stories	6	-	-	-	-
Yard Requirements	32	6	-	3	1
Height - Non-conforming	1	-	-	-	-
Accessway/Driveway Location	-	-	-	-	-
Variance of Building Location	-	-	-	-	-
Special Exceptions	8	4	2	1	2
Appeal Decision of ZEO	2	-	1	-	1
Appeal Issuance of Building Permit	-	-	-	-	-
Other	2	2	2	2	1
TOTAL	64	16	6	10	6

**DEPARTMENT OF PUBLIC WORKS
SEWER DIVISION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full-Time:	25	25	25
Permanent Part-Time:	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Personnel:	25	25	25
Expenditures:			
Current	\$4,150,432	\$4,369,532	\$4,076,349
Capital	\$1,927,393	\$7,301,521	\$6,091,649
Total:	<u>\$6,077,825</u>	<u>\$11,671,053</u>	<u>\$10,167,998</u>
Revenue:	\$328,618	\$131,736	\$202,847

The Sewer Division is responsible for operation, maintenance and repair of 185 miles of sewer lines, 29 pumping stations, over 280 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, followed by ultraviolet disinfection, resulting in excellent effluent quality.

The plant's nutrient removal process provides environmental benefits to Long Island Sound. Based on the 1990 baseline set by the State of Connecticut Department of Environmental Protection (CTDEP), all Connecticut sewage treatment plants that discharge into waters that are tributary to Long Island Sound are targeted for reductions of 64% from the 1990 baseline nitrogen loads 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. This includes the development of a process model that is currently being completed to help analyze potential improvements prior to spending capital funds and still maximize our nitrogen removal.

In FY 07/08, the Sewer Division created a team with wastewater treatment operation expertise to optimize the plant's performance for nitrogen removal. The team's work is ongoing. In 2009, the general permit limit for Grass Island required a 57% reduction of nitrogen from the baseline. In 2009, the plant was able to achieve a 65% nitrogen reduction, which beats the plant's 2014 limit and the overall goal of 64% nitrogen reduction. Based on the efforts of the team, and the plant personnel's performance in 2009, the Town received a check from the CTDEP totaling \$170,681 in nitrogen credits. This placed Greenwich 6th overall in the state for receiving nitrogen credits for the second straight year.

GRASS ISLAND WASTEWATER TREATMENT PLANT

In the FY 09-10 period, the Sewer Division continued routine maintenance on various process equipment components throughout the plant to maintain the plant's high level of treatment. This included repairs and maintenance to pumps, electrical systems, mechanical mechanisms, etc. Two major plant upgrade projects were completed in this fiscal year, the ultraviolet disinfection system upgrade and the headworks improvements. The following capital improvement project began construction at the Grass Island WWTP:

- Grass Island Wastewater Treatment Plant Aeration Tank Gate Automation

- This Project includes automating select slide gates inside the aeration tanks that will provide the plant with better control during varying flow conditions. The goal of the Project is to reduce the total nitrogen loading discharged during wet weather events from the Grass Island Wastewater Treatment Plant (WWTP) into the Long Island Sound. The main benefit will be realized during storm events.
- This Project includes grant monies from the National Fish and Wildlife Federation.

In addition, during this period, design work commenced on two major capital improvement projects at the Grass Island WWTP:

- Plant Process Upgrades - Return Activated Sludge, Waste Activated Sludge and Final Effluent Pumps Upgrade
 - Design is underway to replace the Final Effluent Pumps, the Return Activated Sludge Pumps and the Waste Activated Sludge Pumps, complete with controls, pumps and motors. This equipment has reached the end of its useful service life. When the project is complete, the plant will have more reliable pumps and controls. This complements the work recently completed on the influent portion of the plant.
- Plant Process Upgrades – Aeration System Upgrades
 - This Project involves replacing the existing old blowers with new blowers; associated controls and various structural repairs of the existing concrete aeration tanks. Existing equipment operates in a 24/7 environment and is reaching the end of its useful service life. The project includes evaluating replacement options that will result in energy savings and increased operating flexibility and redundancy.

WASTEWATER COLLECTION SYSTEM

Work continued throughout the year on the wastewater collection system, including sewer rehabilitation and point repairs; work on the private inflow removal program, television inspection, and general collection system maintenance such as gravity line cleaning and inspection. The Sewer Division continues to be 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.

- South Water and Den Lane Force Main Rehabilitation
 - Final paving/restoration was completed in the Summer of 2009.
- Pumping Station Telemetry Upgrade
 - This Project updated the Town's 29 sanitary sewer pumping stations with new pump control and telemetry reporting equipment. This upgrade included all alarms, trending and reporting capabilities to replace the obsolete and unreliable existing alarm system. Construction was completed and operational by the end of 2009, with operational enhancements underway in 2010.
- Riverside Railroad Crossing
 - The Town evaluated several design alternatives to address the 14-inch force main crossing under the Metro-North Railroad in Riverside and determined the best route. Design work was completed in 2009/2010 with MetroNorth/CTDOT's review comments received in the summer of 2010.

In addition, during this period, design work commenced on the next major capital improvement project for the collection system:

- Pump Station Rehabilitation Design - Ballwood; Husted; Meadow; Chapel Lane; Cos Cob; Old Greenwich & South Water
 - Three wastewater pump stations will be undergoing major upgrades to continue providing reliable service to our customers. Ballwood, Husted, and Meadow Pump Stations were originally constructed in 1928 and include equipment from the 1980's. To bring them up to current standards and replace equipment which has exceeded its useful service life, they will have new wet wells, pumps, and related control equipment, in addition to new roofs and building improvements. Chapel Lane, Cos Cob, Old Greenwich, & South Water Pump Stations require HVAC upgrades.

Sewer Permit volume and Sewer Markout Requests have tapered off slightly. However, in preparation for the CTDEP Fats, Oil, & Grease (FOG) Regulations compliance deadline of July 2011, the grease interceptor submittals for restaurants and food preparation establishments has continued to steadily increase with a 700% increase in reviews in 2010 compared to 2008 and over 125% increase from 2009 totals. These reviews are performed by the Sewer Division and copies are then forwarded to the Building Department and Health Department. 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, Process Control Manager
Chris Mandras, Maintenance Manager

FLEET DEPARTMENT

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	15*	17*	17*
Expenditures:			•
Current	\$2,659,011	\$2,989,748	\$2,946,212
Capital	\$28,262	\$28,262	\$43,527
			•
Total:	<u>\$2,687,273</u>	<u>\$3,018,010</u>	<u>\$2,989,739</u>
Revenue:	\$0	\$0	\$0

*Note: *14 Full time employees-1 Permanent Part time employee*

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 fourteen full time employees: Fleet Director, Fleet Superintendent, Administrative Assistant, Day & Night Shift Fleet Operation Assistants, Day and Night Shift Supervisors, (ASE Master Certified) and seven technicians of which six are ASE certified, and one part time employee, 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. Effective July 1, 2010, the Fleet Superintendant position has been eliminated.

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 ensures 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.

For the fifth 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, 2007, 2008 and 2009. Many have gone on to achieve additional certifications as Master ASE Certified in Light and Heavy duty, EVT, and equipment specific for additional stipends.

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 6.43%
- Parts on demand not to be less than 90% on average - Actual 93%
- Repeat repairs not to exceed 5% - Actual 5.42%
- Overall satisfaction rate to intended vehicle functionality of 99% -Actual 98%
- Labor time to equate to no more than 18% of Industry standards – Actual 8.45%
- 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 then 0.04% - Actual 0.001%

The implementation of the Washing Facility at the VMC is complete This is a big step in reducing the rust and corrosion on the heavy-duty vehicles and prolonging their service life. Fall of 2009 brought about the opening of the truck washing facility. Tracking devices that work in conjunction with the automated fueling devices are being installed to monitor and record the vehicles that are washed. A report will be generated as to which trucks

are and are not being washed. The light-duty vehicles will continue to be washed under contract, decals are being installed to facilitate the identification of the Town vehicles and simplify the billing process.

Considerable time was again saved in the preparation and evaluation process by purchasing vehicles off the State contract. A grant application was submitted to the state for incremental costs to purchase fifteen additional hybrid vehicles including a hybrid student activity bus for the Board of Education.

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 and truck washing facility. Also provided is specialized training on the new vehicles, equipment and their component technology, especially the new emission regenerative systems.

Jay Domeseck
Fleet Director

GREENWICH DEPARTMENT OF HEALTH

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-08</u>
Budgeted Personnel*	26	31	31
*Includes Permanent Part-Time Positions			
Expenditures: (Note ¹)			
Current: (Note ²)	\$5,399,165	\$5,409,062	\$5,053,959
Capital	\$0	\$0	\$0
Total	<u>\$5,399,165</u>	<u>\$5,409,062</u>	<u>\$5,053,959</u>
<u>Revenue</u>	\$366,181	\$323,167	\$339,442
(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 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 the mid-nineties world health leaders have encouraged the Nation to prepare for a pandemic flu outbreak. In March and April of 2009, a novel influenza A (H1N1) virus of swine flu origin emerged in central Mexico and the United States, finding the global population with little or no immunity. In the weeks that followed, the H1N1 flu virus spread rapidly to countries worldwide, leading the World Health Organization (WHO) on June 11, 2009 to declare the first flu pandemic in more than 40 years. The 2009 pandemic influenza virus fortunately

was not like the killer virus of the 1918 pandemic. Most people were less likely to get very sick if they got infected with the virus and less likely to die if they got sick.

Whereas seasonal flu affects mainly the very old and very young, the 2009 pandemic was different, affecting older children and young adults. According to written publications, more than three quarters of the cases occurred in people younger than 30, with a peak in those aged 10 to 19. In support of this explanation, studies revealed that older people had more immunity to the H1N1 virus than younger people because of their previous exposure to circulating virus strains similar to the H1N1. In the end, the seasonal flu viruses were dominated by the 2009 pandemic influenza virus, thus demonstrating a weak presentation in the annual flu season.

Will there be another pandemic? Probably. In past pandemics, infection and illness have come in waves over a period of several years with later waves being more severe. It has been predicted that we are in a pandemic period between two and five years so we must keep our guard up. For now, the H1N1 virus has established itself as the dominant seasonal flu strain with only one predicted vaccination being needed for the next flu season.

Greenwich experienced the introduction of the influenza A (H1N1) virus like many other communities in late spring of 2009 when a sixth grade class trip left many students ill. After several days at a campsite students began reporting to the facility's infirmary with many of the same symptoms. Not knowing the cause of the illness, the trip ended two days earlier than scheduled. Upon further evaluation by Greenwich Hospital, forty-seven (47) students were tested and found to have suffered from H1N1 virus infection. In an effort to obtain a more accurate account of the number of students who actually became ill as a result of being on the trip, the Department of Health conducted a complete epidemiological investigation of the entire class. In conclusion, after interviewing each parent, a total of seventy-six (76) students of the one hundred thirty-one (131) that went on the trip became ill with symptoms associated with the (H1N1) virus. These findings represent 65% of the total sixth grade student class that went on the trip and became ill in May 2009.

Most of the 2009 H1N1 virus activity occurred between the months of August 2009 through March 2010. The Department of Health, along with other local health agencies across the state, distributed the H1N1 vaccine and seasonal influenza vaccine at scheduled clinics. In Greenwich, the Department supplied three thousand one hundred (3,100) doses of H1N1 vaccine and three thousand (3,000) seasonal influenza vaccine doses to town residents. In total, the State of Connecticut distributed one million one hundred eighty-three thousand twenty (1,183,020) doses of H1N1 vaccine to its population, while the nation supplied one hundred forty-one million eighty-five thousand nine hundred (141,085,900) doses. In reviewing state and national statistics, Connecticut reported three thousand five hundred (3,500) confirmed cases of H1N1, along with twenty-five (25) deaths and five hundred (500) hospitalizations. On a national level, there were 86 million confirmed cases of H1N1 along with 12,000 deaths and two hundred sixty-five thousand (265,000) laboratory confirmed hospitalizations. In the end, the United States population was fortunate since most cases of H1N1 were mild. However, had the virus been more virulent, with a shortage of vaccine being distributed, the situation would have been catastrophic.

In closing, the importance of public health in protecting the community from illness and disease is continually being demonstrated with the presence of natural disasters, new emerging diseases and virus outbreaks. With limited public health resources allocated for prevention measures, new threats continue to place our country and communities at risk. As the demands on the local public health system increase, it is essential to acknowledge that responsibility for preventing disease and protecting lives comes with funding programs. Unfortunately, public health is not routinely funded because results (benefits) of incurred costs are often delayed. In fact, people who benefit from public health measures don't recognize that they have been helped. Over the past year the Department of Health had been downsized, losing critical positions in areas of Environmental Services and Public Health Education and Promotion. I am hopeful that the Town's administration will recognize the needs of the community in the upcoming budget year as the Department presents its program to protect the community from 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 seventy-three thousand seven dollars (\$73,007), Preventive Health and Health Services Block Grant funds of eight thousand two hundred seventy –six dollars (\$8,276), funding in the amount of sixty-one thousand thirty dollars (\$61,030) for Public Health Emergency Preparedness and twenty-six thousand four hundred ninety-three dollars (\$26,493) for H1N1 Pandemic Influenza Planning 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 and pandemic influenza.

EMERGENCY PREPAREDNESS

[Michael J. Vincelli, Part-Time Coordinator]

Since the tragic events 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 a Federal allocation, the Department continued to employ a part-time Public Health Emergency Preparedness Coordinator to focus on a number of preparedness activities. Unfortunately, due to only part-time assistance, many preparedness activities were not addressed and/or completed.

During a public health emergency, residents, local businesses, health care providers and Town officials will become easily overwhelmed from a disease outbreak (e.g. the H1N1 pandemic), a bioterrorism event, a radiological incident or a natural disaster. Coordination and collaboration among all public and private entities in the community would be needed to ensure a unified response. Working under the direction of the Director of Health, the Public Health Preparedness Coordinator serves to address this need. The essential duties of this technical position focuses on some main activities that include developing and updating public health response plans for biological and chemical agents of disease, emerging diseases and issues relating to natural disasters. Recruiting and training volunteers for emergency assistance; overseeing drills and exercises and identifying shortfalls in planning activities are also within the responsibility of the Coordinator. Maintaining communication networks and promoting good working relationships with local, state and regional planning leaderships are also essential in this planning. Among all of the duties, educating the general public and working with special need populations on the need to prepare for emergencies was deemed very important. Lastly, the Coordinator assists with grant funding applications and delivers all grant contract requirements (federal and regional).

