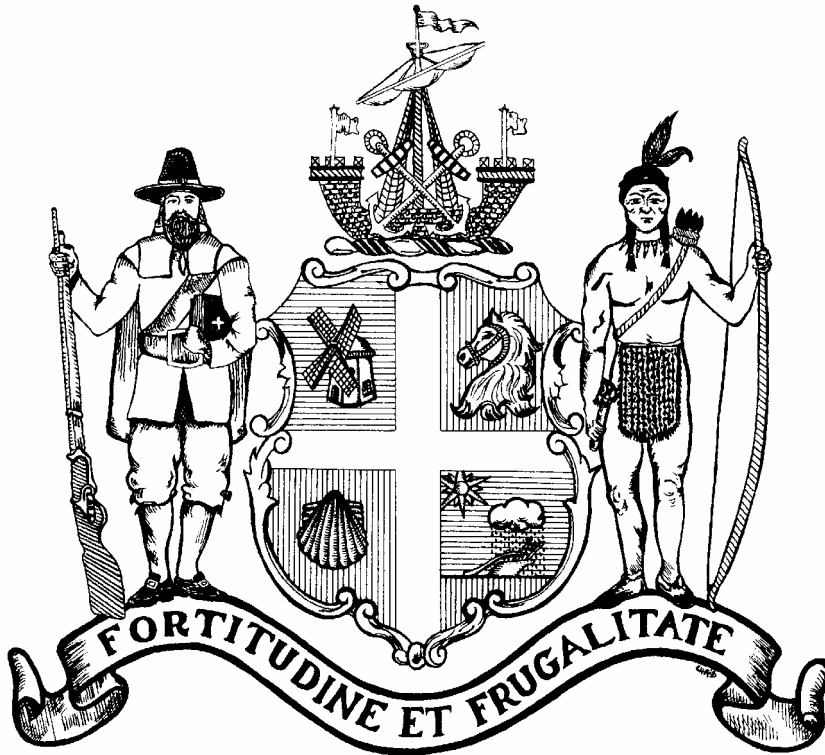


# ANNUAL REPORT

July 1, 2002 – June 30, 2003

## 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 Status, 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

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## TOWN OF GREENWICH CONNECTICUT



FOR THE FISCAL YEAR  
JULY 1, 2002 - JUNE 30, 2003

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Published by the  
Board of Estimate and Taxation

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**TOWN OF GREENWICH, CONNECTICUT  
ANNUAL REPORT  
TABLE OF CONTENTS**

<b>DEPARTMENTAL REPORTS:</b>	<b><u>Page</u></b>
General Government:	
Representative Town Meeting Minutes	3
Office of the First Selectman and Board of Selectmen	10
Consumer Affairs Coordinator	12
Board of Ethics	13
Purchasing Department	14
Administrative Services Center	16
Department of Human Resources	18
Probate Court	22
Board of Estimate and Taxation	23
Retirement System	30
Registrars of Voters	32
Assessor	33
Board of Assessment Appeals	35
Law Department	36
Town Clerk	39
Planning and Zoning Commission	41
Planning and Zoning Board of Appeals	45
Condemnation Commission	46
Flood and Erosion Control Board	47
Conservation Commission	48
Inland Wetland and Water Courses Agency	52
Shellfish Commission	54
Commission on Aging	55
Historic District Commission	58
Public Safety:	
Fire Department	59
Police Department	60
Public Works:	
Administration	71
Engineering Division	74
Highway Division	76
Traffic Engineering Division	78
Waste Disposal Division	81
Building Construction and Maintenance Division	83
Building Inspection Division	84
Sewer Division	86
Fleet	88

**TOWN OF GREENWICH, CONNECTICUT  
ANNUAL REPORT  
TABLE OF CONTENTS  
(Continued)**

	<b><u>Page</u></b>
Health:	
Administration	90
Office of Special Clinical Services	92
Office of Community Health Planning	94
Division of Environmental Health	95
Division of Family Health	98
Greenwich Emergency Medical Service	99
Nathaniel Witherell	100
Social Services	102
Schools	106
Libraries:	
Greenwich Library	109
Perrot Memorial Library	113
The Bruce Museum	115
Parks and Recreation:	
Administration	116
Recreation Division	118
Parks and Trees Division	123
Marine and Facility Operations Division	125
Griffith E. Harris Golf Course	127
Housing Authority of the Town of Greenwich	128
Community Development Block Grant	131
Official Directory:	
Town Officers	134
Democratic Town Committee	137
Republican Town Committee	138
Representative Town Meeting Districts, Boundaries, Registered Voters	139

**Representative Town Meeting  
Minutes Summary  
2002-2003**

Regular Meeting – September 17, 2002 – 184 present – 41 absent- 5 vacancies

Town Clerk Carmella C. Budkins swore in two new members, Michael Aurelia in District 3 and Felix Andreoni in District 4.

A resolution approving an amendment to the 1998 Plan of Conservation and Development by adding the Open Space Plan of May 2002 was lost.

The following resolutions were adopted:

Appointing James F. Lennox a member of the Commission on Aging for a term expiring 3/31/05.

Appointing David A Weisbrod a member of the Planning & Zoning Board of Appeals for a term expiring 3/31/06.

Appointing Arthur M Delmhorst a member of the Planning & Zoning Board of Appeals for a term expiring 3/31/06.

Appropriating the sum of \$1000,000 to be added to Account No. 51490-440 Professional Services” to fund the Emergency Operations Management Coordinator.

Accepting a gift in the amount of \$8,000 from Greenwich Green & Clean to purchase two street lights for installation at the Senior Center on Greenwich Avenue.

Appropriating the sum of \$2,600,000 to be added to Account No. K361-59650-20003 “Public Works-Mianus Force Main Construction.

Approving the lease agreement between the Town of Greenwich, Police Department and the Greenwich Hospital for the “Wireless Facility Site”.

Appointing Myra Schubin an alternate member of the Planning & Zoning Board of Appeals for a term expiring 3/31/06.

Appointing Frank Napolitano an alternate member of the Planning & Zoning Commission for a term expiring 3/31/05.

Regular Meeting – October 28, 2002- 199 present – 27 absent & 3 vacancies

Town Clerk Carmella C. Budkins swore in new members – Norman Collins and Hans Helbig in District 1; Kathy Derene in District 3; John Winthrop in District 6; Michael K. Burke, Patrick J. Gillis and Joseph L. Williams in District 7; Robert Byrnes in District 10; Robert V. Lardon, Sabine Schoenberg and Michael L. Spilo in District 11.

The meeting recognized the service and contributions of the late Robert L. Mulford.

The meeting recognized the service and contributions of Virginia Obrig upon her retirement.

The following resolutions were adopted:

Approving the Community Development Block Grant

Appointing Donald R. Conway a member of the Board of Parks & Recreation for a term expiring 3/31/2004.

Appointing Michael J. Barnaby a member of the Claims Committee for a term expiring 12/31/03.

Appointing Brad I Markowitz a member of the Nathaniel Witherell Board for a term expiring 3/31/04.

Appropriating the sum of \$36,600 to be added to Account No. G318-5495 Public Works-Parking Fund-Single Arm-cantilever Sign Support Maintenance.

Appropriating the sum of \$281,572 to be added to Account No. Z314-59600-23166 Public Works-Asphalt Paving Program.

Appropriating the sum of \$213,900 to be added to Account No. Z701-59560 –Greenwich Library – Byarm Shubert Branch Library Arch Restoration Project.

Appropriating the sum of \$37,253 to be added to Registrar of Voters accounts.

Appointing Susan A. Weiss a member of the Board of Social Services for a term expiring 3/31/03.

Approving the agreement between the Town of Greenwich, Board of Education and the Greenwich Education Association for a period of July 1,2003 to June 30, 2006.

Appropriating the sum of \$20,000 to be added to Account No. G317-51430 Public Works –Parking Fund “Greenwich Parking Structure-Architectural Services”.

Appropriating the sum of \$ 25,000 to be added to Account No. G318-51430 Public Works-Parking Fund.

Approving the appointment of the Historic District Commission as the Historic Properties Study Committee for the purpose of investigating a proposed historic property at 29 Taconic Road, in accordance with Section 7-147q (a) of the CGS.

Regular Meeting – December 9, 2002 – 199 present – 28 absent and 2 vacancies.

Town Clerk Carmella C. Budkins swore in Stephen Meskers, a new member in District 6.

The members recognized the service and contributions of the late Newton Crane.

The following resolutions were adopted.

Approving the expenditure of \$1,250,000 from Account No. M 824-984 for irrigation improvements to the Griffith E. Harris Golf Course.

Authorizing the Planning & Zoning Commission to accept two coastal grants totaling \$45,965.00, to be added to Account No. A171-51440-Consulting Research and Surveys, from the DEP-Office of Long Island Sound and funded by NOAA Office of Ocean and Coastal Resource Management for studies of design specifications for public access to waterfront, and upstream storm water pollution sources in watersheds leading to Long Island Sound.

Authorizing the Town of Greenwich to accept two grants in the amount of \$5,701.44 and \$5,000. to purchase equipment necessary to communicate over a government-access tv channel.

Adopting the 1998 Plan of Conservation & Development with the Open Space Plan dated September 27,2002, as adopted by Planning & Zoning Commission on November 12, 2002.

Approved a sense of the meeting resolution recommending that the Planning & Zoning Commission define the problem that led to the passage of the 1998 FAR regulations, evaluate it's effectiveness and consider the



concerns of Greenwich residents in developing an equitable regulation, through analysis of several alternatives, that protects the property values of all homeowners.

Appropriating \$3,202,000 increase in the original \$16,585,000 appropriation to be added to Account No. K361-59650-20004 Public Works-North Mianus Sewer Line Design/Construction.

Regular Meeting – January 21, 2003

The meeting was cancelled.

Regular Meeting – March 10, 2003- 182 present- 46 absent – 1 vacancy.

Town Clerk Carmella C. Budkins swore in C. Hooker O'Malley, a new member in District 10.

The members recognized the service and contributions of the late Ned Stiles and Dorothy Osler.

The following resolutions were adopted.

Approving a sense of the meeting resolution endorsing the letter drafted by the Greenwich Waterfront Coalition requesting the federal maintenance dredging of the Mianus River channel.

Amending the Town of Greenwich Charter Section 63-Commissioner of Social Services; duties; salary.

Appointing Robert Fogg a member of the Alarms Appeals Board for a term expiring 3/31/06.

Appointing Romano R. Orlando a member of the Alarms Appeals Board for a term expiring 3/31/06.

Appropriating the sum of \$16,000 to be added to Nathaniel Witherell Account No. 450-51070 Longevity Pay.

Appropriating the sum of \$101,079 to be added to Nathaniel Witherell Account Nos. 450-66-51420 and 450-66-51010.

Accepting a gift of \$22,500 as reimbursement for the Fourth of July Fireworks Celebrations.

Appropriating the sum of \$190,000 to be added to Account No. Z312-59620-22086 Public Works –Cliffdale Road Bridge Reconstruction.

Authorizing the First Selectman to execute the agreement between the State of Connecticut and the Town of Greenwich for the construction, inspection and maintenance of the various traffic signals utilizing federal funds under the congestion mitigation and air quality improvement component of the surface transportation program No. 56-273 and Federal-Aid project no. CM-000R(261).

Authorizing the First Selectman to sign and accept two coastal grants, approved at the December 2002 meeting, from the State of Connecticut Department of Environmental Protection.

Appropriating the sum of \$203,434 to be added to Nathaniel Witherell in Account Nos. 450-51970, 450-52970, 450-53970 and 450-54970.

Appropriating the sum of \$219,745 to be added to Nathaniel Witherell in Account No. 450-51-51490 Professional NOC –CON Project.

Approving the agreement between the Town of Greenwich and the Greenwich Municipal Employees Association for fiscal 2003-2004.

Approving the lease between the Town of Greenwich and the Mianus River Boat and Yacht Club.

Appointing Charles Coyle a member of the Alarm Appeals Board was postponed until the June 2003 meeting.

Regular Meeting – April 14, 2003 – 162 present - 66 absent and 1 vacancy.

The members recognized the service and contributions of the late Frederic Sibley.

The following resolutions were adopted.

Accepting gifts in the amount of \$4,957.58 for the Department of Social Services Greenwich Youth Conservation Project.

Appointing Miles F. McDonald a member of the Board of Ethics for a term expiring 3/31/06.

Appointing Betty Hauptman a member of the Commission on Aging for a term expiring 3/31/06.

Appointing Christopher Holbrook a member of the Historic District Commission for a term expiring 3/31/08.

Appointing Anne Maletta an alternate member of the Historic District Commission for a term expiring 3/31/08.

Appointing Lawrence Perry a member of the Inland Wetlands Agency for a term expiring 3/31/05.

Appointing William J. Greppe a member of the Inland Wetlands Agency for a term expiring 3/31/04.

Appointing William R. Finger a member of the Board of Parks & Recreation for a term expiring 3/31/06.

Appointing Kathy Harsany a member of the Board of Social Services for a term expiring 3/31/06.

Appointing Bernadette Settelmeyer a member of the Board of Social Services for a term expiring 3/31/06.

Appointing Susan A Weiss a member of the Board of Social Services for a term expiring 3/31/06.

Appointing Patricia Geismar a member of the Board of Social Services for a term expiring 3/31/06.

Authorizing the Police Chief to accept a grant in the amount of \$10,000 from Purdue Pharma Technologies to be added to Account No. 220-51100(Grants).

Appropriating the sum of \$25,000 to be added to Account No. 45055-53700 –Nathaniel Witherell-Building & Construction Material.

Appointing James Boutelle an alternate member of the RTM Labor Contracts Committee for a term expiring 12/31/03.

Appointing Paul C. Settelmeyer a member of the South Western Regional Planning Agency for a term expiring 3/31/06.

Authorizing the First Selectman to accept grant in the amount of \$175,000 from the Connecticut Department of Economic & Community Development, to conduct an expansion feasibility study for the Bruce Museum.

Appropriating the sum of \$23,375 for fiscal 2000-01, the sum of \$28,538 for fiscal 2001-02 and the sum of \$29,453 for fiscal 2002-03 to carry out the terms of the agreement between the Town of Greenwich and the Greenwich Public Health Nurses' Association, Local 1303-222,council 4, AFSCME, AFL-CIO.

Appropriating the sum of \$509,000 to be added to miscellaneous accounts in Public Works-Highway Division.

Appointing Kevin Brogan an alternate member of the RTM Labor Contracts Committee for a term expiring 12/31/03.

Appropriating the sum of \$546,900 to be added to Reserved for Capital & Non Recurring Fund- A6801592 59560 23170- Western Middle School Auditorium Renovations.

Appropriating the sum of \$921,000 to be added to Account No. 312-961 Sidewalks.

A resolution appointing Robert S. Curtis to the Board of Ethics was postponed until the June 2003 meeting.

A resolution appointing Alan S. Berk a member of the Commission on Aging was postponed until the June 2003 meeting.

Regular Meeting - May 12, 2003 - 188 present -39 absent and 2 vacancies

A resolution limiting the time to speak at the meeting to three minutes per speaker for each motion except for the proponent and principal opponent for the motion who shall be entitled to ten minutes each was adopted.

A resolution, stating that if the business of the meeting has not been concluded by 12 midnight, the meeting shall adjourn at that time, to meet again on Tuesday May 13, 2003 at 8:00 P. M. was adopted.

Peter Tesei, chairman of the Board of Estimate and Taxation, presented his budget message and offered a copy of the budget resolution.

James Lash, chairman of the Budget Committee of the Board of Estimate and Taxation, reported on the committee's process during the budget cycle.

A motion correcting several typos in the budget resolution was adopted.

A motion deleting the last two "Further Resolved paragraphs on page 1 and the first "Further Resolved" paragraph on page 5 was adopted.

A motion amended the resolution on page 5, fourth paragraph, second sentence by deleting the words "this Board" and inserting "the Representative Town Meeting" was adopted.

A motion to delete the seventh paragraph on page 2 (Golf Course Revolving Fund) was adopted.

The budget was adopted as amended.

Regular Meeting- June 9, 2003 – 188 present - 41 absent and no vacancies

The meeting recognized the service and contributions of John E. Gerli.

Town Clerk Carmella C. Budkins swore in three new members, Timothy Schipper in District 1 and Janet Lockton and Jim Campbell in District 7.

The following resolutions were adopted.

Appointing Charles Coyle a member of the Alarm Appeals Board for a term expiring 3/31/06.

Appointing Robert S. Curtis a member of the Board of Ethics for a term expiring 3/31/06.

Appointing Alan S. Berk a member of the Commission on Aging for a term expiring 3/31//06.

Appointing Richard Maitland a member of the Planning & Zoning Commission for a term expiring 3/31/04.

Appointing Martin Kagan an alternate member of the Inland Wetlands Agency for a term expiring 3/31/05.

Appointing John R. Conte an alternate member of the Inland Wetlands Agency for a term expiring 3/31/05,

Appointing Jay M. Haverson an alternate member of the Historic District Commission for a term expiring 3/31/08.

Approving the Neighborhood Assistance Act, Public Act 95-268.

Appropriating the sum of \$30,000 to be added to Fleet Department Account No. 318-51100.

Appropriating the sum of \$107,000 to be added to Fire Department Account No. Z206-59120-23051  
Automotive-Haz-Mat/Command Post.

Appropriating the sum of \$21,000 to be added to Fire Department Account No. Z206-59120-23050  
Automotive-Pierce Pumper.

Appropriating the sum of \$25,000 to be added to Public Works Account No. A301-51490 "King Street Traffic  
Interchange Study".

Appropriating the sum of \$64,000 to be added to Public Works Account No. Z312-59120-23173 "Tractor Loader  
with Mower Attachment."

Appropriating the sum of \$800,000 to be added to Public Works Account No. Z345-59650-23013 "Cos Cob  
Fire Station Interior Upgrade"

Appropriating the sum of \$250,000 to be added to Law Department Account No. 140-51400-Professional and  
Other Special Services-Legal.

Appropriating the sum of \$10,000 to be added to Perrot Memorial Library Account No. 710-54350.

Appointing Ronald B. Dreskin a member of the Nathaniel Witherell Board for a term expiring 3/31/06.

Adopting revised language in the budget resolution for the Harris Golf Course Revolving Fund.

Amending the Town of Greenwich Charter Section 21 Annual Budget and Operations Plans and Section 91  
Commission budget.

Appointing Edmond A Kavounas a member of the Nathaniel Witherell Board for a term expiring 3/31/06.

Appointing Greg Altnauer an alternate member of the Inland Wetlands Agency for a term expiring 3/31/05.

Appropriating the sum of \$773,300 to be added to Nathaniel Witherell Account No. 51000.

Appropriating the sum of \$73,800 to be added to Nathaniel Witherell Account No. 5200.