During the course of this year, various annexes to the Department's Emergency Response Plans (Vulnerable Population Plan, Anthrax Preparedness/Response Plan, Influenza Vaccination Plan and Contact Information Plan) were updated, with some being exercised. In addition to Plan revisions, an H1N1 Vaccination Plan, Business Continuity Plan, School-Based Vaccination Plan and an Alternate Care Facility Plan were designed. The Emergency Preparedness Coordinator also implemented the Point of Distribution Plan at the Eastern Greenwich Civic Center, involving the entire Department's staff.

Among other planning activities, the Coordinator fit-tested ninety-three (93) firefighters with N-95 respirators, along with the Department's entire staff. Training was also offered to the Departments of Police and Fire so they could do in-house respirator fit-testing. Protocols addressing bioterrorism issues such as white powder incidents were also addressed to all local responders (Fire, Police, GEMS). Satellite phones for the Department were obtained from Planning Region I Homeland Security funding and an in-service was provided. In response to contract requirements, several state reports were completed and submitted, while clinic supplies were replenished. Several presentations about emergency planning were offered throughout the community and the Department continued to maintain the Town's emergency response roster, which includes both community and Town personnel.

Finally, the Coordinator along with the Department's staff responded to the novel Influenza A (H1N1) virus pandemic outbreak in the Spring 2009. In addition to offering vaccination clinics with federally issued H1N1 vaccine, informational brochures were designed and widely distributed. The Coordinator and staff also worked with the public and private school system in an effort to minimize the circulation of the viruses and took part in a unique investigation involving the transmission of the H1N1 virus in children attending an overnight field trip.

In the end, public health emergency planning is a key component of local health activity that ensures the health and safety of a resident population. Without sufficient and sustained funding, the community will remain at risk for a wide range of public health threats, including a disaster or emergency event. It would be prudent, even during the time of economic downturn, that this position be seriously considered for full-time appointment.

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 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 Office of Special Clinical Services is responsible for bloodborne pathogen training and assessing occupational exposures for Town of Greenwich personnel. In addition to collaborating with Greenwich Hospital, the Office has partnerships with the Greenwich Chapter of the American Red Cross, Stamford CARES, AIDS Alliance of Greenwich, Greenwich Department of Social Services, the Greenwich Board of Education and the CT Department of Public Health STD Program, 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-nine (199) educational programs serving over one thousand nine hundred (1,900) students, counseled and/or tested three hundred seventy-seven (377) clients for HIV, STD's or pregnancy. Of the total counseled and tested, sixty-one (61) were treated on-site. Of the clients served, seventy-four percent (74%) were Greenwich residents. In addition to on-site clinic counseling, two hundred eighty-five (285) telephone-counseling sessions were conducted, one thousand forty-nine (1,049) clinical samples were collected and processed, which was about the same amount of samples as last year. A total of fifty-nine (59) clients were referred for additional medical care, psychological and/or social services. The Director also conducted forty-five (45) bloodborne-pathogen training sessions, with eight hundred fifty-four (854) employees attending. A total of nine (9) occupational exposure investigations were conducted and the Director also collected forty-one (41) Hepatitis B titers (blood samples) from Town of Greenwich personnel.

The Director served as a consultant to two local AIDS foundations – Sekolo Projects, Inc. and the Red Ribbon Foundation. He also 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, case management, group support, and financial assistance in the amount of eleven thousand two hundred thirty-four dollars (\$11,234) for health care, rent, mortgages, medication and emergency needs was provided.

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.

Environmental 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 body care facility inspection, 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 the 2009-2010 fiscal year the Division was short staffed both in a part-time field position and in a full-time office position. During the budget process of 2008-2009, the office administrative position and a part-time field position were eliminated from the Division. Although some assistance was obtained on a temporary basis, the Division was not able to fulfill all of the required activities. To address the slight shortfall in the staff's performance, which is reflected in a statistical analysis record, the declining economy also added to the change noted in work performed.

In response to concern for West Nile Virus (WNV), the Division recorded eleven (11) dead bird reports from residents. In 2009, no human cases were identified in the state. The Division managed the Town's larvicide program, which operated from June through September with applications to catch basins every six weeks. Information regarding WNV was also distributed to the public at various locations throughout Town. In 2009, 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 assisted with the H1N1 clinics held for the public as well as all of the seasonal flu clinics that were conducted. 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 database system (CityView) during the testing phase.

The 2009 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 fourteen (14) days, all due to rainfall closure; Greenwich Point was closed for one (1) day due to rainfall closure. Both island beaches, Great Captain's and Island Beach

had one closure each due to an excessive rainfall amount over 3.5 inches. All beach facilities have written closure policies that are reviewed on an annual basis.

In 2009-2010, forty (40) animals were sent to the Connecticut Department of Public Health Laboratory for rabies testing. The majority of animals submitted for testing were bats (25) found in the home. Of the total animals submitted, three (3) were positive (2 bats and 1 raccoon).

Assistance was provided to the Department of Public Works in its effort to sponsor a Household Hazardous Waste Day. In an effort to cut costs, only one event was offered. Approximately three hundred seventy-seven (377) vehicles were served in May 2009.

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. In the fall of 2009, Environmental Protection Agency - Region 2 issued an Administrative Order to the Village of Port Chester to repair problems associated with their aging sanitary sewer system.

The Division continued to enforce food service operation regulations in the three hundred twenty-six (326) food service establishments that are licensed with the Department. In addition, a considerable amount of time was spent reviewing more than ninety-two (92) building plans and twelve (12) demolition permits. These applications continue to drop from the previous year. Approximately one hundred forty (140) well and septic system permits were also issued, a slight decrease from last year. To determine septic system suitability, one hundred ten (110) soil tests were conducted, while eighty-one (81) body care facilities and thirty-one (31) massage establishments were inspected for licensure. The Division also licensed ten (10) indoor pools and fifty-three (53) outdoor pools, which are inspected and sampled throughout the year.

Finally, in March and April of 2010, the Division started to use the Town's new permit tracking database system (CityView). The program is used for issuing septic system and well water permits, licensing businesses and tracking complaints. The staff continues to learn the program; however, the shortfall in Division office staff made it difficult to input data.

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. Although the laboratory provides a significant service to Town residents through flexibility of service and reasonable costs, the fallen economy affected the number of samples processed.

The occurrence of tick-borne disease is rising, not only within the Town, but also across the nation. In 2008, the latest year for which information is available, twenty-eight thousand nine hundred and twenty-one (28,921) confirmed Lyme disease cases were reported in the U.S., with Connecticut ranking third among the states with the most reports. In 2009, Connecticut reported a total of four thousand one hundred fifty-six (4,156) cases that met the national case definition, with an average incident rate of 122 per 100,000. Among the eight counties in Connecticut, Windham County reported the highest incidence rate of Lyme disease, while Fairfield County ranked sixth and Hartford was last with the lowest rate. Fairfield County did, however, report more Lyme Disease cases than any county in the state.

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 2009-2010, six hundred twenty-one (621) ticks were submitted by residents and identified as deer ticks. This number represents fewer ticks submitted than last year. Of the five hundred forty-four (544)

ticks tested in-house, twenty-seven percent (27%) were found to be positive for *B. burgdorferi*. This result represents a slight decrease from last year; however, it is still considered within normal range.

In effort to provide an opportunity to analyze ticks for five (5) co-infection pathogen organisms (Lyme disease, Babesiosis, Erlichiosis, Anaplasmosis, and Bartonella), the Laboratory continued to fund a Tick Analysis Program for Town residents through a state grant. The Program analyzed a total of seventy-five (75) engorged ticks, which were submitted and tested by Medical Diagnostic Laboratories, LLC, a private research facility located in New Jersey. In review of the results, the percentage of ticks positive for the 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. The Program 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 firing range for airborne lead levels.

During this year, the Laboratory continued its program to test children under the age of six for lead in blood, which is now legally required in Connecticut. Sixty-five (65) children participating in the monthly WIC (Women, Infant, and Child) Clinic and the Division of Family Health's Maternal and Child Health Clinic were tested for lead in blood. Of the total number of children screened, none were referred for follow-up. Also, eighty-nine (89) hemoglobin/hematocrit blood samples from clinic children were analyzed 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.

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 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 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 and biodosimetry drill which allowed the staff to practice for a radiological incident.

In collaboration with the Department of Social Services, forty-four (44) people were tested for cholesterol during their annual "Help Fair" in April 2009. In addition, twenty-two (22) Cholesterol Tests were performed as part of a nutrition program sponsored by the Department and twenty-one (21) were processed from general public walk-in participation.

In the winter of 2009-2010, through assistance from State funds, the Laboratory conducted a successful Radon Outreach Program. Targeting specific sections of the town, a total of two hundred eighty-eight (288) 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, slightly higher than 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 (7% 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 of the 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 prepared reports and has been found to be critical when determining beach and shellfish bed closures. The total rainfall measured for FY 2009-2010 by the weather station was 50.69 inches, a measurement 9% greater than last year's total and 2% greater 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 Blood borne 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, Communicable Disease/Infection Control and Maternal and Child Health staff continues to provide much needed, high quality preventive health services to children, families and elderly residents. With a coordinated effort, the Division of Family Health completed a successful seasonal influenza vaccination campaign. Through nursing home visits to seniors and at risk adults, numerous small site sessions and six town wide clinics, the team administered over 3000 doses of influenza and pneumonia vaccine by the end of October. In November, adding to the overall responsibilities of the various Family Health programs, the Director and staff refocused most of their attention to the Department's public health emergency response to the Influenza A H1N1 pandemic. To heighten awareness in the Greenwich community, the Division conducted an additional eight clinics and provided patient and public education and outreach, including: daily monitoring of CT DPH and CDC websites and teleconferences for updates on H1N1 information; weekly calls to health care providers to monitor vaccine availability and assist with questions; surveillance of influenza-like illness in the early childhood programs, public and private schools; onsite meetings and frequent communication with representatives from the Board of Education to set up surveillance of influenza-like illness in the schools; presentation to the Senior Provider Network with an update on seasonal influenza and H1N1 influenza and how it could impact the senior population; consultation to early childhood program Directors and nurses in private schools who requested guidance about illness patterns and communication efforts with parents. Vaccinations were offered based on CDC defined priority groups beginning with emergency responders, school nurses and infant daycare staff. As vaccine became more available, efforts progressed from appointment-only to open, walk

in clinics that processed hundreds of infants, young children and adults per hour. In the end, three thousand one hundred (3,100) doses of vaccine were distributed.

Adult Health Nurses visited frail and elderly clients in the Home Health Maintenance Program to assess health status, assist with medications and to administer vaccines. As part of health education efforts, public health nurses conducted hypertension screenings through weekly clinics at Town Hall, six monthly satellite clinics as well as blood pressure and stroke risk assessments during Wear Red Day, Older Americans Month and the second annual Help Fair at Town Hall. The Yellow Dot Program for senior drivers was promoted.

The Maternal and Child Health (MCH) staff enhanced Family Health services through increased involvement in the WIC program. In collaboration with HeadStart childcare, activities of the Mothers Wellness Group expanded to include guest speakers on topics such as domestic violence and its effect on children, HIV/STD, dental care, and parenting young children. A discussion of proper nutrition, family meals and obesity risk factors included on site cholesterol testing by the Department laboratory staff. The Director of Family Health continues to collaborate with the Directors and local healthcare providers on a childhood obesity awareness initiative.

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 and School-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 nine (209) educational sessions were taught in kindergarten through fifth grade classes and five thousand nine hundred fifty-seven (5,957) of the six thousand thirty (6,030) eligible students received dental screenings. Of those examined, nine hundred sixty-two (962) or 16% were found to be in need of dental care and were referred to a dentist for follow-up. Tracking referrals is a long-term process. Therefore, compliance forms received by the Dental Health Office after the fiscal year are recorded in the following year. Of the nine hundred eighty-nine (989) referrals made in 2008-2009, a total of one hundred forty-three (143) or 15% of the students visited a dentist. The dental hygienists also responded to seventy-five (75) dental first aid needs and 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, seven hundred thirty-three (733) entrant forms were distributed and three hundred seventy-five (375) or 51% were returned, indicating the number of students who had received dental exams by a dentist. This number represents the highest return rate for new students entering school.

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 thirty-two (3,432) eligible students, two thousand eight hundred eighty-nine (2,889) children participated or eighty-four percent (84%). Overall, the program participation rate was slightly up from 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. Recognizing that dental problems are one of the main causes of absenteeism in school (five times more than asthma and 7 times more than hay fever), the dental hygienists worked collaboratively with Greenwich Hospital's dental clinic to ensure prompt appointments and follow-up care. The staff also continued to work with the hospital and other dental health care providers in assisting those who were eligible for HUSKY insurance.

In addition to the public school curriculum, five (5) elementary school-based pre-schools and eight (8) pre-school programs were serviced with a total of two hundred fifty-five (255) exams conducted and thirty-four (34) 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-seven (37) children were examined and forty-three (43) conferences were conducted. Dental services were also coordinated for five (5) 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 special needs population, the staff screened twenty (20) people at the annual Social Services Health Fair and referred eight (8) for treatment. The staff also reached out to the homebound elderly through two telephone conferencing programs and educated over one hundred (100) children aged 5 to 14 at the Boys and Girls Club of Greenwich.

This year, fifteen (15) children were examined as part of the Department's comprehensive Well Child Clinic. Notably, five (5) children or 33% required dental care. The staff also provided services to the Woman, Infant and Child (WIC) program that meets once a month in Town Hall. A total of one hundred sixty-nine (169) children were screened. In addition, a seminar about HUSKY insurance and access to dental care was offered to two Head Start programs at Armstrong Court. The staff screened some parents during an education session, which resulted in treatment from two (2) local dentists.

Finally, the staff participated in several Department of Health sponsored health fairs by distributing oral health literature on various topics such as substance abuse, oral piercing and smokeless tobacco. As part of the Town's Employee Health incentive, twenty (20) employees were screened with six (6) or 30% being referred for follow-up dental care. The staff also assisted the State of Connecticut Oral Health Program by participating in the *Give Every Child a Smile* program. As a result, thirty (30) elementary students and two (2) preschool children were referred to a local pediatric dentist for treatment. The program, which was based upon financial need and the extent of work needed, was offered at no cost. About 12% of those referred were treated.

Caroline Calderone Baisley, MPH, RS
Director of Health

THE NATHANIEL WITHERELL

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	222	221	221
Expenditures:			
Current	\$21,069,490	\$21,067,460	\$20,833,031
Capital	\$182,456	\$406,907	\$415,458
Total:	<u>\$21,251,946</u>	<u>\$21,474,367</u>	<u>\$20,833,031</u>
Revenue:	\$21,951,170	\$21,704,120	\$20,905,606

The Nathaniel Witherell is a 202-bed skilled nursing facility, owned by the Town of Greenwich and operated as a not-for-profit facility. It is licensed as a Chronic Care Nursing Home by the State of Connecticut Department of Public Health and provides rehabilitation services and skilled nursing care, offering priority for admission to residents of the Town. The Facility participates in Medicare and Medicaid, with all 202 of its beds fully certified by both of those programs. The Nathaniel Witherell is located on a 24-acre campus on Parsonage Road, two miles from downtown Greenwich.