Appropriating the sum of \$32,300 to be added to Nathaniel Witherell Account No. 5300.

Appropriating the sum of \$450,428 to carry out the terms of an agreement between the Town of Greenwich and  
LIUNA Local 136 for fiscal year 2002-2003.

Amending the Town of Greenwich Charter Section 2 was postponed until the September 2003 meeting.

The following resolutions were defeated.

Amending the Town of Greenwich Charter Section 217.

Amending the Town of Greenwich Charter Section 38.

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

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	7	7	7
Expenditures	\$857,780	\$569,920	\$533,719
Current			
Capital	0	0	0
<b>Total</b>	<b><u>\$857,780</u></b>	<b><u>\$569,920</u></b>	<b><u>\$533,719</u></b>
Revenue	\$1,10	\$1,164	\$1,102

**OFFICE OF THE FIRST SELECTMAN**

The First Selectman is the full-time Chief Executive Officer of the Town of Greenwich and 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: Police, Fire, Law, Public Works, Parks and Recreation, Purchasing and Administrative Services, Community Development, Human Resources, Consumer Affairs and Fleet. Also associated with the Office of the First Selectman are agencies such as the Commission on Aging, the Historic District Commission and the Affirmative Action Committee. Section 7-47(a) of the Connecticut General Statutes designates the First Selectman as the collective bargaining representative of the municipality (except for teachers' salaries).

The First Selectman appoints the Conservation Commission, the Sealer of Weights and Measures (Consumer Affairs Coordinator), the Director of Community Development and one member of the Flood and Erosion Control Board.

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

- Improving efficiency and effectiveness in Town government
- Managing consolidated budget process
- Launching a state-of-the-art interactive Town Web site
- Containing health care costs
- Renovating and upgrading key Town buildings
- Improving traffic flow and safety at schools
- Identifying a location for a new public safety facility
- Upgrading police, fire and GEMS safety equipment
- Maintaining and improving roads, bridges and sewers
- Improving information technology to help departments, agencies and commissions work together
- Enforcing the Nuisance Ordinance
- Recommending plan to improve downtown parking

Revising the Town Charter to improve efficiency is key in our fast-changing times. The First Selectman appointed a Charter Amendment Committee to develop a plan to improve the efficiency of the Office of the First Selectman. The RTM approved an amendment to the Town Charter that will be voted on by residents in November that adds consolidated Town-wide budget responsibility to the First Selectman's Office.

Charter Amendment Committee members were:

- |                             |                  |
|-----------------------------|------------------|
| Robert T. Gilhuly, Chairman | Martin L. Nigro  |
| Joshua H. Brown             | Stephanie Raia   |
| Bruce D. Dixon              | David M. Singer  |
| Annette Baker Fox           | Charles J. Weiss |

## **BOARD OF SELECTMEN**

The Board of Selectmen is the focal point of Greenwich Town government. Along with its many responsibilities and duties, constituent contact with the public is an extremely important function of the day-to-day business of this office. Members are:

Richard V. Bergstresser, First Selectman and Chairman of the Board of Selectmen  
Penny Monahan, Selectman  
Peter Crumbine, Selectman

The Board of Selectmen generally meets in public session once a month, at minimum. Minutes of such meetings always are taken. The First Selectman designates one of the other Selectman to act in his place and stead during his absence.

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

Parking and traffic matters  
Litigation of workers' compensation settlements  
Leases  
New Public Safety facility  
Parking ticket appeals  
Appointments to Boards and Commissions

## **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 their time to serve on Town Boards, Commissions, Agencies and Special Committees in order to advance and improve our community.

Richard V. Bergstresser,  
First Selectman

**CONSUMER AFFAIRS COORDINATOR**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	0	0	0
Expenditures:			
Current	0	0	0
Capital	0	0	0
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>
Revenue	\$ 0	\$ 0	\$ 0

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

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

The duty of the Consumer Affairs Coordinator is to inspect, test and seal weighing and measuring devices within the Town of Greenwich, such as store scales, gas-dispensing pump meters, taxi meters, etc. Additional duties and responsibilities include handling all affairs dealing with consumer complaints or inquiries and as such, is recognized as the representative of the State in this area in matters dealing with consumer protection.

This includes coordination with the State Department of Consumer Protection and Department of Fraud, Food and Drug, Banking, Housing, etc. The Consumer Affairs Coordinator must make careful and accurate decisions between honest errors and frauds, assume full responsibility for actions taken on violations, and use authority with discretion in order to secure full cooperation of owners and managers.

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

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

Anthony Belmont,  
Consumer Affairs Coordinator



## BOARD OF ETHICS

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	0	0	0
Expenditures	0	0	0
Current	0	0	0
Capital	0	0	0
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>
Revenue	\$ 0	\$ 0	\$ 0

The Board met once during the year on August 12, 2002. The meetings scheduled for November 5, 2002, February 11, 2003 and May 5, 2003 were canceled.

The Board of Ethics consists of five members nominated by the by the Board of Selectmen and confirmed by the RTM. The Board's responsibilities encompass three main functions:

1. soliciting, reviewing and evaluating annual statements from the Town Officers of any business they, their families or their affiliates conducted with the Town;
2. hearing and adjudicating complaints of violations of the Code of Ethics; and
3. rendering confidential advisory opinion to Town Officers who seek advice on the application of the Code to specific transactions.

### **ANNUAL DISCLOSURE STATEMENTS**

The Town Clerk received 11 disclosure statements, all of which were found in order as submitted.

### **COMPLAINTS OF VIOLATION OF THE CODE**

On one complaint outstanding from the previous year, it was determined unanimously by the Board to be groundless.

There were no outstanding complaints.

### **REQUESTS FOR ADVISORY OPINIONS**

There were no requests for advisory opinions.

## PURCHASING

	<u>2002-03</u>
Budgeted Personnel	7
Expenditures	
Current	\$638,384.44
Encumbrances	96,096.68
Capital	0.00
<b>Total:</b>	<b><u>\$734,481.12</u></b>
Revenue:	\$15,483.49

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 02-03, the volume of work related to procurement process requirements in total increased due to the additional work related to the management of forty multi-year service agreements' renewal and insurance coverage documentation. This number of forty active service agreements coupled with a total of 108 new Requests For Bid and Proposal meant that there was an increase of ten percent in the total number of procurement processes and awards being actively managed.

Contract development activities reflected an increase of twenty-six percent, increasing from 57 for the prior fiscal year to seventy-two for fiscal year 02/03.

With the Town's documentation requirements for contractors' insurance being modified in the fall of 02/03 to be more in line with standard insurance industry practice, time savings were achieved where an individual contract was concerned. However, the time savings achieved were applied to the increased number of contracts developed in this fiscal year. The contract development area of responsibility in the department is one that is constantly expanding due to the Town's policy of having services under formal contract.

A very important project spearheaded by the Purchasing Department that was finalized this fiscal year is the bid tracking software system. This application, soon to be implemented, will allow departments to electronically submit requisitions for goods, services and projects to the Purchasing Department. After Purchasing's receipt of each requisition, each step of the procurement and contracting processes will be tracked and available for viewing by departments via the local area network (LAN).

Also initiated this fiscal year, as a standard paperless communication process, was the electronic posting of commodity awards and service agreements to the Town's LAN. Departments may now access this information electronically rather than Purchasing distributing paper copies to numerous departments.

With further development of the Town's website functionality, Purchasing began to post many of the Requests For Bid and Proposal developed by the department to the website.

In the last six months of the fiscal year, much time was spent on the rewriting of the Purchasing Policy to reflect all of the changes which have taken place in the public procurement process here in Greenwich as a result of process modification within the Town and the State of Connecticut as well as change relating to computerization. At fiscal year end, the major rewriting effort continued within the department, with much additional work to be done before the Purchasing Policy draft is completed.

The demand for telecommunications related support services remained high this fiscal year. A cooperative Request For Proposal between Town government and the Board of Education done for local and long distance service achieved potential cost savings of ten percent, if usage does not escalate. It was a major effort to migrate 451 lines to the new local and long distance service providers.

In response to concern relating to the potential for future terrorism and natural weather emergencies, a cost effective toll free 800 number service was located and set up. This number can be accessed by Town citizens for the receipt of public messages and has already been used on a number of different occasions.

A subcommittee of the Technology Services Committee that Purchasing leads was formed to work on developing a standard for telephone switch replacement at all Town facilities, including those at the Board of Education and the Perrot Library. At fiscal year end, site surveys were done for all Board of Education facilities and the Perrot Library. This data will be utilized to help develop a more accurate cost estimate for the town-wide telephone switch replacement project.

At the beginning of 2003, a vacated administrative position was transferred from the Administrative Services Division of the department to Purchasing to address the substantial additional workload related to the centralization of the responsibility for service agreement development and maintenance processes. The position has been filled and work process areas of responsibility have been reallocated.

In summary, fiscal year 02-03 was very demanding in all three areas of responsibility within the Purchasing Department. Levels of service activity and quality for bid/RFP development and processing, contract development and telecommunications support continued to escalate from the prior fiscal year with this trend continuing into the new fiscal year.

Joan T. Sullivan,  
Director of Purchasing  
and Administrative Services

## ADMINISTRATIVE SERVICES CENTER

Budgeted Personnel	<u>2002-03</u>
Expenditures	6
Current	\$589,891.12
Encumbrances	0
Capital	0
<b>Total</b>	<b><u>\$589,891.12</u></b>
Revenue	\$ 0

The mission of the Administrative Services Center is to provide support services to user Town departments in a timely and cost effective way. Administrative Services, under the supervision of the Director of Purchasing and Administrative Services, is comprised of five areas and provides all centralized office services used by Town Departments which include the Reproduction Center, microfilming, mail processing, word processing and central reception.

### Reproduction Center

This area of Administrative Services provides reproduction services for all Town departments and selected jobs from Greenwich Library and the Board of Education, even though the Board of Education and the Library both have their own print shops. Book finishing is done using a Velobind system or a tape bind, an on-line function of the Xerox Docutech 6115. This area also does pad making, booklet making and other paper finishing. The addition of the color copier, as well as its digital front end, provided a new dimension to the capabilities of the Reproduction Center and the versatility has increased the percentage of duplicating work that can now be done in-house.

The monthly volume continues to be approximately 310,000 copies including color copies.

The Annual Report, the Budget, the Grand List, student handbooks, the Town Hall Directory, the Byram Redevelopment Plan and many other projects were all produced in-house this year.

### Mail Handling

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

### Microfilming

Microfilming is a service utilized by many departments to be able to meet State of Connecticut record-keeping requirements. Administrative Services is in the process of updating the camera and reader-printer to ensure better quality record retention. The backlog of microfilming work for Accounts Payable and Treasury continues to be addressed. Administrative Services will strive to decrease the backlog with the acquisition of the new microfilm camera.

Administrative Services continues to explore the possibility of purchasing equipment that would facilitate optical scanning at the same time that microfilming of records was done. Optical imaging does have many positive aspects compared to microfilming, such as faster retrieval and the ability to see scanned documents to ensure a clear image and add missing information. Microfilm is, however, the State approved medium for records storage in Connecticut. The funds have been allocated for these equipment changes and the new equipment should be in place by next fiscal year.

#### Desktop Publishing and Website Management

A great deal of the work related to special projects this year has been the completion of the Planning and Zoning Regulations, a manual that is over two hundred pages in length. The next large project will be to update the Engineering Project Bid document. 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 provided ongoing support and creative know-how in updating the ever increasing number of the Town's applications on its website.

This is but one example of this department's constantly upgrading its skill set to reflect that which is required by the new technology in the Town of Greenwich.

Michele F. Hackett,  
Administrative Services Supervisor

**HUMAN RESOURCES**

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
Budgeted Personnel	10*	10	10
<b>Expenditures</b>	<b><u>\$967,496</u></b>	<b><u>\$1,029,141</u>**</b>	<b><u>\$1,059,102</u>***</b>
Revenue	\$57,000****	\$57,000****	\$40,000

\* *1 position (Employee Benefits Administrator) transferred from finance 131.*

\*\* *Budgeted (additional \$1,000,000 included in budget for vacation/sick leave payments to retiring employees.*

\*\*\* *Budgeted (additional \$400,000 included in budget for vacation/sick leave payments to retiring employees*

\*\*\*\* *Budgeted*

**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 compassion, 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.

**Department Functions and Purpose:**

The Department of Human Resources provides comprehensive human resources services to all town departments under the jurisdiction of the First Selectman and all Town appointing authorities. The Department strives to be a strategic business partner with elected and appointed officials in providing essential services to support the Town departments and its employees. The Department's goal is to be proactive in preparing and assisting departments to successfully manage its human resources both now, and into the future. The services provided by the Department include but are not limited to the following: employment, pre-employment testing, employee relations, labor relations, employee benefits, workplace safety, employee assistance, staff development and training.

Specific activities of the Department include the following:

Provide leadership and direction in the planning, development, coordination and execution of policies, procedures and objectives for all Town departments.

Develop and administer the Town's pay plan and classification plan to provide the Town with the ability to attract, retain and motivate competent personnel and provide opportunities for career development.

Provide training and information to Town departments and employees on fair employment practices, customer service, respect in the workplace and to resolve complaints related to employment.

Represent the Town in all collective bargaining with the employees' exclusive bargaining representatives; adjudicate all contract grievances; represent the Town at labor board hearings, grievance arbitrations and consult with and advise department heads on contract interpretation and other labor related issues.

Manage contract administration, assisting departments and responding to inquiries as needed.

Design training and staff development programs to improve the skills of our employees and develop employee skills for career opportunities in Town government.

Implement and administer cost effective employee and retiree benefit programs that meet the needs of the employees, retirees and their families, in an effort to attract and retain competent personnel.

Administer the employee assistance program for all Town employees and their dependants.

Administer the recruitment and selection of employees through pre-employment testing; assisting departments in the hiring of qualified employees.

Develop all job classifications and conduct job audits for purposes of re-classification and /or re-allocation.

Develop and support safety programs including the Town's employee health and safety function and development and maintenance of departmental safety committees.

Insure town-wide compliance with OSHA regulations.  
Administer the Town's unemployment compensation program.  
Develop and administer quality of life programs and activities to attract and retain competent personnel.

### **2002-03 Accomplishments/Activities**

Developed a strong, on-going relationship with the Board of Education Human Resources Department, assisting with procedural and policy issues, employee relations, employee benefits, labor relations, and payroll functions.

Initiated a significant review, evaluation, re-structuring and reclassification of specific Teamster positions.

Completed a comprehensive job analysis and compensation and benefits study of all managerial and confidential positions.

Established and negotiated procedure for review of LIUNA positions meeting agree-upon criteria.

Developed and implemented MUNIS leave accrual system, creating and modifying system-driving tables, training payroll employees in their use and monitoring system.

Assisted in the re-organization of the Department of Social Services, restructuring positions in accordance with department needs and negotiating changes with LIUNA.

Assisted in the development of Town Web Site, creating department pages, recommending links, setting up informational processes, forms and templates and developing and maintaining employment sites.

Assisted in the development of job position tables and codes for the BOE; developed job codes, trained BOE personnel in MUNIS data input; monitored and corrected information.

Pre-employment activities included:

- Prepared and administered pre-employment examinations for approximately 2,003 individuals;

- Established 90 eligible lists consisting containing the names of 883 individuals eligible for consideration appointment to town positions.

- Established and posted 44 announcements for position transfers; 15 for part time and 29 for full time positions.

Completed the elimination of the indemnity medical plan effective July 1, 2003 with the settlement of the ASFCME Council 66 collective bargaining agreement. Negotiated additional cost savings measures in the collective bargaining agreements with GMEA and LIUNA for both medical and prescription drug plans. Assisted the Board of Education in its negotiations with the Greenwich Teachers Association, Greenwich Organization of School Administrators and LIUNA bargaining units regarding their medical and prescription drug plans.

Effective January 1, 2003 began participation in the National Employer Pharmacy Purchasing Coalition with sixteen other companies in selecting a new pharmacy benefits manager and in purchasing prescription drugs at lower cost and receiving rebates for the purchase of formulary prescriptions.

Review and update of all benefit summary-plan descriptions (life, LTD, dental).

Developed and distributed new comprehensive employee health benefit information to all employees, holding open-enrollment sessions in the Town Hall, off-site locations and at a number of schools.

In conjunction with the Board of Estimate, developed a monthly health care expense reporting system to identify ongoing cost against the adopted budget and project future fiscal year expense.

Provide on-site open-enrollment meetings to employees for annual elections for health insurance, flexible spending account and deduct-a-ride programs.

Developed policies and procedures related to HIPPA, and trained staff in the handling of medical information.

Designed, developed and implemented a successful Employee Health Fair, as a joint effort with the Health Department.

Developed and implemented a series of lunch-box presentations dealing with health and/or safety related issues, in conjunction with the Health Department.

Negotiated collective bargaining agreements with the following employee representatives:

- Local 456, Teamsters, for a four -year agreement expiring on June 30, 2004.

- Greenwich Municipal Employees Association for a three-year agreement expiring on June 30, 2005.

- Local 136 of LIUNA for a three-year agreement expiring on June 30, 2005.

AFSCME Council 66, four-year agreement expiring June 30, 2004.

Negotiated specific terms and conditions of employment in the LIUNA Local 136 collective bargaining agreement applicable to nursing employees employed at Nathaniel Witherell meeting the unique business requirements of this non-traditional public sector enterprise.

The Employee Assistance Program developed and implemented the following programs, in addition to the support groups already established and running: anger management skills training and inter-personal skills training.

Total of 394 employees and dependants participated in Employee Assistance Program.

Supervisory referrals - 125 employees, Management/union, 64 and management/performance, 61.

Sexual harassment mandated training provided as a refresher course to all town supervisors.

Established standards, policies and procedures, then implemented drug and alcohol testing for all seasonal life-guards

Assisted with the creation and development of a Fire Marshall program throughout town facilities.

Created policy and procedures related to Building Security and assisted with the development and implementation of Security Badge program.

#### **2002-03 Mandated Programs:**

Substance abuse training and re-training for all individuals supervising employees who are required to possess a commercial drivers license or who are marine crew members.

Administered the required random drug and alcohol-testing program for employees required to possess a commercial drivers license and employees who are marine crewmembers

Conduct all pre-employment activities including recruitment, examinations, pre-employment medical examinations and establish transfer, promotion and open-competitive eligible lists.

Instituted policies and procedures for all employees and staff related to the revised HIPPA regulations, ensuring compliance with all aspects of the law.

Ensure that tax deferred compensation and deferral programs for employees are in compliance with the Internal Revenue Code.

Provided State mandated sexual harassment training and retraining to all new supervisors.

Negotiate collective bargaining agreements with the employee representatives.

Represent the Town in grievance arbitrations.

Represent the Town before the Connecticut Labor Board on municipal prohibited practices filed by municipal collective bargaining representatives.

Administer unemployment insurance benefits.

Organize and administer state mandated department safety committees; participated in regular meetings with CONN-OSHA representatives, discussing municipal safety issues.

Collect data and prepare required federal and state OSHA reports

#### **2002-03 Ongoing Activities (in addition to mandated programs)**

Continued implementing procedures and improving tools related to the town-wide performance evaluation program and provided new training manuals and materials to all evaluators.

Promoted and administered the Employee Recognition Program for all Town employees.

Plan and administer monthly employee retirement appreciation ceremony.

Continue efforts to improve on the annual employee benefits statement.

Review, revise and provide new updates to the Personnel Policies Manual.

Reviewed and updated all plan documents and summary plan descriptions for all town health, medical and insurance benefits.

Continue to negotiate with employee representatives to maintain competitive health benefits at affordable rates to both the employees and taxpayer.

Consulted with department heads and supervisors on the following:

Organization and staffing,

Developing and revising job descriptions,

Ongoing recruitment including several department heads and professional level positions,



Labor agreement interpretation and grievance administration,  
Employee disciplinary matters and interpersonal issues,  
Worker's compensation and other leave issues  
Adjusting employee complaints, inquires, etc. regarding medical benefits,  
Advised and provided support to the BOE related to the phenomenal growth of the Senior Internship Training Program.  
Monitor health insurance expenses and research/implement cost controls.  
Provided training for payroll processing employees in managing personnel leave information and payroll procedures.  
Provide health and safety information for monthly Employee Health Newsletter, produced by the Health Department as a planned joint initiative.

## GREENWICH PROBATE COURT

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 serve four-year terms. Judges may appoint one or more clerks or other employees to assist in the operation of the Court; their salaries are paid by the judge. Pursuant to §45a-8 of the Connecticut General Statutes, each town is required to provide a fire-resistant safe or vault for the storage of Court documents, office space, supplies for the Court and microfilming of Court records.

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

1. probating wills and the administration of estates
2. overseeing testamentary and living trusts
3. determining title to real and personal property
4. construing the meaning of wills and trusts
5. appointing guardians for the mentally retarded
6. appointing conservators of the person and the estate of incapable individuals
7. committing those suffering from mental illness, alcoholism, or drug addiction to an appropriate facility
8. removing unfit parents as guardians of their children
9. terminating the parental rights of parents who cannot fulfill their parental responsibilities
10. granting adoptions
11. granting name changes & other matters, many of which are extremely delicate and complex and some of which are confidential.

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

There are 123 Probate Districts in the State of Connecticut. Each district functions with a single court, independent of the integrated State court system. Consequently, each court has developed its own unique characteristics. However, since the creation of the office of Probate Court Administrator in 1967, the publication of the Probate Practice Book, and the promulgation of the Rules for Practice and Procedure in the Probate Court by the State Supreme Court, more uniformity has been established. At the same time, this Court has retained a close informal relationship with our community. It is truly a "family court" as it deals with matters directly affecting the family and is easily accessible to all members of the public.

All records of the Probate Court are put on microfilm and maintained in our vault and frequently used by the title searches, genealogists and various historical societies. The Court is current with respect to microfilming decedent's estates and trust estates. Funds to complete required microfilming are being provided by the Town pursuant to its obligations under Section §45a-8 C.G.S. The files are filmed and put in compact books, and then the original files are sent to archives and stored

Importantly, the court seeks to serve our citizens and to insure the efficient, speedy and economical handling of all personal and family matters within its jurisdiction; to provide the people of Greenwich a forum to petition for a fair, equitable and compassionate arbiter to lessen the impact of succession, inheritance and transfer of taxes in appropriate situations; and to provide its citizens with an intervenor against a state government and tax authority they often find too powerful and complex.

David W. Hopper,  
Probate Judge  
District of Greenwich

## BOARD OF ESTIMATE AND TAXATION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	32	34	34
Expenditures			
Current	\$4,397,929	\$3,824,579	\$3,201,826
Capital	\$94,500	\$180,927	\$2,030,383
<b>Total</b>	<b><u>\$4,492,429</u></b>	<b><u>\$4,005,506</u></b>	<b><u>\$5,232,209</u></b>
Revenue	0	0	0

### **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. There are four bi-partisan standing committees, Audit, Budget, Human Resources and Policy and Procedures Committee with four members each. Legal Services and Investment Advisory Services are two-person committees (one from each party). They function without chairmen and are responsible for the areas of government indicated by their titles. Bipartisan liaisons to Town departments or program areas assist in information gathering and evaluation for the benefit of the Budget Committee and full Board. Ad hoc committees are created when needed for projects within the Board, and representatives from the BET are recommended to the selectmen for Town ad hoc committees.

### **Duties:**

The Board is responsible for the proper administration of the financial affairs of the Town: accounting and control, treasury, tax assessment and collection, and the management information systems. The most visible responsibility is the development and approval and monitoring of the Annual Budget of the Town and setting the Town tax mill rates. The Board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The Board is responsible for the investment of Town funds, including the General Fund, Sewer Funds, Parking Fund, OPEB (Other Post-Employment Benefits) Fund, Risk Management/ Internal Service Fund, Capital and Non-Recurring Expense Fund, School Lunch Fund, and Golf Course Revolving Fund. It is also responsible for risk management and internal audit. The Board annually selects the external auditors to examine the financial records of the Town and approves the Comprehensive Annual Financial Report 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 regular monthly meetings, four special meetings, one budget meeting, five public hearings: two on the 2003-2004 Budget Committee budget recommended to the full BET, one on the adoption of the Community Development Block Grant application for 2003, one on the Parking Fund Charter Change, and one on the North Mianus Sewer Extension Project.

### **Highlights of BET Actions during the fiscal July 1, 2002, to June 30, 2003.**

#### **July 2002: 7/15/02 - Regular Meeting**

The Board remembered the contributions of Richard Deutsch, a long-term member of the Board of Estimate and Taxation (1950-66), who passed away on June 13, 2002.

The Board released funds from a new appropriation to fund a new position of Emergency Operations Management Coordinator. GEMS will provide services as an independent contractor.

The Board released funds appropriated for development of a Town website, conditioned upon presentation of a work plan discussing the current status of Town websites and a spending plan. The Assessor indicated that approximately 100 lawsuits were anticipated with regard to the new valuations, only two of which were for commercial properties.

The Board received a summary of activities of the Retirement Board over the past year, highlighting the recently completed study of the Retirement System and system administration practices by USI consulting group.

The BET approved the Retirement Board's recommendation to appoint New England Pension Consultants, Inc. as investment consultants to the Retirement Board.

**September 2002: 9/10/02 - Special Meeting**

Additional funds were appropriated for the construction of the Mianus River Force Main.

**September 2002: 9/18/02 - Regular Meeting and Public Hearing**

A public hearing on the Community Development Block Grant for 2003 was held.

The Board received the final Medical Claims Analysis report from Carew-Driscoll (now known as Ovation Benefits). Bill Carew noted that most of the large claims paid during the period of the analysis were paid under the terms of the indemnity plan. He also indicated that one of the remaining large claims was submitted under the PPO, and a fourth represented an individual with end-stage renal disease who would shortly be covered under Medicare.

The Board gave DPW approval to use subject-to-release funds for building construction and maintenance – Police/Fire Facility Design.

The list of deliverables was shortened to include: 1) purchase negotiations with owner for the Armory site, 2) property appraisals for a secondary site previously identified and an adjacent right of way, and 3) property appraisal for a tertiary site recently, or yet to be, identified.

The Board approved a new appropriation of \$213,900 to repair/replace the arches and outriggers and make repairs to the roof of the Byram Library.

The BET approved budget guidelines aimed at achieving a 3% mill rate increase.

**October 2002: 10/21/02 - Regular Meeting**

The Board approved the creation of a new position of Retirement Plans Administrator, M/C 5, (\$66,576 - \$90,072).

**November 2002: 11/18/02 - Regular Meetings**

The Board approved acceptance of two grants totaling \$45,965 from CT DEP, Office of Long Island Sound Programs. A one-time grant was awarded to Greenwich for a study of waterfront business zones to help develop standards for public and private access to Long Island Sound. A second one-time grant was awarded to study upstream storm water pollution sources in watersheds draining into Long Island Sound, which will be helpful in developing Phase II Storm Water Drainage Regulations.

The Board approved a new appropriation in the form of a loan of \$1,250,000 for the irrigation system at the Griffith Harris Golf Course that was installed in 1968 and upgraded twice since then. The golf course proposes

to use the loan proceeds of \$1,100,000, plus \$150,000 from the unreserved fund balance of its revolving fund, to replace the existing system. The repayment schedule: \$180K in 2003-04, \$200K in 2004-05, \$220k in 2005-06, \$240K in 2006-07 and \$260K in 2007-08. The loan is interest free and will be taken from and repaid to the capital reserve fund.

With regret, Mr. Tesei announced the resignation of Mrs. Harriet Gotz, Assessor, and effective January 3, 2003. Mr. Tesei appointed an ad hoc search committee comprised of Messrs. Tesei and Simon and Mms. Storms and Burnett to work with the HR Department during the recruitment process.

The Board received the monthly employee health care budget status report. The medical claims audit has been completed. CIGNA is issuing a credit for \$37,000 for claims overpayment but is disputing an additional \$69,000 claim for the overcharging of assistant surgeon fees. An additional \$105,000 in claims paid, which erroneously indicated that the Town was primary to Medicare, is being pursued.

**December 2002: 12/2/02 - Special Meeting and Public Hearing**

A public hearing on the North Mianus Sewer Extension project was held.

An additional appropriation of \$3,202,000 was requested to complete the North Mianus Sewer Extension Project following termination of the low bidder, McNamee Construction.

Costs for traffic control are projected to be \$910,000, as opposed to the original estimate of \$75,000. The Board conditioned \$500,000 of the allotment for traffic control on monthly presentation by DPW and the Police Department of a report detailing the use and expenditure of funds for the prior month, a detailed work plan for the upcoming month, and confirmation that funds expended were done so in conformity with departmental policy.

The Board passed a resolution increasing by \$3,202,000 the \$16,585,000 appropriation and borrowing authorization for the design and construction of sanitary sewer lines and related pump stations and appurtenances and related work to service the North Mianus section of the Town for an aggregate \$19,787,000 appropriation and borrowing authorization.

The resolution adopted the formalized decision that users within the district would bear 100% of the cost of the new installation.

The BET approved an Investment Manager for the fixed income portion of the OPEB fund. The funds are to be invested in the Vanguard Total Stock Market Index Fund, a particularly broad-based fund, designed to track the Wilshire 5000. The cost per year is 20 basis points per year until investments reach \$250,000 and 15 basis points.

The resolution approved the authorization of the investment of the equity portion of the OPEB Fund in Vanguard Total Stock Market Index Fund on the investment schedule as proposed.

**December 2002: 12/16/02 - Regular Meeting**

The Board voted to adopt the policy on Retention of Independent Auditors, as amended.

The Board voted to adopt the policy on Encumbrance, as amended.

**January 2003: 1/22/03 - Public Hearing and Regular Meeting**

A public hearing was held on amendments on the proposed charter changes to the Town parking fund.

### **Regular Meeting**

The Board approved acceptance of funds from two Area Nine Cable Council grants from SNET Personal Vision and Cablevision to purchase equipment for government-access cable television operations, which will permit filming of public meetings. During the initial stages, manning will be done with volunteers.

An additional appropriation of \$258,334 was approved for The Nathaniel Witherell. The bulk of the cost overruns are related to staffing, due primarily to overtime expenses.

An additional appropriation of \$101,079 was approved for TNW to provide rehabilitation services utilizing the Greenwich Hospital (GH) as a contractor for these services during the last three months of FY03.

### **February 2003: 2/18/03 - Regular Meeting**

Mr. Tesei opened the meeting with a report on the process followed by the BET in identifying, interviewing, and selecting a candidate for the position of Assessor. Mr. Tesei announced the selection of John "Ted" Gwartney to fill the remainder of the two-year term vacated by Mrs. Gotz in January of 2003. Mr. Gwartney last served as Assessor for the City of Bridgeport and also was Assessor for the City of Hartford earlier in his career. The Assessor's annual salary shall be at the rate of \$95,000 per year.

The Board approved a new additional appropriation of \$546,900 for the Board of Education to complete the renovation of the Western Middle School Auditorium, including bringing the auditorium into ADA compliance, removal of asbestos from the ceiling, and upgrade of the electrical dimmer panel.

Nathaniel Witherell received an additional appropriation of \$257,445 to complete the Certificate of Need (CON). These additional costs are caused by two factors: changing the original plan to eliminate assisted living units (\$78,000), and the ongoing process of obtaining the necessary Town approvals (\$169,445). This cost is associated with the CON process moving more quickly than expected.

Eugene McLaughlin, Assistant Town Attorney, addressed the Board regarding First Selectman Bergstresser's proposed changes to the charter affecting the office of First Selectman. He noted that the proposal was submitted in its entirety, and that if any portion of the proposal were changed or amended by the BET, the entire proposal would be referred back to the Board of Selectman for further consideration. Seven affirmative votes by the BET are required to move the proposal to the RTM.

### **March 2003: 3/12/03 - Special Meeting – Charter Changes**

The First Selectman initiated the proposed changes to the charter. The BET was not a co-initiator of the proposal, as it was not represented on the Charter Review Committee.

The BET had first proposed the creation of the position of Town Administrator in 2001, assuming an offset from the table of organization, further noting that that process would not have required a charter change.

Charter Section 21 – Annual Budgets and Operations Plans – (a), (b), (c) and (d): This section requires that all Town departments annually prepare and submit to their supervising authorities a budget and operation plan for the ensuing fiscal year. The First Selectman shall then review and revise them, with some exceptions, which are explained. Further details of the budget process and its calendar are included in this section.

The Board voted 12-0-0 to approve the proposed amendment to Section 21.

Charter Section 217 – First Selectman and Board of Selectmen – (a), (b), (c) and (d). This section lists the various departments under the supervision and control of the first Selectman, adding Information Technology and Human Resources. It lists the powers and duties of the first Selectman, including his/her status as an ex-officio, non-voting member of all boards, commissions and agencies, and conferring the right to convene meetings, review operating plans and financial reports to assure their adherence to goals and objectives developed within the budget process and to monitor spending in accordance with the approved budget.

The Board voted 6-6-0 to approve the proposed amendment to Section 217. Messrs. Lash, Stone, Tesei and Walko, and Mmes. Gardner and Storms opposed. The motion failed.

Charter Section 221 (a), ( b), (c), (d) and (e) – Town Administrator. Mrs. Burnett reported that she was a member of the original League of Women Voters Committee that recommended establishment of the position, but that she would not support the amendment based upon section (e), which gives the final authority to remove the Administrator to the Board of Selectmen, making the position one she believed would amount to a political appointment. Mr. Bergstresser expressed the point of view that not putting the position in the charter would make it a political appointment.

The Board voted 3-9-0 to approve the proposed amendment to Section 221. Messrs. Krumeich, Simon, and Mazza in favor. All others opposed. The motion failed.

Charter Section 222 – Divisions and Offices; Heads. No vote required.

Charter Section 38 (a), (b) – Elective Officers; Terms. No vote required.

Charter Section 10 – Office of Accounts and Control; Comptroller; Borrowing. The Board discussed the relative merits of including language compelling the Comptroller to provide the First Selectman and the Town Administrator with reasonable financial data and analyses and whether such language should be included in the charter. Mr. Bergstresser commented that the current constructive working arrangement had not existed in all prior administrations.

The Board voted 3-9-0 to approve the proposed amendment to Section 221. Messrs. Krumeich, Guimard and Mazza in favor. All others opposed. The motion failed.

Charter Section 91 – Commission Budget, The Board voted 12-0-0 to approve the proposed amendment to Section 91.

### **March 2003: 3/17/03 - Public Hearing on FY 03-04 Budget and Regular Meeting**

#### **Public Hearing – FY04 Budget**

Mr. Tesei asked whether any residents present wished to comment on the budget in general. No public comment was received.

#### **Regular Meeting**

The Board gave approval for Planning & Zoning to use \$921,800, a new appropriation to permit application for a Transportation Enhancement Grant from SWRPA and CONDOT for funds toward the Byram Neighborhood Enhancement Plan. This grant is reimbursable, with a 20% contribution by the Town required. The grant period is three years, from design through construction, with the total cost of the project estimated at \$921,800, \$184,360 of which would be the Town's commitment to the project.

The Board approved a Public Works appropriation of \$509,000 for additional funding for the cost of snow removal during the balance of the fiscal year. Historically, 30 inches of snow is projected to fall annually. This year, as of March 4<sup>th</sup>, 56.5 inches had fallen with an additional six inches expected during March 2003.

Anthem Blue Cross/Blue Shield has submitted their proposal for a two-year guaranteed fully insured medical plan for the Town. The proposal is being fine-tuned and should be completed shortly.

### **March 2003: 3/18/03 - FY 03-04 Public Hearing on Budget**

Mr. Bergstresser requested that \$115,000 be added for the construction of a salt and sand storage facility at Holly Hill to address the DEP violation for storage of these materials in Byram.

Elizabeth Wellington, a Lockwood Road resident, reiterated her opposition to the funding of the proposed feasibility study for a section of sidewalk on Lockwood Road.

Neil Ritter inquired as to what indicators of success had been identified for the improvements in labor productivity put forth by the First Selectman as a means of reducing the Town's Table of Organization.

**March 2003: 3/19/03 - Regular Meeting Fiscal 2003/2004 Budget**

Mr. Tesei referred to an issue raised by Michael Mason, RTM District 8, during the FY03 budget process regarding whether or not the RTM can delegate its legislative authority, and whether in that connection, the resolutions to be adopted by the BET as part of the budget place the BET and the RTM in conflict with the Town charter.

Mr. Wetmore, Town Attorney, responded as follows: There is nothing in the state statutes to suggest that the current method of allocating grant monies should be altered; The RTM may delegate its administrative powers; the RTM determines how funds are to be expended.

The Board voted to approve the entire operating budget of Nathaniel Witherell subject to release each quarter in an amount to be determined by the Finance Department after conducting an evaluation and approval by the BET of a quarterly report by a representative of Nathaniel Witherell regarding the status of all expenditures and revenues to date.

The Board of Estimate and Taxation approved a recommended budget for fiscal year July 1, 2003 to June 30, 2004 for submission to the Representative Town Meeting as follows:

For the General Fund	\$261,370,142
For the Sewer Maintenance Fund	\$ 4,828,553
For the Sewer Improvement Fund	\$ 2, 851,998
For the Parking Fund	\$ 3,195,998
For the School Revolving Fund	\$ 3,440,000
For the Golf Course	\$ 1,526,977
Capital	\$ 9,243,645

On behalf of the entire Board, Mr. Tesei extended his thanks to Mr. Lash for his leadership resulting in the extensive improvements to the budget process that have been adopted during his tenure of the Board of Estimate and as Chairman of the Budget Committee.