The Nathaniel Witherell continues to incorporate a philosophy of individualizing care for each resident by 1) maximizing choice; 2) building relationships; 3) helping to achieve personal goals; 4) celebrating life-cycle events; 5) maintaining relationships with the external community; 6) providing transition support into the Witherell community; and 7) collaborating with residents and their families. In nursing home parlance, this philosophical approach is called "person centered care" and, consistent with that philosophy, The Nathaniel Witherell (TNW) is committed to providing the highest quality of life and quality of care possible for each of its residents based on their individual needs in the areas of nursing, medical care, rehabilitation, social work, dining services, pastoral care and therapeutic recreation. TNW has support staff in Nursing, Engineering, Housekeeping, Laundry, Finance, Admissions and Administration, all of whom are vital members of the total Witherell Care Team. Rounding out that Team are physicians, nurse practitioners, volunteers, and a Family Council who are also committed to enhancing the residents' quality of life.

Nathaniel Witherell staff and/or contracted personnel deliver customized care specific to each resident's needs. Whether a resident's stay is for short-term rehabilitation or for the treatment of chronic conditions that require long-term care, their needs are addressed by both professional and service personnel with training in areas such as:

- Medication Management
- Medical Rehabilitation.
- Cardiac Rehabilitation
- Orthopedic Rehabilitation
- Wound/Skin Management
- Pain Management
- Breathing Management
- Alzheimer's Disease and Dementia Care
- IV Therapy
- Nutritional Support/Clinical Dietician
- Renal Therapy
- Enteral Feeding
- Tracheostomy Care
- Coma Care
- Hospice/End of Life Care
- Psycho-social/spiritual needs
- Chaplaincy/Clinical Pastoral Care
- Hairdresser/cosmetician

The Nathaniel Witherell is currently governed by a nine-member Board of Directors. The members of the governing body are David Ormsby, Chairman, Christopher Ann Thurlow, Vice Chairman, Thomas Saccardi, Secretary, David Ayres, Lloyd Bankson, Paul Toretta, Frank Scarpa, M.D., Bruce Dixon and Louise Puschel.

TNW STATISTICS

	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Admissions	367	358	293
Discharges	381	284	289
Occupancy Rate	92.6%	94.9%	96.1%
Patient Days	68,703	69,974	70,888
<u>Sources of Admissions</u>			
Greenwich Hospital	280	286	249
Other Hospitals	58	51	26
Skilled Nursing Facilities	16	10	9
Assisted Living Facilities	3	2	3
Home	10	9	6
Total Admissions	<u>367</u>	<u>358</u>	<u>293</u>

MAJOR ACCOMPLISHMENTS AND ACTIVITIES

- The facility remained among the best nursing homes in the State as measured by Medicare's 5-Star Quality Rating Index.
- TNW's admissions continued to grow, increasing by 2.5% over the prior year; short-term rehabilitation accounted for 87% of total admissions. The facility's emphasis on service excellence and short term rehab services generated the increase, even in the face of declining demand for nursing home beds statewide. 7 day/week therapy services contributed to the growth in short term admissions.
- TNW completed its first year as a Revolving Fund operation for financial reporting purposes.
- The Town's Executive Director completed his first year as the facility's new administrator.
- The facility achieved an operating surplus (\$408,019) for the third consecutive year while continuing to control costs in the face of statewide economic pressures and a challenging reimbursement climate. The State's freeze on Medicaid rates, for example, continued into its third consecutive year.
- The facility performed well on its annual licensing survey, again achieving full compliance with The CT Department of Public Health Code, Medicare and Medicaid regulations.
- The Town of Greenwich Building Committee continued to work with the S/L/A/M Collaborative, its architect, and Turner Construction, its Construction Manager, to bring plans for Project Renew to completion. Despite receiving word near the end of the fiscal year from the Department of Social Services that funding for a Certificate of Need would not be available this year (due to the State's current budget deficit), the Building Committee brought its Project planning to near 95% completion.
- The Nathaniel Witherell was listed on the National Park Service's Register of Historic Landmarks.
- Despite a drop in statewide demand for nursing home beds, TNW's admissions continued to grow, increasing by 2.5% over the prior year. The increase was largely due to the facility's continued emphasis on short term rehabilitation services and continuing commitment to consistent nursing assignments, whenever possible.

- Revenue growth continued, increasing by 1.1% from the previous year. This was the result of a slight increase in admissions combined with a favorable shift in payer mix, i.e. lower Medicaid utilization and correspondingly higher private pay and Medicare utilization.

Allen Brown
Executive Director

DEPARTMENT OF SOCIAL SERVICES

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	50	55	58
Expenditures:			
Current	\$2,870,945	\$3,122,732	\$3,186,529
Capital	\$0	\$0	\$0
Total:	<u>\$2,870,945</u>	<u>\$3,122,732</u>	<u>\$3,186,529</u>
Revenue:	\$24,590	\$24,810	\$23,015

Note: Forty-nine of the 50 budgeted positions in 2009-10 were filled (25 full-time and 24 part-time, seasonal, and temporary). Expenditures included \$2,590,160 in operating expenses plus \$280,785 to External Entities. Operating expenses were reduced by (\$104,869) over last fiscal year. Revenues, generated only through Homemaker services, were reduced by (\$220) from last fiscal year. The above summary reflects a 14% reduction in staffing over a 2 year period, and a 10% reduction in budget over the same period.

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 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; Dr. Rebecca Wayland, Vice Chairperson; Dr. Victoria deBary, Secretary. Other board members were: Mr. Steve Gross; Mrs. Maryann Ramos; Ms. Barbara Nolan; Mr. James McGuire.

KEY DEPARTMENT OPERATIONAL ACTIVITIES IN 2009-2010

Accountability: The Greenwich Department of Social Services (GDSS) management and Board have been monitoring the Department's accountability by using data extracted from the Evolv system. These reports assist in measuring the effectiveness and efficiency of staff's productivity, clients' services, as well as balancing services and the cost of delivering these services. The Commissioner's monthly report to the Board of Social Services and Town leaders provides Town's stakeholders (including the First Selectman, and BET) better understanding of the Departments' activities and accomplishments.

Meeting Community Needs: The increased demand for social services, due to the current recession and slow job market, continued during this past fiscal year. This is reflected in the 29% client growth during FY 09-10. With the slower than expected economic recovery, we expect the demand for services to grow. To meet the needs of the community, GDSS, in collaboration with the Department of Health, held its second Resource Fair in May, 2010. The event brought together Town, community organizations and Greenwich residents, with the aim of informing, educating, and empowering those who need help by linking them with local resources. Thirty-four agencies participated, and approximately 100 residents attended. In October 2009, GDSS participated in the National Depression Screening Day, offering screenings and referrals to residents. In April 2010, GDSS

staff, in collaboration with Lower Fairfield Regional Action Council, facilitated a conference on Co-occurring Disorders-substance abuse and mental illness.

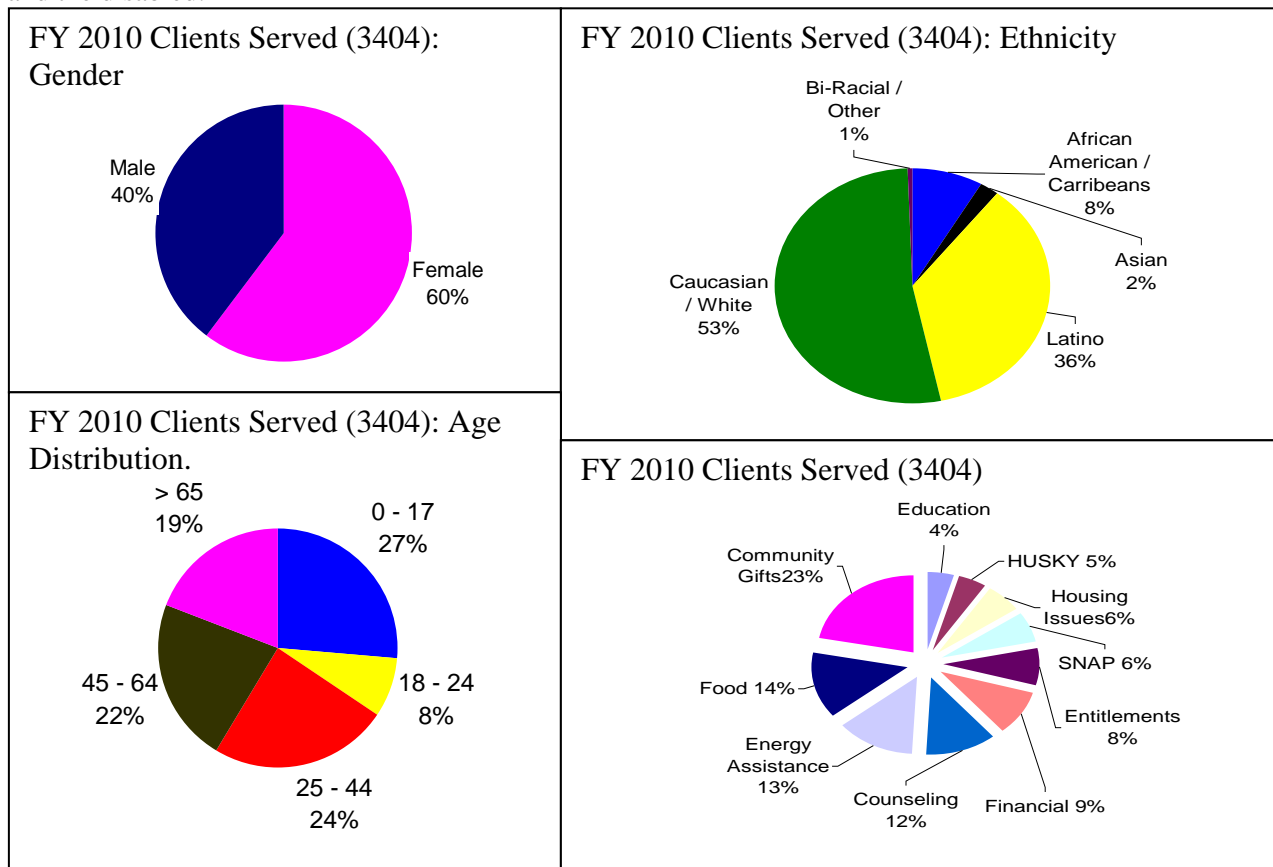
Strategic Planning: The Board of Social Services is in the process of developing a strategic plan for the Department with the aim of delivering services in the most cost efficient and socially effective manner.

KEY SERVICES TO THE COMMUNITY IN 2009-2010

The Department provides various direct and indirect services to Greenwich residents.

I. Direct Services. In FY '09-10 GDSS provided services to 3,404 clients, representing a 29% increase (768 clients) over last fiscal year (2,636 clients). The monthly departmental caseload steadily increased over the year, ranging from 1,592 – 1,944 at the end of the fiscal year (June '10). There were 2,469 new admissions to the Department.

The greatest needs were for assistance with food; energy assistance; counseling; financial assistance; assistance with entitlements; housing issues that include eviction prevention, and seasonal programs such as Community Gifts. Other major services included: conservatorship and protective services for seniors; clinical case management and supportive group therapy to the chronically mentally ill; and homemaker services to seniors and the disabled.



- **Casework and Case Management Services:** The Department offers the only single point of entry for case management services to individuals and families who have basic human needs, (clothing, food, personal safety) and little economic and/or emotional ability to address them. The Department services are seen as those of last resort after residents exhaust all other viable options for self-sufficiency. Those able to pay are referred to the appropriate community agencies. Caseworkers make all efforts to locate and engage other community resources in meeting clients’ needs. Services are delivered through two teams, one focusing on adults and families, and one focusing on seniors.
 - The A&F Team provides services to families and individuals under age 55. The Team served 2,484 clients in this fiscal year.

- The Senior Team provides services to those 55 years of age over. The Team served 920 clients. Of the 920, 19% (218) ranged in age 75-84; and 19% (211) were 85 and above, showing the need for homecare services. Serving this population often necessitates going where the client is, be it in the home, Senior Center, doctor's office, or elsewhere.
- **Mental Health Services:** Both the Adult and Family, and the Senior Teams share in the provision of mental health services to the chronically mentally ill population. Services include individual on-going support, clinical case management, and group counseling, including a weekly socialization group for clients who would otherwise remain isolated at home. The Department served 140 individuals this past fiscal year.
- **Senior Protective Services:** Twenty-seven residents received services designed to safeguard people 60 years and older from physical, mental and emotional abuse, neglect and abandonment and/or financial abuse and exploitation.
- **Food Insufficiency:** GDSS screens and refers clients to Greenwich's food and clothing bank, Neighbor-to-Neighbor (N-to-N). In addition, GDSS provides emergency food from the Department's Food Pantry. There were 442 households/families, or 1,116 individuals, enrolled in N-to-N. This represented 607 adults, of which 112 were seniors, and 509 children. This year, an average of 601 households received food monthly.
- **Town Financial Aid:** In FY '09-10 the Department distributed \$192,933 in Town Financial Assistance to over 1,000 Town residents. The four most urgent needs addressed were: eviction prevention - \$70,054 (36%) distributed among 157 households; Assistance with utility shut-offs - \$42,900 (22%) were allocated to 168 households; Payment for Meal-on-Wheels and food cards - \$26,445 (13%); Transportation for seniors and disabled adults- \$13,065 (6%) were distributed to over 300 individuals. The balance of the funds was used to pay for Lifeline Alert for seniors, medical emergencies, medication, and miscellaneous emergencies such as bed bugs, etc.
- **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 After-School Program (BANC), for children in kindergarten through 5th grade. BANC served 66 children in FY '09-10, 13 more than the previous year, showing greater demand.
- **Homemaker Services:** The Department provides Homemaker Services for low-income seniors and disabled individuals, who meet criteria, on a small sliding scale. Services include light housekeeping, laundry, meal preparation, and, with a doctor's authorization, bath assistance to clients unable to manage these tasks themselves due to frailty or illness. Homemakers provided 9,144 hours of service to 118 seniors and individuals with disabilities, for the average of 6.5 hours per month per client.
- **Escorted Transportation:** Transportation is provided for the physically and mentally challenged clients who receive casework services from the Department. These services help many clients to access their medical providers, food, and to meet other needs such as medication pick-up or translation during medical or legal appointments. Our case aides also provide a physical assist to frail clients for a door through door service, whereas most of the alternate providers have door to door service. Case Aides provided 2,827 hours of service to 214 unduplicated clients, for an average of 1 hour and 10 minutes per month per client.
- **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 '09-10:** GDSS submitted 400 applications for renters' rebate. 100% were granted with benefits to applicants totaling \$205,453. The number of applications increased by almost 9% and dollars awarded increased by a little over 8% compared to last year.
 - **Energy Assistance '09-10:** GDSS accepted 409 applications, a 1% decrease over last fiscal year. The total awards distributed were \$215,045, a 1% decrease from last year. Over 80% of applicants received awards as opposed to 75% last year. Of the denials, 15% had incomes that exceeded the maximum, and 5% were denied due to missing documentation. The citizenship documentation differed from that required last year which may account for the decrease in applications and awards.
- **Operation Fuel:** Operation Fuel is a privately funded 501C-3 not-for-profit organization providing financial assistance to eligible low-income families with fuel or utility emergencies via a network of 110

fuel banks. GDSS administers the program locally. Via the Greenwich Operation Fuel Bank, over \$20,750 was awarded to 59 Greenwich households.