**April 2003: 4/21/03 - Regular Meeting**

The Board voted to approve the contract between the Retirement Board and New England Pension Consultants, Inc. for pension consulting services.

The Board approved the contract between the Retirement Board and State Street Global Advisors for custodial services.

**May 2003: 5/19/03 - Regular Meeting**

The Board approved an appropriation of \$800,000 for Public Works to cover the cost of unanticipated expenses in completing the Cos Cob Fire Station interior upgrade.

The Board approved an additional appropriation of \$773,300 to enable The Nathaniel Witherell to meet its funding requirements for personnel expense for the balance of the current fiscal year.



The Nathaniel Witherell Board reported a total of approximately \$880,000 in overruns due to increased staffing expenses.

The General Fund mill rate of 10.746 mills was set for the July 1, 2003-June 30, 2004 fiscal year.

The Sewer Maintenance Fund mill rate of 0.495 mills was set for the July 1, 2003-June 30, 2004 fiscal year.

The Sewer Improvement Fund mill rate of 0.053 mills was set for the July 1, 2003-June 30, 2004 fiscal year.

The Board voted to adopt the Sewer Act Policy, as amended.

The Board voted to adopt the policy on the Use of Internal Auditors, as submitted.

The Board voted to adopt the policy on Transfers, as amended.

**June 2003: 6/16/03 - Regular Meeting**

The Board voted to approve the model investment management agreement, including the 06-09-03 Investment Policy Statement, amended to include reference to Charter Section 208, which refers to the mix of investments in the Retirement Fund.

The Board voted to approve a GWI of 3.5% for all M/C employees, effective 7/1/03, but excluding the position of Special Projects Coordinator that is being eliminated from the TO.

I wish to thank Comptroller Edward B. Gomeau and the staff of the Finance Department for their ongoing effort to improve the financial administration and operations of the Town. As Chairman of the Board, I want to express my appreciation to all Board members who have contributed so much time and effort to serve the citizens of our Town and to acknowledge my gratitude to all members of the Board of Estimate and Taxation for the courtesy and cooperation extended to me as Chairman.

Peter J. Tesei,  
Chairman

**RETIREMENT**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>	<u>1999-00</u>
Personnel				
Budgeted	2	1	1	1
Unpaid	5	5	5	5
Expenditures				
Retirement Expense	\$2,371,449	\$2,283,239	\$2,400,009	\$1,905,372
Retirement Reserve Fund	\$ 0	\$ 0	\$ 0	\$ 69,000
<b>TOTAL</b>	<b><u>\$2,371,449</u></b>	<b><u>\$2,283,239</u></b>	<b><u>\$2,400,009</u></b>	<b><u>\$1,974,372</u></b>

System Management and Administration:

As provided in the Town Charter, a five-member Retirement Board is responsible for the operation of the Retirement System ("System"). The Retirement Board consists of two employee members elected by the active membership of the System; James Lavin and Lt. Mark Kordick, two appointed citizens of Greenwich not employed by or retired from the Town; Michael Pagliaro and Fred Filoon, Retirement Board Chair; and the Town Comptroller, Edward Gomeau, who serves as a voting, ex-officio member.

The Retirement Plans Administrator, Charnel Benner, is Secretary to the Retirement Board and serves as the System's Chief Administrative Officer, responsible for its day-to-day operations. The Retirement Board meets monthly on a regular basis, with special sessions scheduled as required. Board members serve without compensation.

Duties:

The Retirement Board acts as trustee and is responsible for the fiscal soundness of the System. With responsibility for overseeing the administration and proper operation of the System, the board selects, appoints and oversees the activities of professional service providers who perform as actuaries, legal counsel and investment managers to the System. At present, the Frank Russell Trust Company is the investment manager of the System, subject to the investment guidelines established by State Statutes, Town Charter and the Retirement Board. EFI Actuaries, Inc. serves as the actuarial advisor to the System, preparing all required cost estimates and actuarial calculations.

Assets and Liabilities:

In 2002-03, the Town was not required to make a contribution to the System to cover liabilities on account of the creditable service of members. The market value of the Retirement Reserve Fund was \$268,129,120 as of June 30, 2003 compared to \$276,490,743 at the end of fiscal year 2001-02, a loss of 3.0% for the year. During 2002-03, annual retirement payments to retired members or their beneficiaries totaled \$14,889,168, an increase of 5.4% over the previous year.

Strategic Role:

While benefit levels, contribution rates and eligibility provisions of the retirement plan are governed by Town Charter and applicable union contracts, the Board is responsible for developing retirement plan provisions in the following areas:

- (a) determining the financial impact of proposed changes;
- (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) formulating and implementing changes in plan design applicable to those members of the System not represented by collective bargaining

Key Accomplishments:

During the fiscal year covered by this report, the following activities are noteworthy:

1. The Retirement Board continued implementing recommendations of a study of the Retirement System completed in FY02. A Retirement Plans Administrator was hired to serve as chief administrative officer of the System with overall responsibility for system administration. The Retirement Plans Administrator also serves as the primary contact for employees and retirees on retirement matters, and the key liaison between the Retirement System and its providers of professional services.
2. Consolidation of three historical payroll and contribution databases with current payroll and contribution data into a custom database application was begun. Resolution of issues with individual records continues. The application significantly improved productivity within the department and will serve as a cornerstone for upcoming technological and communications program enhancements.
3. An RFP was issued for investment management services that led to the engagement of New England Pension Consultants as pension consultant to the System. Under the guidance of NEPC, more than 100 investment management firms were evaluated, over 30 interviews were held and investment managers were selected for nine separate asset classes. Following contract negotiations, funds will be transitioned from Frank Russell Trust Company, a “manager-of-managers” to nine investment managers under a “core and satellite” investment strategy utilizing both index funds and active management.
4. An RFP was issued for Custodial Services. Finalists were interviewed and State Street Bank and Trust Company was selected as Custodian for System assets.
5. An RFP was issued for Actuarial Services. Finalists were interviewed and EFI Actuaries was selected as actuary for the Retirement System. EFI will also provide actuarial services to the Human Resources Department, which participated in the selection process.
6. Lt. Mark Kordick was re-elected to the Retirement Board for an additional four- year term.
7. Active membership reached 1,407, including 663 employees with vested rights, with an additional 102 deferred vested members eligible for future retirement benefits. Retired membership increased to 972 during the period, including 72 disabled members and 115 beneficiaries.

Charnel K. Benner, CFP  
Retirement Plans Administrator  
Retirement Board Secretary

## REGISTRARS OF VOTERS OFFICE

	<u>2002-03</u>
Budgeted Personnel	5
Expenditures	
Current	\$332,335.65
Capital	\$          0
<b>Total</b>	<b><u>\$332,335.65</u></b>
Revenue	\$1,203.39

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

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

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

In 2002-2003, the Republican and Democrat Registrars conducted two Primaries on September 10, 2002 for the office of Probate Judge. On November 5, 2002 the Registrars conducted the State Election and Special Election for the office of Probate Judge. Three Assembly Districts representing (149<sup>th</sup>, 150<sup>th</sup>, 151<sup>st</sup>) comprise State House Representative in Hartford. Greenwich is located in the 36<sup>th</sup> State Senatorial District and selects one Congressman to represent it in Washington. The Statewide Election is held on every even number of years (2002.) Federal officials such as U.S. Senator (6-year term), U.S Congressman (2-year term), Governor, Secretary of State, Comptroller, Treasurer (4-year term) and Registrar of Voters (2-year term) are elected.

In addition, both Registrars supervised absentee balloting at nursing homes and organized mandated high school registration session placing 100 new voters on the registry roster. During 2002-2003, 1,088 new registered voters applied for eligible voter status. The State of Connecticut Department of Motor Vehicles issued 396 new voter applications during this period and 9,675 change of address notices, 3,319 of which were a result of our annual canvass.

Town-wide elections take place in odd number of years until year 2003 for 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.

The mandated "Canvass" of registered voters conducted by mail, during the months of January through May 2003. Canvass was completed and corrections (3,319 changes) to the registry list were instituted.

Passage of HELP AMERICA VOTE ACT of 2002, PUBLIC LAW 107-252, effective 1, 2003, and Connecticut Public Act 03 117 requiring all Connecticut towns to be on line with the state system by September 1, 2003, hopefully will bring voting tabulation equipment in pace with technology and the official voter registry list will be handle by a statewide tracking system thence county-wide tracking system.

Veronica Baron Musca,  
Sharon B. Vecchiolla,  
Registrars of Voters

**ASSESSOR**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	14	14	14
Expenditures (Note):			
Current	886,875	1,451,403	1,144,468
Capital	0	0	0
<b>Total</b>	<b><u>\$886,875</u></b>	<b><u>\$1,451,403</u></b>	<b><u>\$1,144,468</u></b>
Revenue	\$23,043	\$17,432	\$ 0

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

The mission of the Assessor's Office is to update the Grand List annually in strict compliance with state statutes and case law to ensure equitable and defensible values among and between property classes and owners for all real and personal property within the Town of Greenwich. We strive to improve the quality of the Grand List by being attentive to changes in the real estate market, being well versed in modern appraisal and assessment practices and related state mandates and by keeping abreast of legislation affecting assessing in Connecticut. Our daily objective is to serve the Town in a professional and courteous manner so that taxpayer's questions, concerns and information needs are being fulfilled.

Hired new Assessor in March 2003.

Maintained database files on the personal computers, updating operations including: database of paired sales of improved properties; vacant land "teardown sales"; sales report for public at the counter; tracking of building permit work; automated certificates of correction, certificates of occupancy, increase notifications and exemption templates.

Processed 1,600 building permits, 1,800 sales transactions, 3,800 business personal property accounts, 55,000 motor vehicle accounts, 11,000 supplemental motor vehicle accounts, 100 parcel splits and mergers, numerous requests for review of assessed values, correction of errors, and requests for tax exemptions of real and personal properties.

Updated and corrected forms and instructions for changes in Statutes.

Processed 500 state elderly exemption applications and 800 local elderly applications.

Processed 70 volunteer firefighter exemptions.

Submitted all required State Reports to the Office of Policy and Management on time.

Maintained sales information books for more complete and easier access by the public and staff at the counter, who respond to approximately 35,000 inquiries at the counter and by phone each year.

Continued participation in GIS system implementation.

Created, mailed and processed 1,000 income and expense filing forms for commercial property owners.

Settled 27 court challenges from prior Grand Lists.

Utilized sales contact questionnaire for residential and commercial property transactions and continued inspections of 1,800 arms-length sales.

Canvassed new personal property accounts in the field and via alternate sources.

Created and distributed 3,800 personal property declaration forms.

Contracted for seven personal property audits.

Produced the Grand List book both on CD Rom and in hardcopy.

Enhanced staff computer and assessment skills and five staff members attended the assessor school at the University of Connecticut.

Ted Gwartney,  
Assessor

2002 GRAND LIST OF ASSESSED VALUES FOR THE TOWN OF GREENWICH

<u>Type Property</u>	<u>Property Numbers</u>	<u>2002 Assessed Value</u>	<u>% of Gross Total</u>
<b>Gross Real Estate</b>			
Residential	19,198	\$16,214,945,040	81.21%
Commercial	962	\$1,959,719,090	9.82%
Industrial & Public Utilities	45	\$63,879,200.00	0.32%
Vacant & Use Land	806	\$465,614,590	2.33%
Apartments	<u>63</u>	<u>\$181,549,410</u>	<u>0.91%</u>
<b>Gross Real Estate</b>	21,074	\$18,885,707,330	94.59%
RE Exemptions		<u>\$16,682,000</u>	
<b>Net Real Estate</b>		<b>\$18,869,025,330</b>	
<b>Gross Motor Vehicles</b>	55,172	\$639,797,050	3.20%
MV Exemptions		<u>\$2,970,730</u>	
<b>Net Motor Vehicles</b>		<b>\$636,826,320</b>	
<b>Gross Personal Property</b>	3,776	\$440,475,945	2.21%
PP Exemptions		<u>\$7,319,620</u>	
<b>Net Personal Property</b>		<b>\$433,156,325</b>	
<hr/>			
<b>Gross Grand List</b>	80,022	<b>\$19,965,980,325</b>	100%
Total Exemptions		<u>-\$26,972,350</u>	-0.14%
<b>Net GL before BAA</b>		<b>\$19,939,007,975</b>	
BAA Net Adjustments		<u>-\$31,697,770</u>	<u>-0.16%</u>
<b>Taxable after BAA</b>		<b>\$19,907,310,205</b>	99.71%

**BOARD OF ASSESSMENT APPEALS**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	5	5	5
Expenditures (Note):			
Current	\$31,803	\$42,318	\$19,479
Capital	0	0	0
<b>Total</b>	<b><u>\$31,803</u></b>	<b><u>\$42,318</u></b>	<b><u>\$19,479</u></b>
Revenue	0	0	0

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

The Board of Assessment Appeals consists of a five member Board elected every two years. The purpose of the Board is to hear taxpayers who feel that their assessments are inaccurate. The Board usually meets in February each year. This Board investigates the appeals and makes a determination by the end of March.

The Board granted assessment reductions of \$31,697,770 (0.14%) to the 2002 Grand List. The Taxable 2002 Grand List after reductions made by the Board of Assessment Appeals was \$19,907,310,205

A detailed listing of the appeals is available in the Assessor's Office.

**2002 Board of Assessment Appeals Members:**

Jeff Reardon, Chairman  
William Bambrick  
Rowland Harris  
Richard Kriskey  
Mary McNamee

**LAW DEPARTMENT**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	11	11	11
Expenditures			
Current	\$1,422,098	\$1,343,789	\$1,193,396
Capital	0	0	0
<b>Total</b>	<b><u>\$1,422,098</u></b>	<b><u>\$1,343,789</u></b>	<b><u>\$1,193,396</u></b>
Revenue	0	0	0

The Law Department is comprised of the Town Attorney, five full-time assistant town attorneys, one part-time assistant town attorney and an administrative staff. The main charge of this office is to serve as legal advisor, attorney and counsel for the Town government and all departments and officers thereof. In fiscal year 2002-2003 there were cases instituted in federal and state courts or before administrative agencies in which the Town, its boards, commissions or agencies were either prosecuting or defending their legal rights.

The department continues to defend a significant number of personal injury lawsuits against the Town, its officers and employees that arise from accidents and other incidents occurring in a variety of settings. Along with defending more traditional municipal cases such as claims involving fall downs and motor vehicle accidents allegedly resulting from defective roads, the department must defend suits brought under expanded theories of tort liability. This is a result of the courts' recognition in recent years of new causes of action, the imposition of legal duties where none previously existed, and the increased erosion of traditional immunity defenses. The added demand placed upon a municipality's duty of care to anticipate harm has made several departments, such as the Police, Department of Public Works and Board of Education, increasingly vulnerable to negligence lawsuits. Many of these cases involve individuals who have sustained serious personal injuries and have incurred substantial expenses for which they hold the Town responsible.

The department continues to deal with the large number of tax appeals brought about as a result of the 2001 revaluation. A significant number were concluded through settlements and withdrawals.

The department is also faced with an ever-increasing number of administrative appeals that are brought in Superior Court to challenge determinations made by the Town's land use and other administrative agencies.

Charter revision proposals regarding home rule action were drafted for the Charter Revision Committee that were approved by the Board of Estimate and Taxation and the Board of Selectmen. One of these proposals dealing with budget and operation plan review and approval by the First Selectman was approved by the Representative Town Meeting and will be voted upon at a referendum this fall.

New procedures were created, in conjunction with the Purchasing Department, to facilitate compliance with the insurance requirements for Town contracts. An Internet Access Policy has been drafted and the Electronic Mail Policy was revised to reflect new legislation and case law.

The demand for special educational services by parents with children in the public school system continues. In an on-going effort to save the Town substantial legal fees and expenses, the law department assumes the responsibility of defending cases in which the Board of Education believes the services demanded are unreasonable by utilizing an in-house staff attorney rather than rely on outside counsel.

On a daily basis, this office renders numerous legal opinions, both oral and written; drafts ordinances; reviews



and approves contracts; and attends the meetings of various Town departments, agencies, boards and commissions when necessary.

Finally, I would like to thank the members of my staff for their continued support and dedication to achieving the goals of this office. The accomplishments of this office are only realized through their tireless efforts. This Town is truly fortunate to employ such highly qualified and capable people.

John K. Wetmore,  
Town Attorney

**Statistics of Law Department  
Schedule of Litigation**

**July 1, 2002 - June 30, 2003**

	<u>Pending 6/30/02</u>	<u>Commenced 2002-03</u>	<u>Concluded 2002-03</u>	<u>Pending 6/30/03</u>
Appeals from Planning and Zoning Commission	24	10	12	22
Appeals from Planning and Zoning Board of Appeals	14	5	6	13
Environmental Litigation v. Town of Greenwich	9	5	4	10
Environmental Litigation favor of Town	1	0	1	0
Foreclosures/Attachments/Garnishments favor Town	2	0	2	0
Personal Injury/Property Damage Actions v. Town	45	14	20	39
Personal Injury/Property Damage Actions favor Town	1	0	1	0
Miscellaneous Actions v. Town	19	4	5	18
Miscellaneous Actions favor Town	1	4	0	5
Appeals from Board of Tax Review	35	40	16	59
Civil Rights/Human Rights	16	4	9	11
Freedom of Information	3	3	4	2
Special Education	25	11	26	10
Special Education favor Town	0	1	0	1
<b>TOTALS</b>	<b>195</b>	<b>101</b>	<b>106</b>	<b>190</b>

**TOWN CLERK**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	8	7	7
Expenditures (Note)	\$460,610	\$442,217	\$429,818
Current			
Capital	0	0	0
<b>Total</b>	<b><u>\$460,610</u></b>	<b><u>\$442,217</u></b>	<b><u>\$429,818</u></b>
Revenue	\$3,430,563	\$2,879,834	\$2,007,100

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

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

The volume of activity in the office this year included recording 475 trade names, 100 maps and 110 Military Discharge papers. There were 2525 Dog Licenses and 1 Kennel Licenses issued; 1,224 Hunting, Fishing and Trapping Licenses, 22 Pheasant Tags and 110 Connecticut Duck Stamps and 108 HIP Permits were issued. 131 Resident, 65 Senior and 19 Junior Shellfish permits were issued. The Vital Statistics Division processed 2213 Births (Males 1157, Females 1056) (Resident 574, Non-Resident 1639) (Twins - 50 sets - 17 male, 15 female and 118 male and female; (Triplets - 2 set - 1 male, 1 2male 1 female) 356 Marriages (Religious Ceremonies 216, Civil Ceremonies 140; and 490 Deaths (Males 207, Females 283) (Resident 358, Non-Resident 132).

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 \$2,445,875.

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 2002-2003 was \$11,645,879.12.

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 113 certificates. The recording fee is \$10.00, payable to the Town.

There were 7 Regular Representative Town Meetings. There were 14 resignations and 3 deaths among the membership.

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 2002-2003 was \$22,940.

In the September 2002 Republican Primary for Judge of Probate there were 14,651 eligible to vote and 4,289 voted or 29%. In the September 2002 Democratic Primary for Judge of Probate there were 6,445 eligible to vote and 1,141 voted or 18%.

In the State and Special election held in November 2002 there were 32,973 eligible to vote and 18,353 voted or 56%.

**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: 2002-2003 26,103; 2001-2002 18,059; 2000-2001 15,240.

Carmella C. Budkins,  
Town Clerk

**PLANNING AND ZONING COMMISSION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>	<u>1999-00</u>	<u>1998-99</u>
Personnel:					
Budgeted	7	7	7	7	7
Unpaid (Note 1)	8	8	8	8	8
Expenditures: (Note 2)					
Current*	\$442,880	\$422,102	\$348,925	\$362,016	\$485,818
Capital	0	0	0	0	\$6,530
<b>Total</b>	<b><u>\$442,880</u></b>	<b><u>\$422,102*</u></b>	<b><u>\$348,925*</u></b>	<b><u>\$362,016*</u></b>	<b><u>\$505,818</u></b>
Revenue	\$114,048	\$98,464	\$84,964	\$107,000	\$55,028

*(Note 1): Serves without compensation.*

*(Note 2): Includes encumbrances and improvements financed in each year.*

*\*: Excludes expenditures in joint Land Use Account A174.*

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 full time staff members, (Town Planner/Zoning Enforcement Coordinator, Assistant Town Planner, Senior Planner, Planner II, Planner I, Land Use Technician, Administrative Assistant and part time clerical). The powers and duties of the Commission are defined in Special Act 469 of 1951, which states in part, "Said Commission shall, in addition to the powers and duties conferred by this act, have all the powers and duties conferred upon zoning commissions under the general statutes of this state." The Commission is charged with the task of preparing a plan for the development of the town, now known as the Plan of Conservation and Development, for adoption by the Representative Town Meeting. State Statutes and the Town Charter authorize the Commission to review Municipal Improvements and regulate subdivisions of land.

**SPECIAL PERMITS - 35**

Thirty-five special permit applications were reviewed by the Commission. This is a 20% reduction over the previous fiscal year.

**SUBDIVISIONS - 62**

Sixty-two subdivision applications were reviewed by the Commission, just four, less than the previous fiscal year. Over the last three years, one hundred and fifty four new lots have been approved by the Commission.

**TOTAL SITE PLANS - 374**

There were a total of three hundred seventy four coastal and non-coastal site plans together, of which seventy-eight were reviewed by the Commission and two hundred ninety six or about 80% were handled administratively.

**ZONING - 6**

There were six zoning amendment changes considered last year and only one zone map change proposed which was still pending. The one major text amendment, which was enacted, was made in January 2003 when the Commission revised the F.A.R. regulations, which control the size of homes on residential lots and gave FAR bonuses to lots in the Conservation Zones for detached housing. This major zoning amendment was to Section 6-205 of the Building Zone Regulations which reinstated the F.A.R. controls in the RA-4 (.0625) and the RA-2 zones (.09) and reduced the F.A.R.s (Floor Area Ratios) in the other residential zones by approximately 10 percent.

### **MUNICIPAL IMPROVEMENTS - 10**

The Commission reviewed ten municipal improvement requests, the same number as in prior fiscal year. Seven were approved and three were withdrawn. Those approved were as follows:

MI #504 and #505: Proposed traffic roundabout on King Street at the proposed entrance to the Stanwich School. The first proposal was withdrawn. The second application was reviewed and subsequently approved by the Commission.

MI #506: Demolition of existing five-story building at the Nathaniel Witherell Nursing Home and construction of a new two and three story, 131, 213 sq. ft. nursing home. Proposal calls for increasing parking from 142 spaces to 160 spaces: MI approved along with preliminary site plan. Final site plan still pending as of August 1<sup>st</sup>.

MI #507: Abandonment of "paper portion" of Powell Road east of Fletcher Street, approved.

MI #508: Extension of sewer lines and change to the Official Sewer Map for North Mianus West - Sanitary Sewer Project to serve twenty-two additional residences on Cognewaugh Road, Mimosa Drive, Dandy Drive and Barton Lane was approved.

MI #509: Abandonment of a Town held easement on a former cul-de-sac on Hooker Lane, withdrawn.

MI #510: Application by the Greenwich Housing Authority for lot line revision to permit the development of two, two-family homes as affordable units was approved.

MI #511: Department of Public Works project to construct a 60'x40'x 20' salt shed along with a 60'x60'x30' sand shed at the Town's transfer station site, approved.

MI #512: Proposal by the Greenwich Housing Authority to revise a property line of Housing Authority property on Field Point Road and Brookside Drive. The property had an easement in favor of County Realty for the parking of cars by a new and used car dealership. The property will be transferred to County Realty, approved.

MI #513: Proposal by the Department of Public Works to convert the northern portion of Washington Avenue, between East Putnam Avenue and No. 19 Washington Avenue, to a one-way street in a northbound direction for a trial six month period. Withdrawn since Commission only acts on permanent improvements.

### **ARCHITECTURAL REVIEW COMMITTEE - 235**

A total of two hundred and thirty five items were reviewed by the ARC, an increase of 34% over last year.

### **HISTORIC DISTRICT COMMISSION - 8**

Eight site plan items were referred to the Historic District Commission for review and comment, a slight decrease of 30% over last year.

### **TELECOMMUNICATIONS - 14**

Fourteen applications for administrative and Commission approval were submitted last fiscal year for telecommunications wands, towers and panels which is a slight decrease over the previous year. Points of significance regarding this years telecommunication applications include the approval and construction of the 164 foot monopole at Greenwich Hospital, denial of 150 foot tower at the Round Hill Volunteer Fire Company property at 166 Old Mill Road, and the creation of two new sites including the water tower on Bowman Drive and the steeple at North Greenwich Congregational Church

### **TOTALS - 790**

Fiscal year 2001-02, there were seven hundred ninety applications, which is ten more than last fiscal year, and reflects the continuing high level of applications. Five hundred eighty five or 74% of the total were approved under Administrative Review Process by staff and not reviewed by the Commission. The remaining two hundred four applications required Commission review by Charter or State Statutes, or Historic District Commission approval.

## SIGNIFICANT ACTIVITIES OF THE PLANNING AND ZONING COMMISSION AND PLANNING AND ZONING DEPARTMENT

### Highlights of the Department Activities for FY 02-03:

- 1) Adoption of new FAR regulations for all Residential zones and bonuses in Conservation Zones.
- 2) Final re-write and adoption of Open Space Plan by Commission and RTM in September 2002
- 3) Final draft of Byram Neighborhood Plan reviewed by Commission and presented to the public.
- 4) Award by State of CT DEP of two Coastal Grants totaling \$45,000 for Public Access and Landscape designs in Waterfront areas and Water Quality studies of certain watersheds emptying into Long Island Sound.
- 5) Application made to SWRPA and CONNDOT for \$921,800 for Pedestrian and Streetscape Improvements for Byram Business District through Transportation Enhancement Grant Program.
- 6) Total applications = seven hundred ninety (790); Staff reviewed five hundred eighty five (585) applications or 74% of all submissions to the Planning and Zoning office, and the Commission held a total of forty-seven (47) meetings.
- 7) Settled several outstanding lawsuits.
- 8) The Commission elected a new Chairman and Secretary.

### DIRECTIONS FOR NEXT FISCAL YEAR

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

- Study the R-6 zone for preservation of streetscape and architectural and historical character of residences. This study has begun and will continue in FY 03-04.
- Present the RTM with an updated and modified Official Sewer Map and for adoption.
- Monitor Town's Departments implementation of the POCD's ninety-five recommendations.
- Finalize the Byram Neighborhood Plan, and work with Town Departments to implement Byram recommendations for improvements and beautification. Construction of streetscape and sidewalk improvements is subject to receiving the Transportation Enhancement Program grant and implementation of the Coastal grants study recommendations for the waterfront.
- Begin to develop a Neighborhood Preservation Plan for Cos Cob or Old Greenwich.
- Continue reviewing and updating the Zoning Regulations, Soil and Erosion, Tree Preservation Regulations and Subdivision Regulations and adopt new regulations as needed to comply with Phase II for Stormwater Best Management Practices required by DEP and EPA.
- Complete updating of all maps (Street, Property, Zoning, Open Space, Commercial, etc.) utilizing the GIS, GPS and CADD and, Housing and Population Densities, Building Zone Maps, Sewer Map Boundary, Subdivision map, and Split Zone Lots
- Do Build-Out Studies of residential properties utilizing GIS and Tax Assessor Proval Systems. Build-out has been done by P&Z for the downtown study area in DPW's Parking Study. Need to complete build-outs for all commercial areas.
- Implement a new software program for permit and application tracking in coordination with IT Department as well as the five or six other departments involved in permit issuances.
- The three land use agencies (Planning and Zoning, Inland Wetlands and Conservation) will continue to work toward increased coordination of activities, including merging application process and permit processes through a new software program to replace GEOTMS, and developing a new physical relocation plan for the three Land Use Agencies.

Harry LeBien, Chairman, Planning and Zoning Commission  
Diane W. Fox, Town Planner, Planning Director

**PLANNING AND ZONING COMMISSION MEMBERS AND TERMS:**

Harry LeBien, elected Chairman in June 2003, term expires 2005

Louisa Stone, former Chairman, term expires 2004

Molly Colombo, elected Secretary in June 2003, term expires 2005

Lora Siefert, former Secretary, term expired June 2003, retired from Commission

Raymond Heimbuch, term expires 2004

Richard Maitland, former alternate and appointed as full member June 2003, term expires 2006

Charles Weiss, alternate, term expires 2004

Frank Napolitano, alternate, term expires 2005



**PLANNING AND ZONING BOARD OF APPEALS**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	0	0	0
Expenditures: (Note)			
Current	\$113,923	\$100,995	\$173,865
Capital	0	0	0
<b>Total</b>	<b><u>\$113,923</u></b>	<b><u>\$100,995</u></b>	<b><u>\$173,865</u></b>
Revenue	\$26,228	\$29,403	\$31,773

*(Note): Includes encumbrances and improvements financed each year.*

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

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

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

The Planning and Zoning Board of Appeals held nineteen public hearings.

**CONDEMNATION COMMISSION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	0	0	0
Expenditures	0	0	0
Current	0	0	0
Capital	0	0	0
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>
Revenue	\$0	\$0	\$0

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

In accordance with the applicable provisions of the State Statutes and the Town Charter, its duties include, but are not limited to, the taking of land for public purposes and determining the compensation for such property. The Commission is also responsible for apportioning the cost of installing sewers among the properties within such sewer project.

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

## CONSERVATION COMMISSION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	1.5	1.5	1.5
Expenditures	\$109,475	\$95,976	\$286,949
Current	0	0	0
Capital	0	0	0
<b>Total</b>	<b><u>\$109,475</u></b>	<b><u>\$95,976</u></b>	<b><u>\$286,949</u></b>
Revenue	0	0	0

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 FY03, the Commission held 10 regular meetings, and 1 special meeting for a site walk. 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 was elected to serve as Vice-chairman. Nancy Dickinson continued to serve as Secretary. Renee Seblatnigg, Lisette Henrey, Sue Baker, and Alexander Brash remained on the Commission as regular members. Bill Williams continued to serve as alternate currently leaving two alternate positions vacant. The Commission currently employees 1.5 professional staff. Denise Savageau, Conservation Director, continued to serve the Commission full time as the department head and is responsible for day-to-day operations of the department. Aleksandra Moch also continued working for the Commission as Environmental Analyst, a position that is shared 50/50 with the Inland Wetlands and Watercourses Agency. Administrative staff is shared with the other land use agencies.

To be successful, the Commission needs community support and involvement. Additionally, within the Town government, conservation issues often overlap with the jurisdiction of other departments. 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. This includes working daily with Planning and Zoning, Inland Wetlands, Health, Parks and Recreation, Public Works and the Board of Selectmen's office; and regularly attending meetings and/or working with the League of Women Voters, Friends of Greenwich Point, Greenwich Land Trust, Greenwich Green and Clean, Audubon Greenwich, Mianus River Watershed Council, Bruce Museum, Soundwaters, Greenwich Boy Scouts and Girl Scouts, Land Conservation Coalition of Connecticut, Connecticut Fund for the Environment and the Connecticut Envirothon Program. In addition, the Commission serves as the liaison with Aquarion, our public water supplier. This effort has resulted in expansion of our programs to better serve Town residents.

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, and 4) wildlife management. Priorities within these areas worked on during the past year include water supply protection and drought management, deer management, open space planning, watershed protection/EPA Phase II storm water program, and coordination of technical assistance to Planning and Zoning and Inland Wetlands.

**Water supply management issues continued to be a top priority for the Commission.** The Conservation Director serves as the lead of the Town's water supply team which includes the First Selectman, Director of Health, and Fire Chief. In the summer of 2002, the Conservation Director continued to closely monitor the drought and water supply situation, which had been plaguing the entire Eastern seaboard of the United States since the previous fall. Extensive public education and outreach efforts on water conservation continued including implementation of a Town-wide mailing which was coordinated as part of a Boy Scout Eagle Project. Conservation staff and the First Selectman met with the new water company, Aquarion, and other municipalities served by the same supply, to review the existing drought management plan and discuss infrastructure needs of the water supply system. In addition, Conservation staff coordinated with the water company and Planning and Zoning to establish a water supply boundary on the GIS that could be used to determine if proposed land use changes are within the public drinking water supply watershed. A policy has now been established within the land use department that Aquarion be notified of all applications/activities within the watershed. The Conservation Director was appointed to the newly established Aquarion citizen advisory board, which held its first meeting in June 2002.

A statewide focus on drinking water supply emerged in 2002 following the drought and the recent trend for large water companies to take over small companies within the state. The Connecticut Fund for the Environment established the Endangered Lands Coalition, a group working on the permanent protection of our water utility lands. The Conservation Commission joined the coalition and Conservation staff worked diligently on educating the public and our state representatives on the importance of protecting all lands owned by the water utility. However, legislation was not successful. Work on this important issue will continue into the next year. The Conservation Director was appointed to the Connecticut Water Planning Council Advisory Board, which will also begin its work during the next fiscal year.

Conservation staff also continued to work with USGS on the groundwater study. This study is slated for completion during the fall of 2003.

**Watershed Planning and Management** - In anticipation of the new EPA regulations on Phase II for Storm Water, Conservation staff continued to serve on a committee lead by DPW. Conservation staff was assigned the task of education and public outreach, two of the six mandated EPA goals. Working with the League of Women Voters, the Commission and staff coordinated a two-day seminar on storm water management issues in the Fall of 2003 and Commission member Sue Baker coordinated a storm drain stenciling project. Over 150 people attended the program. In addition, staff assisted the DEP Education department with its Project WET program, training both children and teachers about water resources.

**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 100 sites were visited and reports submitted to Planning and Zoning during the past year. In addition, with the vacancy of the Inland Wetland Director for 6 months of the year, Conservation Director increased assistance to that agency from both staff positions providing both administrative and technical assistance.

**Open Space Protection and Management** – Open space protection has been a continuing effort of both the Commission and staff. Conservation members and staff continued its work last fall to ensure that the 2002 Open Space Plan was adopted by the RTM. Once adopted, work continued on the Town Properties Committee, chaired by Commission member Eric Brower. Staff continued to work on the implementation of recommendations made by the Pomerance Planning Committee. Members and staff also served on the Cos Cob Power Plant Committee overseeing the EPA grant and performing GPS work on site to assist with the study.

This study is slated for completion in summer of 2003. Work also continued on the protection of Calves Island which after years of work was acquired by the US Fish and Wildlife Service in the Spring of 2003. Staff coordinated with DEP Forestry on Connecticut Trails Day conducting a hike at the newly protected Treetops property.

Managing existing open space was identified as a major item in the Open Space Plan. Coordination of planning efforts with the new Superintendent of Parks and Trees began in spring 2003. Both the Conservation and Parks and Recreation Boards have made a commitment to implementing plans for our open space parcels that protect the resources and provide for recreation. To this end Conservation and P&R staff have put in place a program to begin important mapping work on Town properties in the next year. In addition, this work will also be done in cooperation with the Town of Stamford and the Connecticut DEP on the Mianus River Park and Treetops and Laddins Rock/Rosa Hartman Park.

Working in cooperation with Rep. Livvy Floren, the Commission was able to permanently protect two parcels of DOT land located along the Merritt Parkway that were slated for disposal. The properties are now owned by the Town for open space and provide greatly needed buffer along this corridor.

**Wildlife and Habitat Management** – The Commission and staff coordinate the Town's wildlife program closely with DEP Fisheries and Wildlife. In the summer of 2002, staff worked with DEP to put on an education seminar for Town officials and staff in lower Fairfield County. The program included information on deer, geese, coyotes and black bear. This program was well attended by elected officials, conservation staff, police officers, animal control officers and health officials indicating the problems of the wildlife/suburban interface in our region.

The deer management program continued into its second year of a study being conducted by the University of Connecticut Wildlife Conservation and Research Center. Staff coordinated this program which is being funded as part of a public/private partnership. The study will continue to gather information in the fall of 2003 with a final report due in Dec2003/Jan 2004. Education and outreach efforts on deer management continued with staff assisting the Greenfingers Garden Club with an outstanding exhibit created by the Club. In addition, staff worked with DEP and our legislators to pass legislation that will allow DEP to better assist communities dealing with wildlife issues including deer, geese, coyotes, black bear, etc. This is an important piece of legislation to the help with long term solutions to deer management.

Living with Coyotes became the educational theme for Conservation and Animal Control staff during the past year. Conservation staff spent much time developing educational materials and working with DEP to assist our Animal Control division with increasing nuisance coyote complaints. This escalated during January/February 2003 and dominated staff work load. This incident documented the need for accurate information and education on all wildlife from coyotes to raccoons to black bear. Staff will be working with other Town agencies and conservation groups to develop additional educational information on Living with Wildlife including signage at Town parks and information on the website.