- **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 998 households, an 8% (79) increase over last year's 919 eligible households (2,570 individuals) during the Thanksgiving and December Holidays.
 - The *Campership Program* provided partial and full scholarships to summer camps for 254 children ages three to fourteen, and 20 seniors, totaling 274 campers.
 - The *Boots and Shoes Program* provided families with vouchers toward back-to-school footwear for 254 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 regarding specific needs.
- II. **Indirect Services:** The Department works in collaboration with community agencies to identify human service needs and responds accordingly.
- **External Entities:** Since 2006, GDSS has had the responsibility for oversight of local Human Services Organizations that receive Town funding. In FY '09 – 10, \$219,000 was distributed, a \$61,800 reduction over the previous year. The reduction resulted from transferring funding for one entity (Greenwich Adult Day Care - \$60,000) out of GDSS's budget. There was an addition of a one new Entity: Family Center Inc. Other entities funded were: Liberation Programs; Shelter for the Homeless; United Way (Town share toward-Youth Coordinator); Child Guidance; Kids In Crisis; and SW Regional Mental Health Board.
- **Community Partnerships:** The Department provides access to needed resources for clients through collaboration with various community organizations, and participation on Boards and Committees in the community. Such committees include Child Protection Team, School Readiness Committee, Youth Council, JRB, and Teen Pregnancy Prevention Committee. Staff participates at the Senior Provider Network, the Commission on Aging, and Partnership and Elderly Services. GDSS Staff is also a member of the Greenwich Hospital Utilization Review Committee. Other leading collaborative partners include Greenwich United Way, Greenwich Housing Authority, Family Centers, Pathways, the Dubois Center, Neighbor to Neighbor, Board of Directors of Operation Fuel, Advisory Committee of the Norwalk Transit Authority, and the Program Committee of Abilis. GDSS staff also works closely with other Town departments, including the Office of the First Selectman, Police Department, Department of Health, Public Works, and Parks and Recreation to coordinate services such as evictions and condemnations, services for youth and general public safety.

DEPARTMENT ACCOMPLISHMENTS IN 2009–2010

- **GDSS Anniversary: "A Century of Service."** On October 2, 2009, GDSS celebrated its 100th Anniversary with a tree dedication in front of Town Hall. The Department also hosted a breakfast on October 16, 2009, in Town Hall which was joined by local and State officials, and Town residents to commemorate this milestone.
- **The Young Mariners:** The Department in collaboration with the Boys & Girls Club implemented a new program, The Greenwich Mariners. This is a sailing program for disadvantaged youth aimed at increasing science and math scores through exposure to sailing. The Program operated from April to August 2010, as an afterschool and summer camp program. Eighteen students enrolled in the Program, and 12 graduated. The Program will resume this year with 18 new students.
- **Measurement of Service Outputs:** With the EVOLV^{CS} implementation, the Department is better able to quantify service delivery, produce statistical analysis, assess ongoing needs, and improve accountability.
- **Student Interns:** GDSS re-instituted internships for masters level social work students. This year two students, one from Columbia University and one from New York University, interned in the Department.

SPECIAL PROJECT PLANS FOR 2010-2011

- **Strategic Planning:** The Board of Social Services plans to finalize its five year plan in fiscal year 2010-2011. This plan will be used as a roadmap for the Department in its delivery of services to the Greenwich community. The strategic planning process includes a rigorous needs assessment interviews with multiple Town officials and leaders of not-for-profit organizations active in the provision of social services.
- **Collaborative Projects:** The State of Connecticut has issued an RFP for organizations to collaborate and provide a program aimed at improving employability for individuals who receive State nutritional assistance, formerly food stamps. The program is called Supplemental Nutrition Assistance Program - Employment and Training (SNAP-ET): The Department is working with Family Centers and other organizations to participate. Family Centers has been designated the lead organization, and has submitted the application to the State.

Alan Barry
Commissioner of Social Services

PLEASE REFER TO BOE'S BLUEPRINT FOR SUCCESS FOR ANNUAL REPORTING

GREENWICH LIBRARY

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	64	66	66
Expenditures:			
Current	\$8,211,184	\$8,193,349	\$8,017,272
Capital	\$130,222	\$215,262	\$1,289,343
Total:	<u>\$8,341,406</u>	<u>\$8,408,611</u>	<u>\$9,306,615</u>
Revenue:	\$1,425,789	\$1,446,486	\$1,417,447

2009-2010 was an extraordinary year at Greenwich Library. In these challenging economic times, it is clear that our Library is more valuable and relevant to the children, adults and families of the Greenwich Community than ever before. The support of the residents of Greenwich, trustees, friends, and the State of Connecticut has been critical to our success this year.

Noteworthy Accomplishments

- Greenwich Library launched a new author series, AuthorsLive@GreenwichLibrary, featuring bestselling authors including Anna Quindlen, Andrew Gross, Norris Church Mailer, Frank Delaney, Piper Kerman and Andrew Ross Sorkin. The series is intended to bring readers closer to the creative process that produces great books.
- Be Creative @ Your Library, the summer reading Program, was a huge success with over 700 children registered at all three locations.
- New Sentry QuickCheck™ units furthered the Library's goal to offer patrons more self-service and reduce waiting times. Two units were installed in the checkout area on the first floor at the Main Library and units were also installed in the Children's Room and at the Byram Shubert Library. In August 2009, self-service usage increased 27% over August 2008. Every month since then has shown triple-digit increases compared to the same month in the previous year.
- Greenwich Library launched a new website, which is viewed by many as a virtual branch, offering patrons 24 hour access to resources.
- In an effort to communicate directly with patrons, Greenwich Library stepped up social media efforts. The Library News blog was launched, which offers the latest press releases, closings and key library information. The Library now has a following on Facebook, Twitter and Flickr.
- A Print Management System was installed to defray paper, toner and recycling costs by charging patrons for their printing. Since its launch in September 2009, it has become a new source of revenue for the Town.

Statistics and Highlights

After double digit growth in fiscal 2008-2009, Greenwich Library patrons continued to utilize the libraries with a door count of 777,616 visits, representing an increase of 6% over the previous fiscal year door count.

- Circulation increased another 4% to 1,546,762.
- The Library's newly designed website attracted 1,106, 612 visitors, a 27% increase, while database visits increased 33% to 342, 219.
- More of the Byram Community utilized the renovated Byram Shubert Branch Library, increasing door count by 141% to 73,147 and increasing adult circulation up 60% to 45,653 and children's circulation up 82% to 27,712.
- Reference assistance rose 5% as patrons turned to the libraries to research a variety of topics including job searches, health information, investments as well as submit government assistance and grant applications.

Sources of Funding

The Town of Greenwich funds the Library's Annual Operating Budget. The Trustees Development Office is responsible for raising private funds to support initiatives of the Trustees, Friends and Staff. These initiatives

continue the public/private funding of the library to enhance and develop new programs and services for the public. Membership contributions to the Friends of the Greenwich Library also fund programs and other service initiatives.

The Clementine L. Peterson Foundation was established under the will of Clementine L. Peterson in memory of her son, Jonathan, and her husband, J. Whitney Peterson. Peterson Foundation Trustees, not the Greenwich Library Board of Trustees, govern the Investment Plan and Distribution of Funds. Since its inception, the Foundation has distributed over \$33 million, funding collections and staffing, as well as enabling the construction of the 32,000 square foot Peterson Wing. The Annual Distribution is used for operating and staffing costs for the area as well as for enhancing business and music collections and services.

A Port in the Storm

The March 13, 2010 nor'easter resulted in unprecedented use of the main library and two branches. Each of the buildings retained power despite the loss of electricity, cable TV and internet access by 66% of Greenwich residents. Some standard policies were suspended the week of March 14 to accommodate the heavy influx of patrons (4,700 on March 15) using the Library as a touchstone for community as well as a refuge for heat, water, food, electricity and Internet access. In addition, fines for overdue materials were waived between March 13 and March 21.

Library staff went to great efforts to help patrons meet their needs with a variety of programs and services. Regular classes were cancelled in the Technology Training Center and Meeting Room to provide more space for patrons to access wireless Internet service. Family films and the NCAA Tournament were broadcast in the auditorium. The Library's extraordinary service was recognized in many ways by the local and national media including a Thumbs Up editorial in *The Greenwich Time*.

Responding to the Needs of the Community

Greenwich Library offered over 400 new career building, job hunting and business programs this year including monthly visits from The Career Coach, a fully equipped satellite of CT Works, which provides services to unemployed and underemployed individuals seeking jobs and job search assistance at no cost. Workshops offered throughout the year included Microsoft Excel, Word and PowerPoint; Internet job search and resume review. The Career Coach is equipped with 10 student work stations, plus wireless capacity for 10 additional laptops. Author Paul Bailo discussed *The Official Phone Interview Handbook; Master the Phone Interview*. In this job market, interviews are increasingly conducted over the phone.

Greenwich Library's partnership with the YWCA of Greenwich continued, bringing several speakers throughout the year including Sara Gould, President and CEO of the Ms. Foundation for Women, who discussed creating economic opportunities for women in a difficult economy times and Shari Aaron, author of *Climb the Green Ladder*, who discussed key strategies to move your career toward a more sustainable future.

The Peterson Concert Series was well received with luminaries including the New York State of the Art Jazz Ensemble; a trio including Greenwich residents guitarist John Abercrombie and organist Gary Versace along with drummer Adam Nussbaum; as well as American roots band Ollabelle and Grammy award winning group The Klezmatics. Two plays were staged in the Cole Auditorium Neil Simon's *The Good Doctor* and *The Rabbit Hole* by David Lindsay-Abaire.

Technology Advancements

The Library's redesigned website offers new pages and features for children and teens and is ADA accessible. It is designed to act as a virtual branch of Greenwich Library, offering users a fresh style and easy navigation. The updated site is the result of nearly two years of analysis and design, representing collaboration among staff, trustees and friends. The goal is to provide visitors with a virtual experience that is as compelling as a visit to the actual Library. Online visitors can browse and place holds on materials; use Overdrive to download eBooks and audiobooks straight to their computer, iPod or MP3 player; stream music through the Naxos Music Library;

or access a number of premium commercial databases covering a variety of topics including health, careers, education, genealogy, history, biographies and more.

The Library purchased two devices — the Focus 40 Braille Display and a Scanning and Reading Appliance (SARA) — that will help visually impaired patrons read books, eBooks, websites, e-mail and other computer and printed documents. Both assistive technologies, which were purchased using funds raised in the Library's annual fundraising appeal, are located at a computer next to the main floor reference desk.

Library Branches and Friends

Byram Shubert Branch Library: The Byram Shubert Branch Library launched the extremely popular READ to a Dog program. Each child has 15 minutes to select a book, sit with the dog and its handler and practice reading aloud to a very appreciative and non-judgmental audience. Two new film series were introduced, Movies from Around the World and Saturday Documentaries, featuring *Man on Wire*, *Modigliani*, and *Valentino: The Last Emperor*. The staff, in conjunction with the Friends of Byram Shubert Library, offered a diverse group of programs for adults and children including music and craft demonstrations and health lectures. The Friends of the Byram Shubert Library held two successful book and media sales in November and May as well as several successful local art shows.

Cos Cob Branch Library: Several community art shows were presented in the Community Room including drawings by local pen and ink artist Mike Hone. Family programs included Tellabration, an annual storytelling event; a concert with Zydeco Band Krawfish Pie and a sing-along with The Green Gal for Earth Day. Long running book clubs continued including the Brown Bag, Thursday Evening and Mystery Lovers book clubs. Cos Cob introduced an author series featuring Tish Rabe, authorized author of the new Dr. Seuss books; local authors Jane Kendall and Vivian Swift and memoirist Anatole Konstatin. The branch staff continues to partner with the Friends of the Cos Cob Library to offer a variety of programs for adults and children including art shows, craft workshops and outreach to “tweens” including game and movie nights.

Friends of Greenwich Library: The Friends of Greenwich Library continued their supportive relationship by bringing a diverse group of educational and entertaining events to the Library. The Flinn Gallery celebrated its 80th anniversary with its most successful year of exhibits to date. The season kicked off with LEGO® sculptures by Nathan Sawaya, drawing over 7,500 visitors. The esteemed Musicians from Marlboro returned to the Cole Auditorium as part of the Cole Concert series, along with pianists Jeremy Denk and Shai Wosner. Greenwich's own National Children's Poet Laureate Mary Ann Hoberman read to an enthralled group of children and parents as part of the annual Poet's Voice series. 37 preschool children enjoyed bimonthly visits to the Children's Room for storytime through the Outreach Program. Families enjoyed several spectacular performances including Tales of a Fourth Grade Nothing and Season's Greetings Magic Show and concerts by Grammy winner Brady Rymer and the Little Band that Could and Milkshake. Lending Art presented their first art show in the Library café in conjunction with the Friends Friday film *Sketches of Frank Gehry*.

Looking Forward

Time and again, Greenwich Library has proven itself to be an essential resource for residents. With materials for research and entertainment, career and technology training, art exhibits and music concerts, story times for children and programs for adults, Greenwich Library is a vital cultural and educational institution in the town. In 2010-2011, Greenwich Library will launch a strategic planning process to better identify and respond to community needs. Greenwich Reads Together, a town-wide reading initiative, will unite Greenwich under a single book through group discussions, lectures, films and programs.

Carol A. Mahoney
Director of Greenwich Library

PERROT MEMORIAL LIBRARY

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	43	43	44
Expenditures:			
Current	\$1,434,559	\$1,426,926	\$1,447,687
Capital	\$0	\$0	\$0
Total:	<u>\$1,434,559</u>	<u>\$1,426,926</u>	<u>\$1,447,687</u>
Revenue:	\$11,570	\$12,787	\$12,061

Library Staff and Services

Kathy Jarombek joined our staff in August 2009 to lead our superb Youth Services Department. She continues the tradition of her close personal friends, Kate McClelland and Kathy Krasniewicz, as an exceptional storyteller with a keen awareness and knowledge of classic and new emerging children's literature. We are pleased that she chose to bestow her talents and expertise at Perrot Library for the children and families of our community.