The habitat volunteer program which began in 1998, continued into its fifth year. This included staff and volunteers monitoring the Mianus River Fishway, surveying vernal pools, and counting horseshoe crabs at Greenwich Point. The vernal pool program was expanded to include pools on both Town and private properties including Babcock Preserve, Pomerance property, Boy Scout Reservation, Mianus River Park and Treetops. In addition, an educational program to encourage residents to become Frog Watchers was held in the spring. Members and staff continued to work with DEP officials to protect shore-bird habitat and Audubon completed its research program at Great Captain's Island. These programs will be evaluated during the fall and be ready for implementation in the spring.

One of greatest threats to wildlife habitats is the introduction of invasive species. Conservation Commission has identified this as an important area to be worked on. Staff review landscape plans for invasives and make

recommendations on appropriate control measures. Staff has initiated work with other Town departments to develop appropriate management strategies for controlling invasive plants on Town properties.

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 served on several environmental education committees including the Connecticut Envirothon, Soundwaters, Audubon Science Committee and Bruce Museum; and as a facilitator for DEP programs.

Denise Savageau,  
Conservation Director

**INLAND WETLANDS WATERCOURSES AGENCY**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	6.5	5.5	5.5
Expenditures (Note)			
Current	\$299,838	\$286,510	\$295,211
Capital	0	0	0
<b>Total</b>	<b><u>\$299,838</u></b>	<b><u>\$286,510</u></b>	<b><u>\$295,211</u></b>
Revenue	\$176,271	\$183,378	\$1,049,702

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

The Inland Wetlands and Watercourses Agency mission is to preserve, and protect the interlocking web of swamps, marshes, bogs, streams, lakes and ponds that are essential for an adequate supply of surface and ground water, hydrological stability, control of flooding and erosion, the recharge and purification of surface and ground waters and the maintenance of natural plant and animal communities. The Agency is a regulatory body authorized and required by Connecticut State Statute and created by local ordinance. It is composed of seven members and three alternates appointed by the Representative Town Meeting upon nomination by the Board of Selectmen. The Agency reviews all developmental activities proposed within and adjacent to inland wetland and watercourse areas at regular monthly meetings normally held on the fourth Monday of each month.

The Agency experienced some change in its membership over the past year. Tom Baptist, a long time member of the board, assumed the role of Chairman, after its current Chairperson Peter Benedict retired from the Agency after 10 1/2 years of service, of those 3 years as Chairman. Tom currently serves as Executive Director of Audubon Connecticut, and has worked in various capacities within the town's land use departments over the years. Longtime Agency members Suzanne Graham and Fred Veith retired after serving on the Agency board for 16 and 15 years respectively.

Newly appointed alternate agency members include Martin Kagan, Greg Alznauer and John Conte.

The Agency staff consists of six full time staff members, (four professional/technical and two administrative support), one full time professional/technical staff shared with the Conservation Commission as well as two permanent part time support staff members. The positions are as follows: Director, Senior Inland Wetlands Analyst, Wetlands Compliance Officer, Environmental Analyst, Assistant Compliance Officer, Administrative Accounting Clerk, Administrative Staff Assistant 4, a part time Administrative Staff Assistant 3 and part time Data Entry Operator. Additionally, the Land Use Applications Coordinator continues to assist the public with all aspects of the wetland permit application process.

Mark Massoud assumed the duties of Director of the agency, on December 30<sup>th</sup> of the past year. Formerly Mark worked for the City of Danbury as an Environmental Planner for 12 years. The former Director, Michael Aurelia, retired on June 1, 2002 after 28 years with the agency. The Senior Wetland Analyst, Michael Chambers assumed the duties of Acting Director until the position was filled.

Other notable staff additions include the creation of a permanent full time position of Assistant Compliance Officer, a job that existed as a permanent part time position. Doreen Carroll Andrews, who worked in the part time position for 8 months, filled the position. One of our support staff, Sue Ianello, accepted a full time



position with the Purchasing department after 5 years with the Agency. Joan Pritchard, who came to the position from Parkway Elementary School, ably filled the position.

In the past fiscal year the Agency received 263 applications for permits, permit modifications or agent approvals. As a result the Agency issued 195 permits, modifications, conceptual approvals, and emergency permits. The Agency continues to expand its delegation of authority process by which qualified staff members can review and approve, without full agency review, certain developmental proposals that pose minimal impacts to wetlands and watercourses. The benefit to the communities residents include an expedited review process for minimal impact activities as well as shortened meeting schedules for those with agenda items. As a result, 62 agent approvals were issued with conditions, an increase of 35% over the previous year. Currently 4 staff members are authorized to issue agent approvals. Additionally, the Agency has in place an emergency review and approval process designed to expedite Agency actions on emergency regulated activities posing minimal impact on wetlands or watercourses.

The Agency continues an emphasis on timely bond release requests and authorized release of 133 bonds totaling \$663,700.

During the year, staff conducted approximately 1,000 on-site field investigations, primarily as a function of permit review, and bond release requests, but also for compliance inspections. Most compliance actions result in mutually acceptable outcomes, but the Agency issued 7 Cease and Correct Orders for those violations of a more serious nature.

The Greenwich Inland Wetlands Agency collected a total of \$176,271 in 2002-03. The revenue breakdown was as follows:

1. Application and additional fees - minimum of \$75.00 per application:.....	\$171,125.00
2. Sales of maps at \$5.00; Regulations at \$2.00 and miscellaneous receipts:.....	\$126.00
3. State Land Use Fees:.....	\$220.00
4. Public Hearing and Legal Notice fees: .....	\$4,800.00

The Agency maintains a comprehensive database of its actions and reviews, which assists staff in providing timely information regarding environmental data on properties subject to past review. The Agency looks forward to incorporating this comprehensive database into a future electronic application processing system designed to substantially improve customer service as well as increase staff productivity.

The Town's Geographic Information System (GIS) continued to play an important part in the day-to-day operation of the Agency. GIS will also play an important role in assessment of environmental impacts associated with a particular development or regulated activity. Work on phase II of the project will continue into 2003-04. The GIS tool will grow more significant as phase II is completed and linked to public access software.

General information about the Agency is on the Town of Greenwich's Web page: <http://www.greenwichct.org/inlandwetlands.htm>. Information available includes a meeting schedule with deadlines, office hours, ways to contact the Agency, and a list of staff and Agency members, meeting agendas and minutes.

Agency members and staff continued 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 Greenwich Inland Wetlands and Watercourses Agency continues to enhance the environmental quality of the town for its residents by protecting, and preserving the inland wetland and watercourses of the Town, while allowing for the reasonable use of private, and public properties.

Thomas R. Baptist,  
Chairman

**GREENWICH SHELLFISH COMMISSION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Expenditures (Note 1)			
Current	\$4,221.21	\$6,761.90	\$4,252.01
Capital	0	0	0
<b>Total</b>	<b><u>\$4,221.21</u></b>	<b><u>\$6,761.90</u></b>	<b><u>\$4,252.01</u></b>

Revenue (Note 2)	0	0	0
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*(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 Director of Environmental Services, a Parks and Recreation administrator, the Shellfish Coordinator and about 25 volunteer wardens, including a warden Chairman, serve the Commission. The wardens spent three hundred (300) hours or more on duty patrolling shellfish areas, enforcing regulation compliance and educating permit holders. Commission members and wardens presented several shellfish demonstration clinics during 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. On December 15, 1993, shellfish areas A and B were again extended and Cos Cob Harbor was reclassified from Prohibited to Restricted for relay. In 1994, the DAAD upgraded shellfish beds A and B so that after closure for seven (7) days because of 1.5 inches of rain, they may reopen on the eighth day without water testing. Shellfish areas C and E are open all year, while areas D and F are closed during the swimming season. Various beds are closed for a week or more after pollution events. The Department of Health and the DAAD determine the need for closures.

During this shellfish season, the Commission again prohibited the taking of oysters because of heavy mortality of oysters caused by MSX and Dermo diseases that affect oysters but not consumers. In winter 2003, the Commission approved continuation of the hard clam farming project, which entailed removing many quahogs. Some were sold for \$11,375 to various Nature Conservancies in Long Island. Others were traded two (2) baby oysters for each clam to Atlantic Clam Farms. In late June and early July, two million (2,000,000) disease resistant baby oysters were scattered in Greenwich Cove by all the members of the Commission and other volunteers. The deposit area will be mapped and marked with floats to show a "no shellfishing" zone until January 3, 2004. Clam harvesting will continue this fall by Atlantic Clam Farms. The thinning out of large clams allows small clams to live and grow.

The recreational shellfishing season extended from October 1, 2002 to September 30, 2003. In fiscal year 2002-03, 222 permits, (including 19 juniors and 65 seniors) were sold by the Town Clerk's Office and the Sportsman's Den in Cos Cob, with revenues of \$2,718.00. By State law, revenues from shellfish permits and programs must be spent only for the improvement of the shellfish programs administered by the Commission. The 2002-03 Shellfish program operated on moneys received from permits, as there have been no appropriations from the Town budget since fiscal 1991-1992.

The Shellfish Coordinator continued to collect water samples during the season to monitor the shellfish beds and executed closure when necessary. The beds were reopened only after acceptable water quality results were obtained. Extensive water testing was done monthly and at other intervals at 32 stations in Long Island Sound and four (4) stations in Longmeadow Creek. Extra water sampling continued in the Byram area and a small shellfish area may open there.

Lucy Jinishian,  
Chairman

## COMMISSION ON AGING

The Commission is the designated overall planning agency for older persons in Greenwich, and has been an official department of Town government since 1975. Expenditures for the year were \$107,088.24. The Director, Samuel E. Deibler, and the Administrative Staff Assistant IV, Palmira M. Krois, maintain offices at the Senior Center, 299 Greenwich Avenue.

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: Betty Hauptman, Chairman (term expires 2006), Lin Lavery, Vice Chairman (term expires 2005), Alan Berk, Secretary (term expires 2003), Steven H. Dudley (term expires 2004), Sylvia Gordon (term expires 2004), Wilmot L Harris, Jr., (term expires 2005), and James F. Lennox (term expires 2004).

The mandate of the Commission is to coordinate, support and improve existing services to the elderly, to plan and initiate new services, when appropriate, to meet the requirements of this age group, and to increase community awareness of the needs of the elderly and the services designed to meet those needs.

According to the 2000 Census, of the 61,101 population of Greenwich, 12,636 persons, or 20.7%, were 60 years of age or older. Persons 85 years of age and older are the fastest growing segment of our Town's population.

## GOALS AND ACHIEVEMENTS

### Transportation

**Goal:** To have convenient, affordable, comprehensive transportation available for the elderly.

**Achievements:**

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

The Commission provided administrative services to the Greenwich Taxi program Share-the-Fare. Discount coupon books, valued at \$10.00 each, were sold at a price of \$6.50 to residents 62 years of age and older. A total of 488 books were sold, a decrease of 154 books over the previous year. The Town contributed 25%, and Greenwich Taxi contributed 10% toward the total cost of the rides. The program offered the most flexible means of transportation for older persons who cannot drive.

### Communication/Outreach

**Goal:** To provide comprehensive, current information on issues of aging to interested persons.

**Achievements:**

The Commission published three issues of "The Savvy Senior" for mailing and distribution to more than 7,000 households in the Town. Each issue highlighted a key area of concern to Town seniors, including: Health Care Costs (Volume #3), Long Term Care (Volume #4), and Reaching Out to Isolated Seniors (Volume #5).

The Commission continued to convene the Senior Council, composed of representatives of the Town's 10 senior clubs and organizations. A total of eight meetings were held to provide the organizations with a coordinated means of addressing common concerns and to maintain a calendar for planning for their events.

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.

The Director convened the Senior Provider Network, a coalition of 40 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, a 70-page booklet describing the range of programs and services for seniors, continued to be updated and published. It was available free of charge at the Commission office, and was posted on the Town website.

A library of books, journals and clipping files was maintained in the Commission office for use by service providers and the general public. A pamphlet closet was maintained with material from local, regional and national programs and services.

Older Americans Month was celebrated in May with a recognition program by the Town of Greenwich of the role of senior organizations in the life of the community and in the lives of their members.

The Director participated in two community educational efforts, the Late Life Committee of the United Way Planning Council, and the Greenwich Coalition for Improving End-of-Life Care. Five educational programs were produced dealing with loss, grief, wills, advance directives, and life support. Total attendance was 214 persons.

The Commission on Aging created an Outreach Program to identify older people who may not be getting the help they need. The goal of the Outreach Program is to conduct proactive, community-wide outreach to identify and contact older persons in order to provide no-cost information and assistance in using programs and services they may need to maintain their independence.

### **Planning**

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

#### **Achievements:**

The Commission assisted Greenwich Hospital in developing and conducting its Community Health Status Assessment 2003.

The Commission on Aging, in partnership with the Junior League of Greenwich, began planning a Greenwich Conference on Aging to prepare Greenwich to assist a rapidly growing population of older persons lead vital lives with dignity, security and independence in a context of appropriate community services.

### **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 to provide health insurance supplement information to seniors. A total of 92 persons were served.

The Commission cooperated in planning the annual Senior Health Fair. The event brought together more than 70 local, regional, state and federal exhibitors along with approximately 1,000 seniors for immunizations and health education.

### **Housing**

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

#### **Achievements:**

The Commission continued to monitor the Town Property Tax Relief Program that assists low-income older persons stay in their homes. This was the second year of the program, and it provided relief of \$625,910 for 721 persons. This was a total of \$311,523 less relief for 69 fewer people than in the first year of operation. The decreases were due to the change in the ordinance to include all Social Security income, taxable and non-taxable, in income calculations.

### **Advocacy**

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

#### **Achievements:**

A Legislative Breakfast was held in March to enable seniors to discuss issues of concern with the Town's legislative contingent. A total of 85 persons attended the event, which was covered by Greenwich Time and WGCH radio.

A Selectman's Forum was held in May to provide seniors an opportunity to meet the Selectmen and to discuss issues of concern. Attendance was 80 persons.

This Annual Report reflects activities of the Commission on Aging from July 1, 2002 to June 30, 2003. The Commission members and staff are available to the public and welcome comments from interested residents.

Samuel E. Deibler,  
Director

### HISTORIC DISTRICT COMMISSION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	0	0	0
Expenditures	0	0	0
Current	0	0	0
Capital	0	0	0
<b>Total</b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>
Revenue	0	0	0

The historic District Commission is solely responsible for additions, improvements or changes to the local historic districts in the town. In addition, we act as an advisory body to Planning & Zoning on issues concerning historic overlay and National and State Register Districts.

We are a completely volunteer commission with no budget or staff.

**FIRE DEPARTMENT REPORT NOT AVAILABLE AT TIME OF PRINTING**

**POLICE DEPARTMENT**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	165	165	165
Expenditures			
Current	\$12,956,485	\$12,887,079	\$12,823,481
Capital	1,273,602	1,447,768	45,476
<b>Total</b>	<b><u>\$14,230,087</u></b>	<b><u>\$14,334,847</u></b>	<b><u>\$13,668,957</u></b>
Revenue	\$1,066,541	\$1,186,608	\$ 1,176,836

*(Note): Includes encumbrances and improvements financed each year.*

The Greenwich Police Department is under the direction and control of the First Selectman and 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 the countless calls for service that the Police Department handles on a daily basis. In fiscal year 2002-03, the Greenwich Police responded to 46,043 calls.

The Chief of Police is directly responsible for the efficient and lawful performance of the department, and to meet this responsibility, the Department is divided into three major functional units, consisting of the Uniformed Services Division, Criminal Investigations Division and General Services. The Office of the Chief of Police consists of a Deputy Chief, Captain of Professional Standards and Strategic Planning, Training Lieutenant and Training Sergeant.

The Deputy Chief of Police is responsible for the Training Section and oversees the Uniformed Services, Criminal Investigations and General Services Divisions. He is also responsible for the Emergency Operations Center and serves as the Director of Emergency Management for the Town of Greenwich.

The Uniformed Services Division is under the command of a Captain and consists of 6 Lieutenants, 16 Sergeants, 1 Technician and 97 Police Officers. The Criminal Investigations Division is under the command of a Captain, with 1 Lieutenant, 3 Sergeants, 17 Detectives and 5 Youth Officers. The General Services Division is under the control of a civilian administrator.

The Director of General Services is responsible for civilian personnel, budgeting, computer operations, purchasing, buildings, equipment and animal control operations. The Uniformed Services Division is responsible for patrol operations, communications, marine operations, SCUBA, Special Response Unit, Honor Guard, traffic operations, motor officers, bicycle officers, court technicians and accident reconstruction unit. The Criminal Investigations Division oversees Detectives, Identification and Youth Officers. The Captain of Professional Standards and Strategic Planning is responsible for Internal Affairs, Civilian Complaints, the Police Manual, General Orders, Policies and Procedures and assists the Chief of Police in developing the Department's strategic plans.

The Department continues to apply for Federal and State grants in support of a variety of special programs including traffic enforcement, DWI enforcement, narcotics investigation, drug education programs, domestic violence, and community policing. The overall operational efficiency of the agency has improved, and there have been increases in productivity, and a reduction in certain categories of crime. The Department, through the Office of the First Selectman, is working diligently towards development of a new police facility. The Police Department continues to evaluate its needs in a changing community with growth in commercial and residential units and increased traffic problems. A new emphasis has been placed on community policing and developing positive relationships and programs to better serve the needs of our citizens. A community liaison program was initiated wherein each of the Department's eight Lieutenants was assigned to be the police contact for various community and civic organizations. Each school has been assigned a Youth Officer representative.



Additionally, the Department was the catalyst behind the Greenwich Coalition To Combat Underage Drinking during the past year. To further reach out to the community, a Citizen's Police Academy will commence in September 2003.

James A. Walters,  
Chief of Police

### POLICE OFFICER PERSONNEL BY DIVISION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
211 Administration	5	5	5
216 Criminal Investigations Division	30	30	30
217 Uniformed Services Division	117	117	117
219G Parking Fund	5	5	5
<b>Totals</b>	<b><u>157</u></b>	<b><u>157</u></b>	<b><u>157</u></b>

### CIVILIAN PERSONNEL BY DIVISION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
211 Administration	3	3	3
213 General Services Division (+3 P/T)	8	8	8
216 Criminal Investigations Division	1	1	1
217 USD (P/T Crossing Guards)	20	20	20
219G Parking Fund	10	10	10
<b>Totals</b>	<b><u>42</u></b>	<b><u>42</u></b>	<b><u>42</u></b>

### GREENWICH SPECIAL POLICE

The Special Police Division of the Greenwich Police Department has a complement of 14 volunteers who augment regular patrols during evenings, weekends, and when needed, especially during special events such as fireworks displays, high school graduation, parades, or during crises. Since the division was formed in 1941, special officers have donated many thousands of hours of their personal time in support of the Police Department and the citizens of Greenwich. Each special officer is fully certified as a police officer by the Police Officer Standards and Training Council, in the same manner as full-time paid police officers, and vested with the same authority.

### 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, records system, computer operations, communications center, police fleet and coordination of maintenance with the Fleet Department, maintenance of buildings, research and procurement of new equipment.

The Director of General Services is assisted by an Office Manager, two full time and three part-time administrative assistants. Three Animal Control employees and one Property and Evidence Clerk also report to the Director of General Services.

	<b>Revenues</b>		
	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Precious Metal/Stone Permits	\$ 10	\$ 30	\$ 30
Parking Violations	1,003,254	965,894	928,252
Federal Asset Forfeiture Appropriation	42,323	12,343	7,847
Raffle, Bingo, Games of Chance Permits	535	790	915
Gun Permits	2,100	3,799	2,765
Animal Control Receipts	3,903	4,460	3,290
Miscellaneous - Accident Photocopies, Photos, Fingerprint Cards, etc.	20,498	16,659	16,221
Going-Out-of-Business Permits	3,578	0	249
Awards:			
State Grants (Radar; Motorcycle)	0	18,882	17,090
State of CT Drug Grant	0	7,500	17,500
State Grant DWI	10,150	8,750	9,250
Federal Grant – Bulletproof Vests	6,600	3,962	4,393
Federal Grant - Domestic Violence	0	113,334	168,285
LLEBG Cascade System for SCUBA	14,148	0	0
Purdue Pharma Grant	10,000	0	0
Reimbursement:			
State of CT-Transport/Feed Prisoners	1,168	475	620
Miscellaneous Revenue	233	3,097	129
<b>Totals</b>	<b><u>\$1,118,500</u></b>	<b><u>\$1,148,513</u></b>	<b><u>\$1,176,836</u></b>

	<b>Animal Control Section</b>		
	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Number of Roaming/Barking Dog Complaints	213	339	356
Impound	297	366	301
Returned to Owners	212	272	237
Sold as Pets	60	76	50
Destroyed by euthanasia	10	16	7
Summons Issued	18	40	41
MV Dogs	10	17	26
Number of Animal Bite Investigations	231	162	139
Bite on Owners Property	76	94	86
Bite off Owners Property	31	41	29
Unable to Locate	3	0	0
Misc. Animal Bites (cats, etc.)	26	38	22
Miscellaneous Calls: Lost/Found Pets, Removal of dead animals, rabies investigations, etc.	966	1,018	964
Total Number of Investigations Conducted	1,448	1,827	1,720
<b>Animal Control Receipts</b>	<b><u>\$5,703</u></b>	<b><u>\$4,460</u></b>	<b><u>\$3,055</u></b>

### Miscellaneous Services And Incidents

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Alarm Reports	7,395	7,762	8,803
Arrests for Other Jurisdictions	3	60	221
Bingo and Raffle Permits	20	30	32
Dog Bites	88	162	139
Doors/Windows Found Open	123	152	171
Found Property Reports	173	175	178
Gun Permits - New, Renewal	60	105	78
Lost Property Reports	314	303	219
Casualties (Non-Vehicular)	3,434	3,295	3,137
Miscellaneous Public Assistance	1,192	907	1,038
Missing Persons Reported	70	116	115
Missing Persons Found	70	116	115
Reports for Other Agencies	365	343	528
Sudden Deaths Investigated	12	53	49
Suicides, Attempts Investigated	41	31	24

### CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is comprised of one Deputy Chief, one Lieutenant, three Sergeants, seventeen Detectives and one Administrative Assistant. The Criminal Investigations Division investigates all serious crimes against persons and property. The Burglary Clearance rate remains above 29% for the third consecutive year. One Sergeant has been assigned as the Department's coordinator for the Greenwich Coalition to Combat Underage Drinking.

#### Uniform Classification of Offenses

	<u>2002-03</u>		<u>2001-02</u>		<u>2000-01</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Arson	3	1	8	6	3	0
Criminal Homicide						
Manslaughter by Negligence	0	0	1	1	1	1
Rape	6	6	7	6	6	1
Robbery	11	7	5	2	10	5
Aggravated Assault	76	70	135	133	15	9
Burglary	70	24	129	49	103	26
Larceny (Except Auto)	506	175	594	125	543	53
Auto Theft	57	33	53	29	70	13
<b>Totals</b>	<b><u>729</u></b>	<b><u>316</u></b>	<b><u>932</u></b>	<b><u>350</u></b>	<b><u>751</u></b>	<b><u>108</u></b>

Clearance Rate:	43.3%	37.5%	14.4%
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There was a reduction of 21.7% in crimes reported and a 5.8% increase in cleared cases.

### Classification of Arrests

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Arson	2	16	0
Criminal Homicide	0	1	1
Rape	6	7	1
Robbery	2	3	6
Aggravated Assault	11	10	9
Burglary	25	27	18
Larceny, Theft (except auto)	111	125	70
Auto Theft	6	2	13
Other Assaults	50	56	59
Family Offense (non-violent*)	8	4	192
Forgery and Counterfeiting	15	13	18
Embezzlement and Fraud	6	1	14
Weapons (carry, possession, etc.)	16	16	14
Sex Offense (except rape)	2	2	9
Narcotic Drug Laws	79	114	61
Liquor Laws	16	7	19
Disorderly Conduct	145	157	284
Driving While Intoxicated	181	180	197
Motor Vehicle Violations (summons)	6,586	9,044	7,791
All Other Offenses	230	219	485
<b>Totals</b>	<b><u>7,497</u></b>	<b><u>10,003</u></b>	<b><u>7,749</u></b>

### Burglary Statistics

Month	<u>Residential</u>	<u>Commercial</u>	<u>Attempts</u>	<u>Total</u>	<u>Cleared</u>	<u>% Cleared</u>
07/02	3	2	0	5	2	40.0%
08/02	2	3	1	6	3	50.0%
09/02	4	5	1	10	4	40.0%
10/02	1	2	0	3	2	66.7%
11/02	2	1	0	3	1	33.3%
12/02	0	2	0	2	1	50.0%
01/03	4	3	0	7	3	42.9%
02/03	6	1	1	8	2	25.0%
03/03	8	6	0	14	5	35.7%
04/03	1	1	0	4	2	50.0%
05/03	5	5	0	10	2	20.0%
06/03	2	4	0	6	2	33.3%
<b>Totals</b>	<b><u>38</u></b>	<b><u>35</u></b>	<b><u>5</u></b>	<b><u>78</u></b>	<b><u>29</u></b>	<b><u>37.2%</u></b>

## YOUTH SECTION

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

### Types of Investigations

Assault	11	Miscellaneous Report	94
Arson	1	Missing Persons	13
Burglary	6	MV Theft	2
Casualty Alcohol	6	MV Violations	4
Casualty Other	10	Narcotics	18
Disorderly Conduct	27	Other Jurisdiction	13
DWI	1	Robbery	5
Family Violence	51	Sex Offense	4
Forgery	1	Sex Offense - Rape	1
Found Property	2	Talks	22
Larceny	49	Vandalism	12
Liquor Laws	2	Violation Town Ordinance	3
Lost Property	2	Weapons	2
Miscellaneous Offenses	46		

### IDENTIFICATION BUREAU REPORT

#### **Fingerprints:**

Criminal Processing	703
Public Service	107
Pistol Permits	60
Securities	1,152
Town Employment	328
Child Identification	11
Total Public Fingerprints	1,708
Total Persons Fingerprinted	2,356
Total Number of Fingerprint Cards	5,223

#### **Photography:**

8 x 10	656
4 x 6	3,333
Polaroids	2,554
Color/Black & White	1,775
Total Photos Printed	3,989
Total Photos Taken	4,329
Total Photos Sold	452

#### **Revenue:**

Fingerprinting	6,265
Photos	4,519
<b>Total</b>	<b><u>10,814</u></b>

The Identification Bureau fingerprints the public on Tuesdays and Thursdays for many employment-related reasons as well as for pistol permit applicants and child identification, at a charge of \$5.00 per card (pistol permit fingerprints excluded from fee). Further, 8 x 10 photographs and Polaroids are printed and sold to insurance investigators and attorneys for civil proceedings at a fee of ten dollars per photograph.

## UNIFORMED SERVICES DIVISION

The Uniformed Services Division is the largest division in the Greenwich Police Department and, therefore, it can be said that it is the nucleus of the Department. The Officers are the most visible and direct representatives of the Police Department. They provide a multitude of both crime and non-crime related services, with their main purpose being the protection of life and property, along with the maintenance of peace.

The manpower strength of the Uniformed Services Division is currently 75 Patrol Officers, 16 Sergeants, 6 Lieutenants, and 8 Police Officer Dispatchers in the Communication Center reporting to the Uniformed Services Captain.

## MARINE SECTION

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

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

### Marine Section Statistics

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Number of Contacts Through Speaking Engagements/Education	16	14	145
Number of Contacts with Boat Operators on Water	247	258	230
Vessels Assisted (Disabled)	51	50	37
Boating Accidents Investigated	10	11	3
Larceny "A"	3	6	4
Summons Issued for Boating Violations	22	32	8
Violation – Town Ordinances	2	2	8
Warnings Issued for Boating Violations	78	116	53
Casualty	7	9	1
Criminal Arrests	0	1	0
Other Department	6	17	15
Larceny "A" Loss	\$1,950	\$5,095	\$4,150
Recovered Property	\$2,100	\$2,100	\$400
Total Value of Vessels Assisted	\$2,085,000	\$2,369,000	\$1,381,800

## TRAFFIC SECTION

The Traffic Section is charged with the responsibility of coping with the ever-increasing problems, which arise in connection with motor vehicles and people. These problems include the safe and efficient movement of vehicular and pedestrian traffic, enforcement of traffic and parking laws, investigation of motor vehicle accidents, the computing and analysis of accident statistics, and the installation and maintenance of parking meters.

Personnel of the Traffic Section consist of 1 Lieutenant, 1 Traffic Technician, 5 Police Officers, 3 Motor Officers, 20 School Crossing Guards, 6 Parking Control Officers, 2 Meter Mechanics and 2 Parking Violations Clerks. In addition, two beach officers and one part-time Meter Mechanic helper are employed during the summer months.

### Traffic Section Statistics

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Total Motor Vehicle Accidents	2,556	3,335	3,562
Fatal MV Accidents	2	5	2
MV/Pedestrians	15	14	16
Total Arrests Traffic Violations	7,282	9,044	7,791
Total Written Warning Tickets Issued	2,774	3,255	3,087
DWI Arrests	186	184	197
Parking Violation Tickets Issued	39,810	39,748	43,380
RR Occasional Commuter Tickets	34,418	42,380	40,833
Child Safety Seat Installations	0	0	2
Parking Ticket Revenue	\$1,006,294	\$1,045,535	\$755,472
RR Occasional Commuter Ticket Revenue	\$ 132,415	\$ 280,059	\$172,780
Meter Bag Rental Revenue	\$ 15,166	\$ 18,220	\$ 35,070

## TRAINING/CRIME PREVENTION UNIT

The Training Section is staffed by a Training Lieutenant and a Training Sergeant, who also acts in the capacity of Crime Prevention Officer.

The following list consists of in-service training sessions and schools attended by Police personnel during the fiscal period of July 1, 2002 to June 30, 2003, and subject matters covered:

3-Day COLLECT	Anti-Terrorism Weapons of	Basic Narcotics Investigations
911 Critical Incident Dispatch	Mass Destruction	Basic Police Firearms
911 Systems Administrator	APCO Convention	Instructor
AC Recert Training	Arrest and Control	Child Interviewing Techniques
Adult Sexual Assault	Arrest and Control Instructor	Children, Youth & The Police
Investigations	Seminar	Cold Water Rescue
Advanced Accident	Assist in Firearms Training	COLLECT Recert
Investigation	Session	COLLECT Training
Advanced Crime Scene	At Scene Traffic Crash	COLLECT Update
Processing	Investigation	COMP USA Access
Advanced Sexual Assault	Auto Crime Investigation	COMP USA Excel
Investigation	Seminar	Composite Drawing Workshop
Advanced Tactical Rifle	Basic Crime Scene Processing	Covert Reconnaissance



Crime Scene Photography	Imprint Evidence	Profiling Unidentified Sex
Crime Scene Practical	In-House Dispatch Training	Offenders
Crime Scene Processing	Inspection and Investigation of	Public Speaking
Crime Scene Reconstruction	Commercial Vehicle Crashes	Report Writing
Crime Scene Search &	Instructor Development	Safety & Survival Tech for
Recovery	Intermediate Crime Scene	Law Enforcement Officers
Crimes Against Children	Internal Affairs Investigations	Shooting Reconstruction
Crimes Against the Elderly	Internet Investigations	SNET 911 Training
Crisis Hostage Negotiations	Interview and Interrogation	Sniper Summit
Critical Incident Management	Intox Instructor Recert	Stakeout & Surveillance
Critical Incident Management	Investigating Fraudulent	Stations Day
Training: Initial Response	Documents	Supervising a Selective Traffic
Critical Incidents	Investigative Techniques for	Law Enforcement Program
CT Personnel Law Update	New Detectives	Supervision & Management of
Date Rape Investigations	L.E. Management	Communications Centers
Dept. of Justice/Train the	Laser Instructor	SWAT K9 Operations
Trainer	Law Enforcement Boating	SWAT Team Operations
Designer & Club Drugs	Seminar	Tactical Drug Law
Digital Photography	Law Enforcement Photography	Enforcement
Discipline & Termination Rules,	Laws of Evidence	Tactics for Women in Violent
Policies & Procedures	Leadership and Management	Encounters
Domestic Violence Conference	Legal Update	Taser Instructor
Domestic Violence in the	Major Case Management	Telecommunications Training
Workplace	Managing the Detective Unit	Terrorism Training for Patrol &
Drug Interdiction	Managing the Patrol Function	Investigators
Drug Law Enforcement School	Markle School	The Bulletproof Mind
DWI Enforcement	Media Relations	Psychological Preparation for
Emergency Medical Dispatch	Missing/Abducted/Runaway	Combat
EMS Seminar	Children	Top Gun II School
EMS Workshop	Motorcycle Instructor	Traffic Crash Reconstruction
Executive Level Risk &	Narco-Terrorism	Understanding Islam Culture
Performance Management	Narcotic Search Warrants	Understanding the Sexually
Explosives Recognition &	National Crime Scene Inv. &	Deviant Offender
Bomb Threat Awareness	Forensic Sciences Conference	Unsolved Death Investigations
Fingerprint Evidence	NEOA Conference	Use of Force – Legal Issues
Processing & Recovery	New Legal Development	Vehicle Theft Investigations
Firearms Instructor Pre-Test	Observer/Sniper	Watercraft Crash Investigation
Firearms Training Center Axis	Outlaw Motorcycle Gangs	And Incident Reconstruction
Relock System	Palm Print Symposium	
Firearms Training to Assist	Photoshop	
First Line Supervision/Critical	Police Officers Rights &	
Incident Mgmt.	Responsibilities In Civil	
Forensic Classes	Litigation	
Forensic Video Analysis	Police Policies & Practices	
Fraudulent Documents	Police Sniper Summit	
Gang Re-Training	Post Bomb Blast Investigation	
Hazardous Material Train the	POST Firearms Instruction	
Trainer	POST Recruit Range Training	
High Risk Vehicle Stop Tactics	Power Point	
Homicide Investigation	Practical Skills Day	
Homicide Seminar	Precision Scoped Police Rifle	
HUG Education Conference	Course	
IAATI Seminar		

A total of eighty-two (82) officers (Chief, Deputy Chief, Captains, Lieutenants, Sergeants, Detectives, Youth Officers and Patrol Officers) attended classes during the fiscal year in addition to the mandated Review Training Program.

Breakdown of additional training for the fiscal year:

Fifty-eight (58) officers were re-certified as Emergency Medical Technicians

Sixty-three (63) officers were re-certified with the Automated Defibrillation Unit and eight (8) officers received first time certification.

Seven (7) officers were re-certified as Medical Response Technicians

Five (5) officers were trained in Oleoresin Capsicum (pepper) Spray

Forty-two (42) officers attended a mandatory 28-hour regional Review Training Program required by state statute. These 28 hours of training is specific in nature and an additional 32 hours of electives is also required every three years to maintain police officer certification. The total number of training hours for each three-year cycle has been increased by 15 hours, so that the current cycle is now 60 hours. Fifty (50) officers attended a class for crimes motivated by bigotry or bias in addition to the fifty (50) officers and ten (10) special officers who received this course in review training for a total of one hundred ten (110) officers attending this class.

Firearms training (3 hours annually) are done on a quarterly basis for all officers including Special Police Officers, and is part of their mandatory police re-certification in addition to the review training requirements. Additionally, one hundred twelve (112) officers have completed the .40 caliber Glock Transitional Training Program and have been issued their new weapons.

Officers attended an annual OSHA-required training session in Blood-borne Pathogen and Hazardous Material Recognition

Thirty-eight (38) officers were trained or re-certified on the Intoxilyzer 5000.

Ninety-five (95) officers were re-certified as MDT/Collect users.

Five (5) new recruits received 64 hours each of in-house recruit training, with an additional 400 hours in the Field Training Officer Program (FTO) as mandated by state statute. Previously 280 hours were mandated in the FTO program.

Four students from the Greenwich High School Intern program received five weeks of in-service training.

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

**DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted personnel	15	15	15
Expenditures			
Current	\$862,186	\$826,521	\$813,564
Capital	\$14,946	\$1,508,576	\$0
<b>Total</b>	<b><u>\$877,132</u></b>	<b><u>\$2,335,097</u></b>	<b><u>\$813,564</u></b>
Revenue	\$0	\$58,525	\$18

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

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

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

**Arch Street & Vicinity -- Intersection Improvements:** The State of Connecticut Department of Transportation (DOT) continues to rebuild the railroad bridge over Arch Street. The work is proceeding on schedule with minimal disruptions to traffic flow along Horseneck Lane, Railroad Avenue, and Soundview Drive. This project will significantly increase the customer support of Greenwich residents by providing a platform for the entire length of the train, new stairways for increased safety, and a new pedestrian overpass between the two platforms that will greatly add to the general aesthetics of the platform area. When completed, it will also enhance the safety of car traffic under the Arch Street Bridge.

**Local Bridge Capital Improvement Program:** This program provides grant monies, up to 92%, for repair or replacement costs of bridge improvements. Thus far the town has received grants for three bridges: the Cliffdale Road Bridge; the Sherwood Avenue Bridge and the North Porchuck Road Bridge. The Cliffdale Road Bridge is currently under construction with a completion date of September 2003. DPW's Engineering Division administers the work.

**Grass Island Waste Water Treatment Plant and Collection System:** We continue to make significant progress in addressing the town's sewer system. (Note: More detail is provided in the Sewer Division section of this annual report.)