Our Public Relations Committee was recognized by our peers in the Connecticut Library Association again this year. Laura Pugliese's design for the poster of "Two Books – One Night with Tracy Kidder" won a First Place Award at this year's CLA Conference.

The double digit increases for reference questions and public internet use reflect the great number of questions we answered for patrons needing help with applying for a variety of jobs and researching career opportunities during the Great Recession. We provide direct one-on-one assistance to job seekers through the use of print and electronic resources. Most companies and organizations now require all job applicants to file online making our internet access a necessary and essential library service.

Library Statistics

Library Visits:	197,789
Items Borrowed	246,014
Days Open:	330
Reference Questions:	41,838
Public Internet Use:	27,482
Program Attendance:	13,801
Items in the Collection:	
Adult Books:	29,278
Children's Books:	30074
Music CDs:	1,952
DVDs and Videos:	4,974
Periodical subscriptions:	110

Kevin McCarthy
Library Director

BRUCE MUSEUM

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</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

Report to the Town of Greenwich 2009/2010

Given the constraints of the past year, the Bruce Museum year has offered a remarkably diverse array of exhibitions and programs. While the recession began to ease, particularly in the latter half of the year, we were still operating with a reduced staff and on a very tight budget. In the absence of reliable corporate underwriting, we postponed or pared back costly loan exhibitions and relied more on the permanent collection and loans from the private collections of our friends. Nonetheless we offered a savory menu, beginning last summer with the little known Old Master and 19th Century paintings from the museum in Ponce, Puerto Rico. This was the only East Coast showing of these masterpieces and came to the Bruce when Ponce offered it to us for half the customary loan fee. The show ran concurrently with a show from our permanent holdings of the *Photography of Jeannette Klute*, one of the pioneers of color photography and a leading woman photographer of her day. Last summer and fall we featured two exhibitions from the private collection of one of Greenwich's favorite citizens, Olga Hirshhorn, the widow of the famous collector, Joe Hirshhorn, whose museum is on the mall in our nation's capital. Olga grew up in Greenwich and famously recalled that Bruce Park was her playground and the Bruce Museum her classroom. We exhibited diminutive 19th and 20th Century Modern art from her charming little residence in Washington, known as *The Mouse House*, as well as a second show of her stunningly beautiful West African Gold jewelry.

The headlining show last fall was devoted to *Alchemy*, and stood in a long line of exhibitions at the Bruce that explore the confluence of art and science. Comprised of both art works and scientific specimens, the show revealed how the practice of alchemy, long ridiculed as a wasteful pastime resulting only in disastrous explosions and the inadvertent conjuring of demons, gradually became a more respectable pursuit, indeed the precursor of modern chemistry and pharmacology. For a little ghoulish comic relief over the holidays we offered a show of *Addams Family Cartoons* from the Tee and Charles Addams Foundation. Remarkably, the show of Alexander Calder's prints was the first museum show ever devoted to this popular material. It revealed among other insights the close relationship between Calder's prints and his sculpture. In an age of much predatory activity in the economy, we offered a long-running show from the permanent collection that is still on view, devoted to predation, called *Eat or Be Eaten: Animal Survival Strategies*. Our Adjunct Curator, Prof. Ken Silver from NYU conceived the headlining show last winter, entitled *Exotic Encounters: Art, Travel and Modernity in the Collection of the Bruce Museum*. The show reminded us how intimately the experience and novelty of travel are connected to the creation of art and collecting generally. As recently as the nineteenth century Europe was considered exotic, and the show revealed special strengths of the permanent collection in, for example, early photographs of Egypt, and Pre Columbian and Inuit sculpture. Perfectly complementing *Exotic Encounters* was a show of world maps from the Somers Collection in Stamford, called *Writing the Earth*. It reminded us of how recent is our understanding of the geography of our globe and what a different forms world views take in other cultures. Another exhibition drawn from a local collection was *Lincoln, Life-Size*, lent to us by the Kunhardt-Meserve Foundation, which owns the largest collection of photographs anywhere of Abraham Lincoln. It vividly revealed the toll that the Civil War took physically on our 16th President and brought the wrenching years of his administration vividly to life. A new undertaking this year was an exhibition of art created by teenagers in the region, "*iCreate!*" *Teen Art*, and highlighted the nascent talents of local artists.

In the summer of 2010 *The Dressmaker's Art* highlighted our costume collection from the Empire and Victorian eras through the Jazz Age, offering the first thorough review of this material in more than twenty years. The perfect summer show, *Warhol: Flowers, 1974* featured two sets of prints given to us by two different donors, offering a fascinating look at the role of design and color in Warhol's printmaking. Finally, the *Evolution of the Natural World* offers a fascinating and often sobering account of evolution's longevity, its twists and turns, from earth's origins, to the geological evolution of minerals and the first appearance of life on earth, the development of life in the seas, the invasion of the land and sky, and periodic extinctions, which, alas, continue even today. Finally, a small show entitled *The Beckoning Path*, featured photographs taken by Theodore Nierenberg, the founder of Dansk International Design and an accomplished photographer, who chronicled the changes of the season in color photographs of his property in Armonk.

The Bruce Museum's collections are the property of the Town of Greenwich. We raise private funds that are used to acquire works of art and scientific specimens that become the assets of the citizens of Greenwich. We recently acquired, very expediently at auction, a small sculpture of a *Man Walking* by the distinguished French-American sculptor, Gaston Lachaise, one of only two casts in existence. Lachaise is famous for his sensuously monumental yet buoyant sculptures, often of women; however he also executed one half dozen images of male nudes. The model in this case was a famous figure in 20th century art, Lincoln Kirstein, who with George Balanchine founded the American School of Ballet which eventually became the New York City Ballet. The Science Museum also acquired a fine mounted specimen of a black bear that we now display in the Evolution show. The documentation of the permanent collection of art will be much improved in the upcoming year through a donation from the outgoing Class of Trustees of 2010, who have offered a legacy gift to underwrite new digital photography of the collection. This not only will greatly improve our database but also enable us to produce a new handbook of highlights of the collection.

Our Educational Programs have been as busy as ever in the recent year with thousands of school children taught at the museum, adult programs offered virtually daily, lectures and film series, docent-led tours, after-school programs, such as the award-winning Neighborhood Collaborative, junior educators and summer workshops, and the Brucemobile outreach program touring to schools, senior and community centers throughout Greenwich.

The Museum implemented and produced 58 different educational programs for the general public in 2009-2010. In addition there were 28 programs provided by our town affiliate organizations for a total of 86 public education programs on the museum's calendar. In the 2009-2010 fiscal year 5,905 people attended a public program at the Bruce Museum. There were 248 museum-based programs for school classes reaching 4,833 students. Additionally there were 41 Neighborhood Collaborative Head Start Classes (pre-kindergarten) reaching 688 students, and 139 Neighborhood Collaborative after school classes (elementary-middle school) reaching 2,355 students. 114 adult group tour programs were presented by our docents to 1,447 adults. The Museum held four teacher workshops and exhibition previews and 122 teachers attended. The Museum's Outreach Education program, the Brucemobile, presented 323 student and adult Programs to 6,428 people this year.

The Seaside Center at Greenwich Point, which is staffed every summer by two Bruce Museum naturalists, was once again open last summer. Through the generosity of the Greenwich Point Conservancy, we are completing the renovations to the Innis Arden Cottage, which next year will house not only the Seaside Center but also an Environmental Studies Center, a new touch tank, meeting spaces and classrooms, wet labs to be shared with the Shellfish Commission and augmenting marine biology courses, and a display about the history of Tod's Point.

The past year at the Bruce was a financial success as well. Once again we balanced the budget and achieved a modest surplus. This was achieved through the generosity and support of our members, the selfless efforts of our volunteers, and the wisdom and good governance of our Trustees, and, of course, the valuable subvention from the Town.

Peter C. Sutton
The Susan E. Lynch Executive Director

**DEPARTMENT OF PARKS AND RECREATION
ADMINISTRATION**

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time	111	120	123
Perm Part Time	6	7	16
Expenditures:			
Current	\$10,848,149	\$11,820,858	\$11,909,979
Capital	\$1,411,636	\$2,912,295	\$1,689,147
Total:	<u>\$12,259,785</u>	<u>\$14,733,153</u>	<u>\$13,599,126</u>
Revenue:	\$5,860,977	\$5,587,638	Note \$7,089,144

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

Fiscal year 2009 – 2010 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:

- Installed computerized work order tracking system in use by the entire department.
- Filed for reimbursement from FEMA regarding departmental labor for storm damage cleanup and contractor billings for repairs due to the March 13th storm.
- Installed dockmaster paging system at each of the town marinas
- Began to implement the town wide Document Imaging System.
- Updated the RecTrac system with the latest version
- Began development of vendor Marina License Agreement.

Joseph A. Siciliano
Department of Parks and Recreation Director

GRIFFITH E. HARRIS GOLF COURSE

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time	9	9	9
Perm Part Time	1	1	1
Expenditures:			
Current	\$1,609,664	\$1,629,636	\$1,688,315
Capital	\$132,470	\$124,399	\$157,567
Total:	<u>\$1,742,134</u>	<u>\$ 1,754,035</u>	<u>\$ 1,845,882</u>
Revenue:	\$1,803,779	\$1,819,275	Note \$3,501,444
Rounds Played	41,232	41,974	44,536

Note: Includes Loan of \$1,500,000 for GEH Admin Building

Golf Center Building: The construction of the Golf Center Building was completed and opened for use in early April. The golfers have had many compliments for the new building including saying they now feel they have something to be proud of that allows them to bring guests to play golf at the course. The building now has adequate space to provide good service to the golfers as well as provide efficiency in operations due to the new design.

Handicap Parking Space: A parking space was created and paved next to the restaurant to accommodate handicap customers.

Budget Management: It was recognized early in the new fiscal year that revenues were not coming in as expected based on past years experience, more than likely the result of the tough economic conditions. Additional controls were put in on expenses and expense reports were scrutinized on a weekly basis. Temporary reductions in spending were initiated and some projects were delayed in order to offset the drop in revenue. The end result was that the reduced revenues were still higher than total expenses for the year.

Town Tournament: The course was the host once again for the Town Tournaments for the men, ladies and juniors as well as the Met PGA Junior Championship. All were very successful.

David D'Andrea
Golf Course Operations Manager

MARINE & FACILITY OPERATIONS DIVISION

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time	19	20	20
Perm Part Time	1	2	5
Expenditures:			
Current	\$2,376,491	\$2,420,455	\$2,275,331
Capital	\$357,250	\$2,156,457	\$633,465
Total:	<u>\$2,733,741</u>	<u>\$4,576,912</u>	<u>\$2,908,796</u>
Revenue:	\$2,345,587	\$2,057,481	\$1,928,911

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 19 permanent full-time positions and 76 seasonal positions.

BEACH ATTENDANCE

Byram Beach	79,516	
Greenwich Point	514,951	
Great Captain Island	3,851	*
Island Beach	45,725	*

* Ferry Service only; not included are those who use private transportation.

PARK PASSES

A total of 38,194 seasonal park passes were issued to the residents of Greenwich. The breakdown is as follows:

<u>Pass Type</u>	<u>Number Issued</u>	
Adult	29,682	
Child	8,867	
Senior	866	*
Nanny	76	
Summer Adult	5	
Summer Child	0	
<u>Total</u>	39,495	

*3rd yr. of 3 yr. Card

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 1,568 use permits. The division issued 481 boat slips, 98 trailer launch permits (including 30 non-resident launching permits), 63 dry sail spaces, 273 boat rack spaces, 66 lockers, 368 boats in winter storage, and 157 trailers in summer storage.

Marine & Facility Operations

PARKS AND TREES DIVISION

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time	64	71	74
Perm Part Time	0	0	5
Expenditures:			
Current	\$4,392,379	\$4,586,521	\$4,652,866
Capital	\$776,824	\$589,827	\$781,590
Total:	<u>\$5,169,203</u>	<u>\$5,176,348</u>	<u>\$5,434,456</u>
Revenue:	\$61,086	\$14,844	\$20,975

[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),
- Binney Park,
- Byram Park,
- Montgomery Pinetum
- 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.

FY 2009-2010 Capital Improvements and Accomplishments:

- Boundless Playground has been completed in Bruce Park in partnership with Junior League of Greenwich and the United Way organization.
- Sidewalk improvements in Bruce Park;
- Lighting replacement in Bruce, Binney and Byram Parks;
- Prepared Historic Landscape Reports for Bruce, Binney, Byram and Montgomery Pinetum Parks;
- Created new trails and trail improvements in Montgomery Pinetum and Binney Parks;
- Professional Planning has begun for the restoration and improvement of Roger Sherman Baldwin Park, courtesy of Greenwich Green and Clean.
- Daffodil planting has been undertaken by volunteers on the Hillside Annex of Binney Park
- A generous gift of ornamental fencing and embankment plantings at the Ferry Landing was given to the Town by the Greenfingers Garden Club.
- A generous gift of a decorative gazebo for Bruce Park was received from the Hortulus Garden Club.

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 129 shade and ornamental trees in the summer and fall of 2009 and spring of 2010. 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.

Notable Storm Events; FY 2009-2010

- March 13th Storm;
 - 650 trees fell onto town roads
 - Of these 650 trees a majority of them (46%) were two species, Norway Spruce and White Pine.
 - 97 trees fell in parks; Montgomery Pinetum 52, Bruce Park 30, Binney 8, all other parks 7.

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.

FY 2009-2010 Accomplishments:

- Tree Ordinance revised and passed by RTM (Chapter 13. Trees, Shrubs and Woody Vegetation of the Greenwich Municipal Code)

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. In all, 75 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.

FY 2009-2010 Capital Improvements and Accomplishments:

- Organic Athletic Turf Management has begun for all athletic fields in Greenwich.
- Athletic Field Comprehensive Improvement Capital Program completes its sixth year resulting in great strides in improvement of all Greenwich's athletic fields.

- Improvements for tennis courts include new fences, surfacing and striping for Byram and Pemberwick tennis courts.

Bruce Spaman
Superintendent of Parks & Trees/Tree Warden

RECREATION DIVISION

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:			
Full Time	10	11	11
Perm Part Time	3	3	4
Expenditures:			
Current	\$1,677,224	\$1,669,849	\$1,703,810
Capital	\$145,092	\$14,400	\$125,525
Total:	<u>\$1,822,316</u>	<u>\$1,684,249</u>	<u>\$1,829,335</u>
Revenue:	\$1,650,525	\$1,696,038	\$ 1,637,035

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 2009-2010

- Tennis and basketball court repairs were accomplished as follows: Crack repairs and court painting were made to Pemberwick Park Tennis/Basketball Court. A new fence was placed around the perimeter and new basketball stanchions, rims and backboards as well as new tennis court stanchions were installed. There were crack and surface repairs made to the Central Middle School and Eastern Middle School Tennis Courts.
- The Greenwich Skatepark did \$3,000 worth of repairs to its ramps.
- Fall Field Hockey held its Third Jamboree on the G.H.S. turf hosting teams from 4 towns.
- Amenities such as backstops, players' benches and safety fencing were added to several athletic fields this past year.
- VivaPop sponsored the Second Soap Box Derby, within the last 30 years, on Greenwich Avenue.
- After 19 years, "Lunch with Santa" was changed to "Breakfast with Santa".
- A second portable light stanchion was purchased to provide illumination and increase safety at concerts and other special events.
- The installation of new ball field lights at Teufel Field at Byram Park was completed. There are fewer light poles, lamp fixtures, and the lights provide more light to the field itself and are more energy efficient. The lights were rededicated and have been well received by ball players.
- A new baseball scoreboard was purchased and installed at the Hardball Diamond at Byram Field, the former Byram School.
- After a March 2010 storm, the spruce tree in front of Town Hall fell, and was replaced by a new tree donated by Mark Fineman. The donation will allow the Town of Greenwich to continue its tradition of having a Holiday Tree Lighting Ceremony in December.
- The March storm brought out the best in the Recreation Division and its staff. Through a cooperative team effort, the Bendheim Western Greenwich Civic Center was open on a 24 hour basis for five consecutive days to meet residents' needs during the emergency. In addition, the Dorothy Hamill

Skating Rink was back in operation before the ice was lost and communication maintained between the Division and residents on the status of facilities, programs and services.

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. All volunteers are pre-screened.

GIFTS, SCHOLARSHIPS & CAMPERSHIPS

- Gifts for the Town Scholarship Fund were received from various sources and totaled \$8,555.
- 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 \$11,554 in partial scholarships was given to 97 participants.
- The Fourth 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.

ATHLETIC FIELD SCHEDULING

Excluding school day and “after-school” activity usage by the Board of Education (largest field user) there were over 26,880 field hours scheduled by permit this past year, an increase of over 530 hours. Including the school day uses bring the total to over 35,460 hours. Over 100 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 practice 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 12,500 field users were registered for the past year.

SPECIAL EVENTS

9/11 Ceremony	Greenwich Point Beach Ball	Riverside Run
Abilis Walk at Gr. Point	Greenwich Pt. Biathlon & Triathlon	Roller Skating Party
Adopt A Dog Costume Parade	Halloween Happenings	Safe Cycling Bike Rides
Adopt A Dog Puttin’ on the Dog	Hamilton Ave. School Harborfest	Sandblast Sand Sculpture
Antique Shows	Harvest Time Run for Africa	Save the Children Kid’s Race
Antique Stocking Stuffer	Independence Day Fireworks	Septemberfest
Armstrong Court Event	Island Beach 2-Mile Swim	Serendipity Craft Fair
Breakfast With Santa	Israel Independence Walk	Shakespeare in the Park
Breast Cancer Alliance	Jazz on the Sound	Silver Shield Block Party
Walkathon		
Byram Library Festival	Jim Fixx Memorial Day Road Race and Kids’ Run	Silver Shield Concert in the Park
Byram Memorial Day Service	Jingle Bell Jog	Sound Beach Community Band Concerts
Chamber of Commerce Tree Lighting	John Zumbo Memorial Walk/Run	St. Patrick’s Day Parade
Chicken Joe’s Bike Ride for Kids	Kids Triathlon	Sunday Evening Concerts
Child Guidance Fundraiser	Kite Flying Festival	Susanah’s Run
Children’s Christmas Party	Kiwanis Antique Show	Swim Across America

Concours D'Elegance Car Show	Knights of Columbus Flea Market	Touch-A-Truck
Cook Your Buns Race	Lady Redbirds Softball	Tour De Greenwich Bike Race
Cos Cob School Carnival	Lion's Club Easter Egg Hunt	Town Figure Skating Competition
Family Movie Nights	Memorial Day Parade	Town Holiday Tree Lighting
Farmers Market	Mother's Day Ride for Greenwich	Town Men's Golf Tournament
Filipino Day Parade	Movies in the Park	Town Softball Tournaments
First Cong. Church Hunger Walk	North Mianus Pow Wow	Town Wide Tennis Tournament
Gem & Mineral Show	NYPPEX Gr. Invitational Regatta	Town Women's Golf Tournament
Glass Show	O.G. Festival of Lights	Train Show
Glenville Memorial Day Parade	O.G. Lions Pancake Breakfast	Viva Pop Soap Box Derby
Glenville School Fall Festival	O.G. School Pumpkin Patch Festival	Wednesday Concerts in the Park
Greenwich Ave. Teen Initiative	OGRCC Sailboat Regatta	Westchester Triathlon
Greenwich Point 1 Mile Swim	Pemberwick Community Day	Western M.S. Carnival
Greenwich Point Beach Ball	Perrot Library Movie Night	Young Life Movie Night
Greenwich Ave. Teen Initiative	Pigeon Show	YWCA Ultimate Frisbee Tournament
Greenwich Point 1 Mile Swim	Point Perspective Race	
Greenwich Point Beach Ball	Riverside Run	

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. 500 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 (106) are offered a variety of activities that include cookouts at the beach, games, special events, and craft projects.
- Music & Art Program had 121 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 ran for 5 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 50 participants in the 5 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 and Outdoor Soccer Clinics. In addition to this, one-week programs are offered during the summer, including Soccer with Aldwin, Mad Scientist 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>Participants</u>
Baseball	621
Doyle Baseball	48
Soccer	1,021
Girls Softball	291
Tennis Cards & Guest Tennis Cards	2,995
Tennis Clinics	416
Tennis Tournament	47
Paddle Tennis	71
Co-Ed Volleyball	18 Teams
Men's Basketball	30 Teams
Women's Softball	205
Men's Softball	1,124
Co-Ed Softball	0
Girl's Basketball	72
Co-Ed Basketball (Children)	148
Cos Cob Preschool	64
Field Hockey	78
Spring Swim	103
Summer Swim	151
Tball	155
Skatepark (10 day passes and annual members)	22
Skatepark Clinics and Camps	38
Intro to Lacrosse	90
Halloween Happenings	136
Breakfast with Santa	180
Ramp Camp	50
Skatepark Competition (2 per summer)	N/A
Skatepark Total Attendance	1,621

Dorothy Hamill Skating Rink – In its thirty-ninth 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, Skyliners Synchronized Skating, and Greenwich Special Olympics.

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 thrid full year of operation on March 12, 2010. 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, karate and ballet.

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 during November and March, weather permitting. It is closed December, January and February. The Skatepark provides a safe, supervised and fun facility for Greenwich youths six years and older. This year 1,621 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 Department of Parks and Recreation, 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. With the help of a \$6,000 gift from the JLG the Skatepark was able to make some much needed repairs to its ramps and transitions.

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.

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 4 days a week, Tuesday through Friday, 9:00 am – 9:00 pm. Courts are also available Saturday, Sunday and Monday, from 9:00 am - dusk.

Peter J. Mandras, Jr.
Superintendent of Recreation

HOUSING AUTHORITY OF THE TOWN OF GREENWICH

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	52	52	52
Expenditures:			
Current	\$12,729,000	\$12,847,176	\$13,071,638
Capital	\$520,937	\$490,685	\$843,637
Total:	<u>\$13,249,937</u>	<u>\$13,337,861</u>	<u>\$13,917,285</u>
Revenue:	\$15,355,617	\$15,216,213	\$15,469,246

In 1946, THE Housing Authority of the Town of Greenwich was created, after an initial venture leasing Town-owned housing to returning war veterans clearly demonstrated a greater need for public housing within the community. In 1947, the Town responded, appropriating \$785,000 in general funds to acquire sites and build additional veteran housing, with the State of Connecticut reimbursing one-half of the cost. As a result, two residential complexes housing 91 units were built.

Since the completion of the first residences, the number of properties owned and managed by the Housing Authority has grown dramatically in response to community need. Today, the Housing Authority owns and manages 13 residential complexes, accommodating senior citizens, families, and disabled persons within 857 apartments, as well as Parsonage Cottage, a 40 bed facility for the aged. In addition to the residences, the Housing Authority is also responsible for administering 343 residences throughout the community from private landlords under a special federal program known as Section 8, which provides vouchers to absorb the difference between published market rents and the resident's ability to pay, based on individual or family income. In total the Housing Authority

The scope of the Housing Authority's mission today is more broadly defined than the conventional notion of brick and mortar as the primary focus. The concepts of building an defining a sense of community, purpose, and personal growth are also an integral part of the Housing Authority's role, helping residents to shape their lives productively. Working in unique, collaborative partnerships that tap a multitude of resources available within the Greenwich community and from state and federal organizations, the Housing Authority has implemented a broad based group of support services to strengthen family life, foster independence and self-sufficiency. Many of these initiatives are through the auspices of local agencies and organizations.

Partnerships

Family Centers, Inc.
 YWCA of Greenwich
 Community Centers, Inc
 Junior League of Greenwich, CT.
 Greenwich Health Association
 The Boys and Girls Club of Greenwich Green Fingers Garden Club
 Urban League of Southwestern Connecticut, Inc.
 United Way of Greenwich
 Commission on Aging Horticultural Society and Master Gardeners
 Greenwich Board of Education Department of Social Services
 Greenwich Police Department
 Fire
 League of Women Voters
 Girls Inc.
 Girl Scout Council of Southwestern Connecticut, Inc.
 Department of Social Service

Programs and Partnerships, Vocational/Counseling Services and Support

Wilbur Peck Court and Armstrong Court Computer Center

A computer education program begun in 1995, run by The Junior League of Greenwich on site at Wilbur Peck Court. A second computer center is located at Armstrong Court. Both have been officially designated as Neighborhood Network Computer Centers by HUD. The founding premise of the program emphasized the importance of acquiring crucial computer skills for successful entry into today's job market by providing participants with solid skills training, counseling for job search, interview preparation and other work related issues. Childcare for participants is also provided.

Family Self Sufficiency Program – This is project financed by HUD and administered by Family Centers Inc. to assist program residents in enhancing their educational and financial opportunities.

Counseling Services

Three free counseling meetings are available to any housing development residents who request them.

Vocational Support

A service available to residents seeking to improve their level of employment, with referrals to established vocational services.

Educational Support

Wilbur Peck Court Reading Group - Story reading and appropriate educational experiences offered weekly for children of parents who participate in the English as a Second Language Group.

The Homework Club

Assistance is offered daily at Julian Curtiss and Hamilton Avenue Elementary Schools to provide homework assistance for groups or individuals.

Educational Incentives - Reward trips to Broadway shows, museums, and special events for students named to the honor roll for academic achievement.

Family and Health Care Support

Giant Steps and Kids Corner Head Start Programs - Two all-day programs, offered weekdays, for early childhood enrichment at Wilbur Peck Court and Armstrong Court. The programs, fully accredited and licensed by the State of Connecticut, are run by full-time staffs and require parent volunteer participation.

Youth Evaluation Service - Is a support program for teens suffering from stress or possible substance abuse that works in collaboration with parents through testing, personal interviews, and referral with appropriate follow-up counseling.

Teen Activity/Discussion Group - A supervised therapy, behavior modification, and social activity program for teen residents.

Family Life Education - Small group informational seminars offered regularly on a variety of pertinent topics, including life transitions through divorce, returning to work after childbirth, and dealing with substance abuse.

Senior Counseling/Trips - Trips, outings, advocacy support, and counseling are provided for elderly residents.

Mammography Screenings - Mammography screenings are offered to Housing Authority residents at an affordable rate or no cost, depending on circumstances.

Resident Activities/Communication

Resident Councils - Most of the Housing Authority residences have established resident councils whose focus is to foster communication and work cooperatively among residents and with the Housing Authority on pertinent issues. The League of Woman Voters conducts democratic elections. Organizational assistance to the councils is provided by Community Center Inc.

Housing Authority Administration

The Housing Authority is governed by a five-member Board of Commissioners, each appointed for a five-year term by the Board of Selectmen of the Town of Greenwich. A professional staff, headed by a Chief Executive Officer, manages daily operations of the Housing Authority, programs and residences.

Sources of Operating Funds

Rental income; construction loans, grand and operating subsidies from the U.S. Department of Housing and Urban Development and the Connecticut Department of Economic and Community Development; administrative fees earned from administering Section 8 private rental assistance and voucher programs; special grants and programs as well as corporate and local organization donations; private donations. The Greenwich Housing Authority receives no budgeted operating funds from the Town of Greenwich. The Housing Authority does compete in the annual competition for Community Block Grant dollars which is administered by the Town.

Greenwich Housing Authority Properties

Adams Garden, 1949 - 80 family garden style apartments. Financed by the State of Connecticut.

Armstrong Court, 1951 - 144 family apartments. Financed by the State of Connecticut.

Wilbur Peck Court, 1953 - 110 family apartments. Financed by U.S. Department of Housing and Urban Development (HUD)

Quarry Knoll I, 1962 - 50 Elderly apartments. Financed by HUD.

Agnes Morley Heights, 1973 - 150 elderly apartments. Financed by HUD.

Quarry Knoll II, 1980 - 40 elderly. Financed by Connecticut Housing Finance Authority.

Town Hall Annex, 1984 - 28 family apartments. Financing by State of Connecticut.

McKinney Terrace I, Family, 1988 - 21 family apartments. Financed by State of Connecticut.

McKinney Terrace II, Elderly, 1988 - 51 elderly apartments. Financed by a State of Connecticut grant.

Edgewood Avenue, 1990 - 7 family apartments. Financed through a conventional mortgage.

Columbus Avenue and Ritch Avenue, 1992 – Two, two-bedroom and four, three-bedroom family apartments, purchased for affordable housing. Financed through a conventional mortgage.

Greenwich Close, 1997 - 113 market-rate and 17 HUD family apartments. Financed through tax-exempt bonds and HUD.

Parsonage Cottage, 1997 - 40-bed Connecticut licensed home for the aged, managed by the Housing Authority and funded through a consortium of federal, state, and local private funding.

Mission Statement

The Housing Authority of the Town of Greenwich (HATG), in the interest of improving the quality of community life and revitalizing neighborhoods, is committed to being an ongoing producer, owner and manager of affordable, well-built, permanent housing for residents of varied incomes. Permanency of residence adds to the community stability in the Town of Greenwich. The strength and vitality of the HATG is derived from its structure, which joins in membership persons from local and state government, private enterprise, community groups, the commissioners, the staff, and the housing residents themselves.

Residents, through their participation in Resident Councils, and with the assistance of a professional staff and the commissioners, work cooperatively to manage their homes. They are encouraged to develop a sense of commitment and mutual support.

The developments are not merely a place to live, but also represent a stable community of people from different racial and ethnic backgrounds, ages and economic levels, as well as some with disabilities. The commissioners of the Housing Authority of the Town of Greenwich bring together a wide variety of skills and talents, which are used for the benefit of all.

HATG Most Recent Capital Projects

HUD Capital Projects in Progress

Wilbur Peck Court

- Security Camera System Installation
- Site Improvement Lighting Upgrade
- Emergency Generator Installation
- Roof Replacement
- Boiler Replacement

HUD Capital Projects Completed 2010

Wilbur Peck Court

- Landscape Upgrade New Plantings
- Children Playground Equipment Replacement
- Installation of New Picnic Tables and BBQ Grills
- Replacement of Screen Doors
- Exterior Catwalk Painting

Agnes Morley

- Public Restroom Rehabilitation
- Office Lobby Rehabilitation
- Common area Kitchen Rehabilitation

HUD Capital Projects Completed 2009

Wilbur Peck

- Basketball Court Rehabilitation

Agnes Morley

- Parking Lot Resurfacing
- Exterior Brick Re-pointing
- Waterproofing
- Air Conditioning Sleeve Installation

Quarry Knoll I

- Sidewalk Replacement

HUD Capital Projects Completed 2008

Agnes Morley

- Finance Office Renovation
- Ground Floor Tile Replacement

2010 Community Development Block Grant Projects in Progress

McKinney Terrace II

- Window Replacement
- Historic Entrance Conversion to Reading Room

Armstrong Court

- Hazard Removal and Site Improvement Project
- Stair Tower Painting
- Stair Tower Light Fixture Replacement and Emergency Lighting Installation
- Stair Tower Lead Paint Remediation (Funding DECD Grant)

Quarry Knoll II

- Roof and Siding Replacement

CDBG Capital Projects Completed 2010

Adams Garden

- Roof and Siding Replacement

Anthony Johnson
Housing Authority of the Town of Greenwich

PARKING SERVICES

	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
Budgeted Personnel:	13	13	13
Expenditures:			
Current	\$1,769,395	\$2,223,101	\$2,248,614
Capital	\$170,529	\$663,715	\$615,184
Total:	<u>\$1,939,924</u>	<u>\$2,886,817</u>	<u>\$2,863,798</u>
Revenue:	\$2,949,113	\$2,782,031	\$2,656,164

Notes:

This amount includes the capital cost for replacement vehicles, completion of converting the mechanical parking meters to electronic meters and pay stations and the structural repair of the Town Hall Garage and light upgrade.

This amount was an increase of 200% over the Parking Smartcard forecast. The Smartcard is used as an option to pay the parking meter fee instead of the quarters.

This amount was a utility over payment from 9/1/05 through 12/1/09 from the Plaza Garage.

Authorized Number of Positions

<u>Fiscal Year</u>	<u>Number of Full Time Employees</u>	<u>Number of Part Time Employees</u>	<u>Number of Temporary Employees</u>	<u>Total # of Annual Part Time & Temp Hours</u>
<u>FY 08/09</u>	13	2	1	2750
<u>FY 09/10</u>	13	5	1	6350
<u>FY 10/11</u>	13	5	1	6350

Notable accomplishments of the department during FY09-10:

- Completed the conversion of the mechanical single space parking meters to electronic meters in the Central Business District (CBD). Improved the accessibility to the existing parking in the CBD.
- Replaced the single space meters in the Town Hall Garage (THG) with pay on foot parking pay stations, which will accept various payment options in addition to quarters, such as credit card and dollar bills. Provides alternative parking meter payment options other than quarters.
- Enhanced the lighting in the THG by painting the ceiling and upgrading the existing light fixtures. Increased the use of the THG by providing additional permits to local residents and businesses.

- Designed and initiated for the Island Beach and Horse neck parking lots to receive parking fees for the summer season and weekends during the ferry ride to the Islands. Installed parking pay on foot stations, which accept not only quarters but credit cards, dollar bills and smart (chip) cards for payment. Provided parking enforcement during this period. The installation of the multi-space pay stations and weekend collections tripled the summer revenue from these two parking lots.
- Enhanced parking enforcement officers in the CBD of Greenwich, Old Greenwich, Byram, Riverside and Cos Cob with increased PPT PEOs to provide consistent parking enforcement for the residents and businesses. Provides increased response time to parking concerns and problems of these residents and business merchants.
- Established additional residential parking programs in neighborhoods that have been impacted by increased and excessive parking by local businesses and commuters.
- Evaluated and received approval to increase meter rental fee from \$15.00 to \$25.00 for construction projects that remove parking spaces from the public and provided consistent monitoring/enforcement of the use of these parking spaces by the construction companies.
- Continued staff development through training, parking conferences, and hands on applications to new parking technology and equipment.

Allen L. Corry, CAPP
Director

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Budgeted Personnel:	1.5	1.5	1.5
Expenditures:			
Current	\$54,483.39	\$147,733.19	\$137,014.46
Capital	\$0	\$208,616.00	\$665,597.00
Total:	<u>\$54,483.39</u>	<u>\$356,349.19</u>	<u>\$802,611.46</u>
Revenue:	\$19,359	\$388,438	\$38,718

Note: The CDBG Program Year is administered on a calendar year basis (January – December). Therefore, this Report covers two program years, the second half of PY2009 (Jul. 1-Dec. 31, 2009) and the first half of PY2010 (Jan. 1-Jun. 30, 2010). 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, 2010.

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, in selecting the activities to be recommended for CDBG funding. Attached is the CDAC membership list as of June 30, 2010.

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. For PY2009, expenditures for planning and administrative activities equaled to 11.05% of the annual grant and program income, well below the cap.

CDBG PY2009 ACCOMPLISHMENTS

During the last half of year 2009, the CDBG Office worked with non-profit agency sub-recipients to close out program activities that received 2009 CDBG funding from the Town as well as prior year activities that were completed during 2009. 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. As in the past, 100% of the CDBG funds received and expended during PY2009 benefited low/mod income persons. At the conclusion of PY2009, six rehabilitation projects were completed. These projects are as follows: PY2009 funded YWCA of Greenwich DAS Center Office Space Conversion, PY2008 Pathways Brookside Apartments Renovation, PY2008 Domus House Renovation, PY2008 Abilis Installation of Emergency Generators, PY2007 Pathways Milbank Group Home Expansion and PY2006 Byram Shubert Library Expansion.

A total of sixteen public service activities were completed during program year 2009. The following is a list of the accomplishments:

- A total of 143 low-income, transportation-disadvantaged individuals were provided with free access (at no charge) to available 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 13 low-income elderly seniors were afforded with access to various services and programs that promote safe, independent and active living through the Scholarship Fund for Elderly Services Program of the At Home In Greenwich.
- A total of 332 youth/children (ages 6-18) from low-income families were offered with access to affordable 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 593 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 Mental Health Services Program of the Child Guidance Center.
- A total of 192 senior/elderly clients who were underinsured or uninsured were provided with access to available dental health services through the Dental Care of Stamford's Dental Services to Seniors program.
- A total of 126 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 219 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 12,084 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 161 low-income elderly clients were provided with access to available quality health, recreation and social services which include health assessments, treatments, medications, therapies and personal care to address preventive care through the Health program of the Greenwich Adult Day Care.
- A total of 92 school-aged children 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 217 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 84 youth ages 12 to 17 were provided with access to available therapeutic emergency shelter and crisis outreach, support, intervention and counseling services through the Teen House Program of the Kids in Crisis.
- A total of 95 clients who are low-income, needy and/or infirm were provided access to a meal delivery service to ensure that nutritious and affordable food were available to those who are no longer able to prepare their own food through the Food Service Program of the Meals-On-Wheels of Greenwich.
- A total of 53 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 441 persons who are elderly, frail elderly, disabled and transportation disadvantaged were provided with access to available specialized transportation (to adult day care programs, medical appointments, employment sites, rehabilitation centers, dialysis, senior centers, community living facilities, sheltered workshops, shopping, recreation and special events) through the Transportation Program of TAG.

- A total of 5,918 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.

CDBG PY2010 GOALS

The Entitlement Grant received for program year 2010 was \$1,032,209. 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 2010 activities are underway):

CDBG Program Year 2010 - Allocation of Funds	
American Red Cross Greenwich - Motor Services to Medical Appointments Program & Vehicle Purchase	\$ 7,000
Boys & Girls Club of Greenwich - After School Program	\$ 15,000
Child Guidance Center - Mental Health Services	\$ 12,000
Community Centers, Inc. - Comprehensive Education Program & Senior Services Program	\$ 16,000
CT Legal Services, Inc. - Legal Support Services Project	\$ 8,000
Family Centers - Greenwich Head Start Program	\$ 5,000
Family Centers - RITE Program	\$ 5,000
Food Bank - Food Bank Administrative Support	\$ 6,900
Greenwich Adult Day Care - Health Component (Nursing Program)	\$ 7,000
Greenwich Family YMCA - Scholarship Program for Day Care Services	\$ 11,000
Jewish Family Services - Supermarketing for Seniors Program	\$ 8,000
Kids in Crisis - Therapeutic Services	\$ 9,000
Meals-On-Wheels - Food Service Program	\$ 8,600
Old Greenwich Riverside Community Center - Scholarship for Child Care Program	\$ 5,000
Shelter for the Homeless - Food Service Program	\$ 9,000
St. Luke's LifeWorks - Life Planning Mentor at the Women's Housing Program	\$ 8,000
TAG - Support for Dial-A-Ride Service	\$ 9,000
YWCA - Domestic Abuse Crisis Intervention Services	\$ 17,500
Abilis - Roof Replacement at 8 Park Avenue Group Home	\$ 11,110
Abilis - Installation of Emergency Generators (2 Group Homes)	\$ 34,100
Domus - Domus House Kitchen Rehabilitation Project	\$ 21,000
Family Centers - Upgrade/Replace A/C Systems Project (Arch Street and Gateway School)	\$ 35,000
Friends of Laurel House, Inc. - Laurel House Renovation	\$ 14,400
Greenwich Family YMCA - St. Roch's Day Care Rehabilitation Project	\$ 115,000
Housing Authority - Armstrong Court Site Improvements and Elimination of Health & Safety Hazards	\$ 250,000
Housing Authority - Quarry Knoll II Gutter and Siding Replacement Project	\$ 175,000
Neighbor to Neighbor - Food Pantry Facility Improvements and Upgrades	\$ 38,925
Shelter for the Homeless - Exterior Building Improvements	\$ 115,000
YWCA - DAS Center Renovation Project	\$ 39,400
CDBG Administration - Budgeted at 14%	\$ 157,000

Princess A. Erfe
Community Development Administrator

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)
FOR CDBG PROGRAM YEAR 2011
(Effective June 30, 2010)

District 1
TBD

District 12
Bill Bambrick

District 2
Paul Settlemeyer

District 12 – Alternate
Michael E. Ross

District 3
Dan Brooks

Board of Estimate & Taxation
Randall Huffman
Michael S. Mason

District 4
Alex Popp

Greenwich Housing Authority
Jonathan D. DuBois

District 5
Jennifer A. Dayton, Chairwoman

NAACP (Greenwich Branch)
Winston Robinson

District 5 – Alternate
Samuel T. Telerico

NOW
Phyllis Behlen

District 6
Alexis Voulgaris

Planning and Zoning Commission
Margarita Alban

District 7
Kimberly Blank

St. Mary's/Hispanic Center
Roberto Aveiro

District 7 – Alternate
Margaret Freiberg

Board of Social Services
Maryann Ramos
Barbara Nolan – Alternate

District 8
Christopher R. vonKeyserling, Vice-Chair

Board of Health
Dr. Naomi Tamerin

District 9
Paul Curtis

Public Health Committee/League of Women Voters
Stephanie R. Paulmeno

District 10
TBD

Citizen Participants (Public)
Shirley Jankowich
Alma Rutgers

District 11
Mark Jason Mindich

ALARM APPEALS BOARD*

(4 year term)

(Term expires March 31st)

Thomas E. Zack (2012)
James Daine (2010)
Brian M. Kelly (2012)
Robert Fogg (2010)
Frederic H. Brooks, Jr. (2014)

Randall Huffman
Leslie Tarkington
Laurence Simon
Arthur D. Norton
Joseph Pellegrino
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 (2013)
Heather Parkinson-Webb (2011)
Louis P. Pittocco (2012)
Paul Debary (2012)
Jane A. Finn (2013)
Robert Sisca (2013)
Peter J. Tesei, Ex-Officio

BOARD OF ASSESSMENT APPEALS

(2 year term)

(Term expires December 31, 2009)

Richard Kriskey
Jeff Reardon
Bill Bambrick
Mary McNamee
Philip M. Skidmore

BOARD OF HEALTH

(4 year term)

Robert F. Carangelo (2014) **CHR**
Michael J. Franco (2012))
Kurt Schaffir (2014)
Naomi G. Tamerin (2014)
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)
Nancy Kail (2013)
Marianna Ponns Cohen (2011)
Michael C. Bodson (2011)
Natalie R Queen (2011)
Jonathan H. Cohen (2011)
Leslie B. Moriarty (2013)
Peter Sherr (2013)

Superintendent of Schools:

Dr. Sidney Freund

Deputy Superintendent:

Dr. Ellen Flanagan

BOARD OF PARKS AND RECREATION*

(4 year term)

(Term expires March 31st)

Rick Capozza (2012)
Nancy O'Brien Caplan (2013)
John Craine (2013)
William Dunster (2013)
Scott Johnson (2011)
Winston Robinson (2010)
Robert Oca (2011)
Richard Wellington (2011)
Patrick Slyne (2012)
Catherine Weisenburger (2013)

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

BOARD OF SELECTMEN

(2 year term)

(Term expires November 30, 2011)

Peter J. Tesei First Selectman
David N. Theis, Selectman
Drew Marzullo, Selectman

BOARD OF SOCIAL SERVICES*

(3 year term)

(Term expires March 31st)

Christine J. Chao (2012)
Victoria deBary (2012)
Rebecca Wayland (2012)
James B. McGuire (2013)
Barbara Nolan (2013)
Kimberly Terrenoire (2011)
Elizabeth Menten (2011)
MaryAnn Ramos (2012)
Steven Gross (2011)
Peter J. Tesei, Ex-Officio

Commissioner of Social Services:

Vacant

**BUILDING CODE BOARD OF STANDARDS
AND APPEALS**

(5 year term)

(Term expires March 31st)

Karen Cuscina
Thomas Cholnoky
Michael J. Franco
William Lavalette

COMMISSION ON AGING

(Terms expire March 31st)

James B. Dougherty (2012)
Stephanie Paulmeno (2013)
Howard (Chip) P. Serrell (2011)
Catherine Brennan (2011)
John M. Morris (2012)
Lori Jackson (2011)
Karen T. Lamonica (2013)

CONDEMNATION COMMISSION

(Term expires March 31st)

Gordon A. Ennis (2012)
Richard F. Kral, Jr (2012)
Neil P. Ritter (2012)
Gregory W. Schulte (2012)
Joseph Ricciardi (2012)

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
Paul O’Gorman
Philip M. Pittocco
Siegrun K. Pottgen
William Fassuliotis
Dominick R. Romeo, Jr.
James Fahy

CONSUMER AFFAIRS COORDINATOR

(Indefinite Term)

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 (2013)
Leonard VanHouten (2013)
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)
Patricia Dillon (2014)
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 Settlemeyer (2008)
Jonathan D. DuBois (2006)
Laura Murphy (2010)

INLAND WETLANDS AND WATER

COURSES AGENCY*

(4 year term)

(Term expires March 31st)

Lawrence Perry (2013)
John R. Conte (2013)
William W. Galvin, III (2012)
Brian Harris (2013)
Martin Kagan (2012)
Joseph E. L. Rogers (2013)
Garrett L. Dietz (2012)
Robert V. Sisca (2012)
Elliot R. Benton (2013)

Inland Wetlands Director:

Michael M. Chambers

JUSTICES OF THE PEACE

(4 year term)

(Term expires January 5, 2009)

Fred Baker
Bill Bambrick
Louise Bavis
Rocco Benvenuto
Sandra K. Bendfeldt
Elizabeth Bonsal
John P. Booth, Jr.
Carl G. R. Carlson, Jr.
Louis C. Caravella
James Clifford

Stuart Coan
Peter G. DiLeo
Diane C. Fox
Laura G. Grad
Betty Hauptman
Anthony Hayden
Joseph Huley
Jonathan D. Hunt
Ann S. Isaacson
Richard Kriskey
Lawrence Larson
Linda D. Lavery
Roger H.V. Lourie
Philip Maymin
Penny Monahan
Mary Ann Mullen
Stephen Pierson
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:

, 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 (2012)
Paul Toretta (2013)
David Ayres (2013)
Bruce D. Dixon (2013)
Louise Puschel (2013)
Thomas A. Saccardi (2011)
Francis J. Scarpa (2012)
Lloyd Bankson (2012)
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 (2013)

Donald Kiefer (2012)

Robert Coulsen (2010)

Arthur Delmhorst (2013)

Lawrence Larson (2013)

PLANNING AND ZONING COMMISSION*

(3 year term)

(Term expire March 31st)

Richard Maitland (2012)

Donald Heller (2013)

Paul S. Marchese (2011)

Raymond Heimbuch (2010)

Frederic Henry Brooks (2011)

Frank Farricker (2011)

Peter J. Tesei Ex-Officio

Town Planner/Zoning Coordinator:

Diane Fox

POLICE DEPARTMENT

Police Chief:

David Ridberg

PUBLIC WORKS DEPARTMENT

Administration:

Amy Siebert, Commissioner

PURCHASING

Director of Administrative Services and Purchasing:

Joan T. Sullivan

REGISTRAR OF VOTERS

(2 year term)

(Term expires January 2011)

Sharon B. Vecchiolla

Fred DeCaro, III

REPRESENTATIVE TOWN MEETING*

(2 year term)

(Term expires December 31, 2011)

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 Grempe (2010)

Peter Janis (2009)

Richard Kral (2010)

TOWN CLERK

(2 year term)

(Term expires December 31, 2011)

Carmella C. Budkins

STATE OF CONNECTICUT

Governor:

M. Jodi Rell

Lieutenant Governor:

Michael Fidele

State Senator:

L. Scott Frantz

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:

Fred Camillo

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:

Jim Himes

5th Congressional District:

Christopher S. Murphy

Senators from Connecticut

Christopher J. Dodd

Joseph I. Lieberman

***Board Members will serve without
compensation.**

DEMOCRATIC TOWN COMMITTEE

(6-30-10)

As on file with the Town Clerks Office

District 1

Penny Monahan
Nancy C. Brown
Mary B. McNamee
Jeffrey R. Blanch
Pamela Frederick

District 2

Stuart Coan
Brad Markowith
William Gaston
Frank Farricker
William T. Noble

District 3

Murray Paroly
Philip Pittocco

District 4

Sharon Vecchiolla
Joseph Kantorski
Albert Shehadi
Kathy Anderson
Samarpana Tamm

District 5

Sean Goldrick
Jennifer Dayton
Timothy Oberweger
Jeffrey Ramer
Elizabeth Bonsal
Shirley Jankowich
Sherry Wernicke

District 6

Gerald Pollack
Stephen Meskers
Stephanie Paulmeno
John E. Harkins
Ken Bodenster
Elizabeth Harkins
Elena Abrahms

District 7

Edward Krumeich
Richard V. Bergstresser
Phyllis Behlen
Randall Huffman
Elizabeth Krumeich
Linda Lavery

District 8

John Whalen
Peter Berg
Martin Mushkin
C. Nick Edwards
James J. Fahy
Christine Edwards
Drew Marzullo
Jonathan Perloe
Judith Berg

District 9

Robert Beerman
Donald Sargeant
L Lee Whitnum
Pamela Toper
George Toper
MaryAnn Ramos

District 10

Mary L. Kiernan
William Grad
Jeffrey Stewart
Charles Lee
Shari Asher

District 11

Sigmund Beck
William Finger
Claude Johnson
Adam Savitz
David Singer

District 12

Bill Bambrik
Glen Canner
Gregory Schulte
David Roberson
Seymour Polansky
Shawn Asselin
Dominick Romero
Florence Spool

REPUBLICAN TOWN COMMITTEE
(6-30-10)

As on file with the Town Clerks Office

District 1

Carl G. R. Carlson, Jr.
Victoria Goss
Robert J. Oca
Edward D. Dadakis
Carol A. Zarrilli

District 2

Kevin Brogan
Paul Toretta
Richard Kriskey
Nancy Burke
Suzanne Geiss-Robbins

District 3

Kathleen Derene
Louise T. Bavis
Jacqueline A. Budkins
Carmella C. Budkins

District 4

Carol DeSalvo
Steve Anderson
John Thompson
Mary Ann Mullen
John Wetmore

District 5

Ronald R. Lenihan
Philip Skidmore
Samuel T. Telerico
Catherine J. Johnson
William Grep

District 6

Robert S. Stone
Marc Ducret
Lile R. Gibbons
David Noble
Aaron Kennon

District 7

Frederick Brooks
Leslie T. Tarkington
Robert S. Searle
Karen Fassuliotis
Marianne Gattinella

District 8

Michael Mason
Jim Campbell
Kerrin Coyle
Anthony Tod Laudonia
Linda Moshier
M. Irene Dietrich

District 9

James E. Clifford
Stephen A. Warzoha
John F. Toner
Susan E. Rogers
Jonathan V. Glenn

District 10

Robert J. Richardson
Sandra N. Waters
Lloyd N. Hull
Lawrence E. Larson
Adalbert VonGontard

District 11

Despina Fassuliotis
Deborah Gunzleman
Stu Reider
Rosa Fini
Marc Johnson

District 12

Richard Perri
Richard DiPreta
Nick Fortunato
Fred DeCaro, III
William Kalna

REPRESENTATIVE TOWN MEETING MEMBERSHIP

(as of 6-30-10)

Term Expires December 31, 2011

District 1, South Center

Carl G. Carlson, Jr VCHR
George F. Chelwick
Norman R. Collins
Edward D. Dadakis
John A. Duge, Jr.
Frederick R Feldman

Margaret W. Frey
Gregory S. Frumin
James F. Gartner
Mary S. George
Dean L Goss CHR
Timothy R. Graham
Richard P. Holleran

Frederick Lee, Jr.
Joan Pankosky
Christine M. Rossi
Maria M. Weston
Carol A. Zarrilli

District 2, Harbor

Kevin J. Brogan
Duncan G. Burke
Nancy B. Burke
Carlo F. Cantavero
Donald R. Conway

J. Suzanne Geiss-Robbins, CHR
Nancy Marshall
Cecilia H. Morgan
Wilma Nacinovich, VCHR

Jill Oberlander SEC
Meredith Relyea
Mark Schroeder
Paul Settlemeyer
Douglas J. Wells

District 3, Chickahominy

Robert J. Allen
Michael Aurelia, VCHR
Louise T. Bavis, SEC
Mercedes Blackson

Dan E. Brooks
Thomas P. Conelias, CHR
Murray S. Paroly
Maude Ann Polo

Claudia Velez
M. Michael Warner

District 4, Byram

James Bonney
Russell Bowman
Steven Bozzuto
William J. Clark
Jeffrey T. Doty

Thomas J. Greco, VCHR
John M. Hartwell, III
Susan McCabe, SEC
Robert J. McKnight, Jr., CHR
Alexander J. Popp, Jr.

Maria M. Popp
Josiane Schaffner-Parnell
Samarpaana Tamm
John J. Thompson
J. Robert Tuthill
Donald R. Vitti

District 5, Riverside

Joseph H. Benoit, Jr.
Franklin H. Bloomer, Jr.
Robert K. Brady, SEC
Edward T. Broadhurst, III
Elizabeth C. Campbell
James H. Daine

Jennifer A Dayton
John W. deCsepel
J. William Drake
Laura B. Erickson, VCHR
Mary S. Ferry, CHR
Gerald S. Isaacson
Lucy B. Krasnor

Ronald Lenihan
Karen S. Oztemel
Samuel T. Telerico
Nancy S. Weissler
Anne Wichman

District 6, Old Greenwich

Charlene M. Barnes
Neil J. Bulger
Thomas J. Byrne
Marilyn R. Cahn
Michael Carter
Carol C. Ducret
Jacqueline Hammock

John Harkins
Walter K. Howe
Coline Jenkins, CHR
Joseph H. Kagan
Arline Lomazzo
George McBride
Stephen Meskers, SEC

John E. Norrgard
Julie Pisani
Patricia Nelson
Erford E Porter, II
Barbara T. Rudd Nucci
Karen A. Sadik-Kahn, VCHR
Alexis Voulgaris

District 7, North Center

Amy H. Bibb
Kimberly Blank
Rebecca S. Breed
Ellen Brennan-Galvin
Linda G. Bruno, SEC
Susan L. Carmichael
Alice B. Duff

Karen Fassuliotis
Margaret Freiberg
William W. Gavin, III
Donald Hamilton
Timothy Harkness
Angela M. Hyland
Mary A. Jacobson

Lucia D. Jansen
Roger H. Lourie, VCHR
Ralph M. McDermid, Jr.
Peter J. Quigley
Valerie Stauffer, CHR

District 8, Cos Cob

John E. Beckwith, CHR
Gerald R. Boyle
Joshua H. Brown, VCHR
Mary Bruce
Richard Bruce
Francis J. Burgweger, Jr
Nancy P. Chapin
Jennifer Danzi, SEC
M. Irene Dietrich

Charles L. Edwards, III
Christine L. Edwards
Gordon A Ennis
Steven A. Gordon
Steven D. Gross
Richard Kral, Jr.
Genevieve Krob
Martin G. Mattler

R. Blair Murphy
Stephen Ng
Frank A. Posluszny
Steven Rubin
John A. Shulman
Linda Smith
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
Betsy S. Frumin, CHR

Donna Guadoso-Zeale
Craig Holz
Robert V. Lichtenfeld
Anna B Napolitano
Adrian Pasternak
Frank P. Petise
John W. Rosenberg

Frank C. Rota
Jonathan Shankman
Juan P Sosa
John F. Toner
Ralph Vizzari
Stephen Warzoha, SEC

District 10, North West

Gerald L. Anderson, VCHR
Gregory Bedrosian
John H. Blankley
Robert M. Byrnes
Joan E. Caldwell, CHR
Carol M. Carroll
David W. Detjen

Swan M. Grant
Erica Hoffman-Purnell
Lloyd N. Hull
Hans Isbrandtsen
Lawrence E. Larson
John M. Lucaarelli
John Mastracchio

Bertram M. Metter
Mark Pruner
Alan A. Small
Jeffrey Stein
Emerson L. Stone
Louisa H. Stone
Dora Williams

District 11, North East

A. Bruce Dixon
Susan Fahey
Joseph Fahys
Despina K. Fassuliotis, SEC
Rosa A Fini
James Hann
Corinne A. Hughes
Marc V. Johnson
Todd Kennedy, CHR

Harry A. LeBien
Mary Hope Lewis
Fern M. Lindsay
Robert A. Maddux
Mark Mindich
Daniel J. Natale, Jr.
Richard J. Neuman, VCHR
Rosalind Nicaastro

Katherine S. Prokop
Stuart E. Reider
Vanessa Robinson
Adam J. Savitz
Richard C. Wellington
Michael G Wacek
Mary S. Waldron

District 12, Havemeyer

Shawn Asselin
Bill Bambrick
Thomas E. Bancroft
Emil Benvenuto
Karl W. Bylcwi
Glen A. Canner
Anthony D'Ascoli
Janet DeLuca

David L. DeMilhau
Nikhil S. Gupte
Barbara G. Hindman, VCHR
Robert C. Kavee
Robert C. Liflander
Edward Manganiello
Robert T. May, CHR
Miriam Mennin, SEC

Michael J. Petrucelli
David Roberson
Michael E. Ross
Gregory W. Schulte
Donald Whyko

Ex-Officio Members

Peter J. Tesei, First Selectman
Carmella C. Budkins, Town
Clerk

David N. Theis, Selectman
J. Wayne Fox, Town Attorney

Drew Marzullo, Selectman

BET Members

Nancy E. Barton
James S. Campbell
William R. Finger
William G. Kelly

Randall Huffman
Michael S. Mason
Arthur D. Norton
Jeffrey S. Ramer

Laurence B. Simon
Joseph Pellegrino
Leslie L. Tarkington
Stephen G. Walko, CHR

**REPRESENTATIVE TOWN MEETING DISTRICTS
BOUNDARIES - REGISTERED VOTERS**

DISTRICT NO. 1 - SOUTH CENTER (Registered voters – 2,616)

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 – 2,110)

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 – 1,404)

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 – 2,448)

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 –2,771)

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 –2,926)

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 – 2,981)

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 – 3,838)

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 – 2,921)

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 – 3,155)

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 – 3,582)

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 – 3,177)

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 Road.