1. Phase II upgrade of the town's wastewater treatment plant, which consists of developing a project to handle the plant's bio-solids is almost complete. The total \$11 million project is on schedule and within budget. Greenwich continues to reconstruct or rehabilitate its sewer lines and pump stations, which have been established as DPW's top priority. The objective of this work is to mitigate or completely stop all sewage

surcharging of sewer lines and manholes during periods of heavy rains. The ongoing program of reducing infiltration and inflow (I/I) of ground water into sewer lines continues at an expanded rate of rehabilitation.

2. Two sewer line extensions are under construction. The Millbrook area is complete and homeowners are currently connecting to the sewer line. The second sewer line extension in North Mianus has the east side complete and residents can start connecting this fall. The west side of the North Mianus project is under construction and is scheduled for completion in the spring of 2004.
3. Using the innovative Horizontal Directional Drilling technique, the new 20 inch force main under the Mianus River was completed on schedule and within budget (Construction cost: \$4 Million). This project adds significant reliability to our sewer system and also helps alleviate out sewer surcharging problems.
4. We are also currently completing the upgrade to our four major pump stations at a cost of over \$4 million in construction. The four stations are; Old Greenwich, Cos Cob, Chapel and South Water Street.

**Town Aid Road Grant:** Under this program, the town received \$281,572 from the state. These funds supplement the Highway Division's Asphalt Paving Program that resurfaced 13 miles of roadway this year, and are also used for the purchase of highway materials.

**Federal Emergency Management Agency Grant:** On the President's Day Holiday, February 17, 2003, approximately 20 inches of snow fell in Greenwich. Due to Governor Rowland's efforts, Connecticut towns became eligible for a FEMA grant. With a strong staff effort, DPW submitted a grant application request within a tight federal deadline. The result of this extraordinary effort was a grant of \$127,415 to help defray costs of this snowstorm.

**Local Capital Improvement Program:** The town received a state grant of \$333,997 for road improvements made under the Asphalt Paving Program. These funds were deposited into the town's General Fund.

**Town Buildings:** Significant improvements to town buildings are ongoing. The Senior Center exterior restoration is complete. Major improvements were also made to several Parks and Recreation facilities.

**New Police Department Facility:** Major efforts were undertaken to advance the need for a new police facility. This past year significant focus centered on the "Armory" option. This option involves purchasing the Armory property for the Police Facility, the complete renovation of the Central Fire Station, and the construction of a new parking deck in Central Greenwich. This option, along with the initial option to construct a new police facility on the existing Police site continues to be evaluated for the best site for the long-term needs of the Town of Greenwich. The plan is to press forward with the design of the new police facility in the immediate future.

**Parking Study;** The Department of Public Works in conjunction with the Parking and Traffic Committee continues to press forward with the Parking Study. The major effort centers on two significant recommendations: First, the need to set up a new Parking Division within the Town Of Greenwich, and second to create more efficient parking areas to maximize existing resources. The Study did identify an existing parking deficit of approximately 240 spaces.

**Safe Routes to School Program:** The Department of Public Works continues to work with the Cos Cob and Old Greenwich neighborhoods on their initiative to improve the safe walking environment of their neighborhoods. This effort will generate both new maintenance and new construction projects that will enhance the safety of their neighborhoods.

**Acknowledgments:**

No work would be accomplished without the great support and effort of the dedicated staff within the Department of Public Works. This town is blessed with a great DPW workforce. I want to recognize and thank all DPW employees for their help and assistance.

Many town committees and local groups such as Greenwich Green and Clean, the Pedestrian Safety Committee, Greenwich Recycling Advisory Board, and the Parking and Traffic Committee also deserve special recognition. I look forward to working with them and many other groups within the town. They not only provide valuable input to our town's improvement, they work hard to ensure action is taken!

Marcos J. Madrid,  
Commissioner of Public Works

## ENGINEERING DIVISION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	7	7	7
Expenditures			
Current	\$527,999	\$502,334	\$430,564
Capital	\$11,082	0	0
<b>Total</b>	<b><u>\$539,081</u></b>	<b><u>\$502,334</u></b>	<b><u>\$430,564</u></b>
Revenue	4,569	4,943	\$21,498

The Engineering Division has a staff of seven: a Chief Engineer, two Civil Engineers, a Manager of Field Operations, two Engineering Technicians and an Engineering Inspector.

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

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

During fiscal year 2002-2003, the Division designed numerous capital improvement projects. The design of projects consists of obtaining field surveys, preparing construction drawings and specifications, soliciting competitive bids and awarding contracts.

The following design projects were completed with an estimated construction cost of: \$2,850,000

- |                                       |                                              |
|---------------------------------------|----------------------------------------------|
| 1. Tomac Avenue, Phase II             | Sidewalk Construction                        |
| 2. Hamilton Avenue, Phase VI & VI     | Sidewalk Construction                        |
| 3. East John Street, Phase II         | Drainage                                     |
| 4. Grigg Street                       | Roadway Reconstruction                       |
| 5. King Street                        | Roadway Reconstruction                       |
| 6. Byram Master Plan                  | Sidewalk Reconstruction & Streetscape Design |
| 7. Salt Storage Building & Holly Hill | Design/Permits/Specifications                |

The following studies and preliminary designs were prepared and/or managed by the Division:

- |                           |                                                      |
|---------------------------|------------------------------------------------------|
| 1. Storm Water Compliance | Preparation of town-wide storm water management plan |
| 2. Bridge Inspections     | Town-wide                                            |
| 3. Doubling Road          | Bridge Replacement @ Rockwood Lake                   |
| 4. Barnard Property       | Permits for dredging project                         |
| 5. GIS                    | Development of drainage layer                        |
| 6. Holly Hill Master Plan | Preliminary Design                                   |

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

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. Hamilton Avenue, Phase VI & VII | Sidewalk Reconstruction |
| 2. East John Street, Phase I       | Drainage Improvements   |
| 3. Tomac Avenue Phase I            | Sidewalk Construction   |

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

Projects	Estimated Design and Construction Costs	Estimated Grant
1. Cliffdale Road Bridge Reconstruction	1,610,000	1,490,000
2. Valley Road Bridge Reconstruction	2,400,000	2,200,000
3. Doubling Road @ Rockwood Lake Bridge Reconstruction	500,000	50,000
4. North Porchuck Road Bridge Reconstruction	900,000	810,000
5. Comly Avenue - Deck Replacement	545,000	500,000
6. King St Realignment & Drainage Improvement	950,000	950,000
7. Porchuck Road Bridge	\$900,000	\$810,000
8. Sherwood Ave Bridge Reconstruction	900,000	810,000
<b>Totals</b>	<b><u>\$8,705,000</u></b>	<b><u>\$7,620,000</u></b>

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.

Currently, the Division is providing construction administration services for the Cliffdale Road Bridge Project with an estimated construction cost of \$1.6 million dollars. Construction started on May 15, 2002 and the estimated completion date is September 1, 2003. The Division is also coordinating easements, permits, and construction activities for the Valley Bridge Reconstruction Project, with the Conn DOT. Construction started for this project on March 1, 2003, and the estimated completion date is June 1, 2004.

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 past year.

David P. Thompson,  
Chief Engineer

## HIGHWAY DIVISION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	70	70	70
Expenditures			
Current	\$5,064,320	\$4,381,058	\$4,392,522
Capital	3,322,578	2,545,648	796,070
<b>Total</b>	<b><u>\$8,386,898</u></b>	<b><u>\$6,926,706</u></b>	<b><u>\$5,188,592</u></b>
Revenue	\$1,008,809	\$668,328	\$757,986

The DPW - Highway Division maintains 265.34 miles of public roads, 30 off-street parking areas and the structures within its right-of-way including storm water drains, curbing, approximately 55 miles of sidewalk and 130 trash receptacles. It also provides leaf collection on public roads in R-20 building zones and below. There are now 69 full-time employees, which reflect the loss of one full-time position during this fiscal year. The division previously had two full-time Compressor Operators, one position was eliminated and the other changed to Laborer.

### GENERAL ROAD MAINTENANCE

Leaf Collection Program: Leaf Collection was performed on all public streets in building zones R-20 and below from November 12 - December 23, 2002. Town forces collected a total of 24,678 cubic yards of leaves, at a total cost of \$373,754.

Snow and Ice Control: The winter deposited 62" of snow in-Town and 74" in backcountry during 15 Snow Control days. There were 15 Ice Control days. The procurement of 9,139 cubic yards of sand mix, 2,943 tons of salt, 21.5 Tons of deicer, hired equipment and the wages of temporary and Town personnel make up a total snow and ice control expenditure of \$1,252,918. The winter of 2002-2003 was the second "snowiest" winter season in the past 30 years, exceeded only by the winter of 1995-96 when 80 inches of snow accumulation was recorded.

Highway Materials: Various materials and supplies, including winter sand, salt, 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 repairs at a cost of \$579,000.

### CAPITAL IMPROVEMENTS

Asphalt Paving Program: 13 miles of road was overlaid with asphalt at a cost of \$1,567,429. The State-Town Aid Grant funded \$281,572 of this program.

Sidewalks and Curbing: Sidewalks installation / reconstruction and granite curbing were installed on East Elm Street @ Redman's, Delavan Avenue, Phase I and II, Havemeyer Place @ Greenwich Avenue, Sound Beach Avenue (2 sections) and Glenville Road and at a cost of \$147,700.

Equipment Purchased: 1 - Tag-along Compressor = \$13,316.; 1 - Mini 4x4 = \$21,650.; 1 - ¾ Ton Pickup with plow = \$23,049.; 1 - ¾ Ton Pickup Truck with plow = \$24,526.; 1 - Dump Truck with plow = \$64,225.; 1 - 4-Wheel Street Sweeper = \$98,763.; and 1 - Tractor/Loader with mower attachment = \$62,211.

### COMPLETED PROJECTS OR PROJECTS UNDER CONSTRUCTION

Storm Drains: 2,700 l.f. of drainage improvements were performed by Town crews and contracted to private vendors. Town crews provided improvements on: Stoney Wylde Lane at a cost of \$4,921. Private vendors provided improvements on Ettl Lane, Florence Road, Hamilton Avenue, North Maple Avenue @ Hillside Drive, 63 - 67 Palmer Hill Road, Pheasant Lane, Richmond Hill Road, River Road and Julian Curtis School at a cost of \$162,422.



Maintenance of Bridges, Walks Guard Rails, etc.: Byram River Flood Control; Fence Repairs/Installations and Guard Rails: Mill Street, Hamilton Avenue, Marks Road, Indian Field Road, Grigg Street Parking Lot, Locust Road & King Street, Delavan Avenue, Stanwich Road @ Merritt Parkway, Powell Street & Ellin Drive, Cos Cob Power Plant, Western Junior Highway, River Road and a decorative “Street Print” crosswalk was installed on Sound Beach Avenue at a cost of \$33,000.

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 curb and sidewalk and parking lot work at Julian Curtis School, Riverside School, North Street School, North Mianus School and Eastern Middle School at a cost of \$92,886.

**PROGRESS IN CONSTRUCTION, DESIGN AND SURVEY WERE MADE ON CAPITAL IMPROVEMENTS PROJECTS:**

Grigg Street Reconstruction – Design = \$60,000.

**SUMMARY**

The winter of 2002-2003 provided the Highway Division with many challenges. The accumulation of 62” of snow in town and 74” in back country made this winter the second highest in total accumulation in 30-years. Snow often fell during times requiring overtime work, including storms on Christmas Day and President’s Day holidays, which contributed greatly to the snow and ice control expenditure. The frequency of the storms was stressful to the workers, yet they provided a high level of service, for which they should be complimentary acknowledged.

Drought conditions of the summer were reflected in a reduction of approximately 6,000 cubic yards of leaves collected during the Leaf Collection Program. Collection was completed in a timely manner, in spite of being hindered by the early onset of winter snowfall.

The Asphalt Paving Program resulted in 13 miles of new pavement, including parts of main thoroughfares such as North Street, Riversville Road and Sound Beach Avenue. The yearly increases in the cost of asphalt, as well as a reduction in the State-Town Aid Grant, have made it difficult for the Highway Division to maintain the program level set forth in the 2001 PMS Program (Pavement Management), therefore, we are exploring options for the use of other surface treatments to extend pavement life.

Generally, the Highway Division had a very successful year, with many accomplishments, attributed to our dedicated staff and effective management.

Joseph P. Roberto,  
Highway Superintendent

## TRAFFIC ENGINEERING DIVISION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Permanent Full-Time Personnel:	9	9	8
Permanent Part-Time Personnel:	1	1	1
Budgeted Personnel:	10	10	9
Expenditures			
Current	\$681,781	\$624,377	\$531,960
Capital	150,137	178,587	14,640
<b>Total:</b>	<b><u>\$831,918</u></b>	<b><u>\$802,964</u></b>	<b><u>\$546,600</u></b>
Revenue	\$261	\$45	\$0

The Traffic Engineering Division is responsible for the planning, design, implementation, installation, operation, and maintenance of all traffic signs, signals, and pavement markings located on the Town's 265.34 miles of roadway. The Division operates and maintains sixty-two traffic signals, twenty-eight of which are located on U.S. Route 1. Twenty-four hour emergency repair service is provided for all traffic signals as well as for those signs necessary to maintain public safety.

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

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

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

Four hundred seventy-three work orders were completed which included installation, revision, repair, or replacement of signs and/or pavement markings, as a result of our maintenance program or actions taken by the Board of Selectman.

Fifty-two traffic ordinance amendments were approved during the past fiscal year. Handicapped parking was revised/established on Alexander Street, Bruce Park Avenue, Crocker Street, Davenport Avenue, Hamilton Avenue, Harold Avenue, Legrande Avenue, Lyon Avenue, and Pemberwick Road. One-Way traffic was established at the Town Hall Parking Deck and on Washington Avenue. Parking regulations were revised/established on Armonk Street, Arch Street/Sound View Drive Parking Lot, Bruce Place, East Putnam Avenue, Greenwich Avenue, Hamilton Avenue, Indian Rock Lane, Lyon Avenue, Oak Ridge Street, Old Kings Highway, Police Alley, Railroad Avenue, Sachem Lane, Silver Street, Strickland Road, Suburban Avenue Parking Lot, Washington Avenue, West Putnam Avenue, Western Junior Highway.

Passenger Drop off /Pick up and 24 Hour Parking were revised/established. Speed limits were revised/established on Bonwit Road, Guinea Road, Indian Rock Lane, King Street, MacArthur Drive, Sherman Avenue, and Sunshine Avenue. STOP sign control was established on Florence Road at MacArthur Drive, Mason Street, Lexington Avenue, and Amogerone Crossway, and Pecksland Road at Zaccheus Mead Lane. Traffic regulations were revised/established on Guinea Road, Howard Road, Railroad Avenue, and Tod Lane. Right Turns Prohibited were revised/established on Havemeyer Lane at Hassake Road, Havemeyer Lane at Stuart Drive. Left Turns Prohibited was established on Washington Avenue at US Route 1.

We continue to explore opportunities to expand the Partners in Parking program, which provides additional free public parking in private lots downtown on nights and weekends.

Epoxy centerline markings were installed at several locations by outside contract. Epoxy paint is a cost-effective alternative to traditional paint as it has been proven to have a longer life and higher nighttime visibility. The edgeline marking program continues with success. Edgelines provide a visual reference for the guidance of drivers during adverse weather and limited visibility conditions. We continue to experiment with various types of pavement markings to increase longevity, nighttime reflectivity, and wet weather visibility.

The mini-traffic circle on Sound Beach Avenue at the Old Greenwich School was completed and has been an overwhelming success.

In cooperation with the Board of Education, the Traffic Engineering Division continued through the year to upgrade and maintain traffic and parking related signs and pavement markings at the schools. Working with the school principals, we continued our efforts to improve safety and operations by implementing the following:

- Revised parking, drop-off & pick-up, and new crosswalk installation at Western Middle School
- Revised parking lot and on-street parking at Central Middle School
- Pavement markings and signs were modified at Julian Curtis Elementary School

Working with the Central Cos Cob Neighborhood Association, the South Cos Cob Neighborhood Association and the Connecticut Bicycle Coalition, the Traffic Engineering Division began implementation of recommendations made as a result of the Cos Cob Safe Routes to School Study.

In support of Highway Division's snow removal efforts, the Traffic Engineering Division posted snow emergency signs on twenty-two streets throughout Town to facilitate snow removal operations.

Pedestrian safety remains a high priority. Countdown pedestrian signals were installed at various intersections and have proven to be a success in providing pedestrians with additional information for crossing the roadways safely. State of the art pedestrian push buttons were also installed which provide both visual and audible indication to the pedestrian that the call for walk has been activated. These new units are more dependable, durable, user-friendly and ADA compliant.

Work continues with the Westchester Country/Greenwich Task Force. A joint venture has been initiated between Greenwich and the Village of Rye Brook to address safety and operational issues at the King Street/Hutchinson Parkway/Merritt Parkway interchange.

Light Emitting Diodes (LEDs) continue to be installed to provide greater visual acuity for motorists, resolve problems with sun glare causing difficulty with signal indication recognition and reduce electric costs to the Town by conserving energy.

The Traffic Engineering Division, in response to public interest, continues to explore various traffic calming measures and techniques to enhance neighborhood quality of life. Current trends in the Traffic Engineering profession have been reviewed with a view toward appropriate application in Town and as a way to make residential communities user-friendlier.

We continue to pursue various applications to improve traffic operations and safety by the use of Intelligent Transportation System technology. Our commitment to using this technology in transportation to reduce crashes and improve the quality of life is evidenced by our use of the latest applications and our further involvement in the Intelligent Transportation Society (ITS) of Connecticut.

The Traffic Engineering Division initiated a study of Byram traffic signal operations, from North/South Water Street to the Ritch Avenue-Byram Shore Road intersection, to optimize signal timing and improve traffic flow. This study is ongoing and when completed implementation will commence.

Revision to the US Route 1 - Riverside Avenue/Riverside Lane traffic signal and lane use was completed in the spring. Exclusive left turn lanes were installed on US Route 1. Creative engineering allowed us to work within the Right-of-Way and without any roadway widening. This important project was done to improve safety, reduce accidents, and improve traffic operations.

The Traffic Engineering Division secured funding from Connecticut DOT under the Local Road Accident Reduction Program for the installation of a traffic signal at the intersection of Mason Street, Lexington Avenue, and Amogerone Crossway. This intersection was selected over other candidate locations based on crash experience and other factors. We are currently working with Connecticut DOT to pursue the design and implementation of the improvements. As an interim measure, All-Way STOP control was installed.

The Traffic Engineering Division secured funds and successfully completed an intensive inspection program of all Town owned Mast Arms to ensure structural integrity and address concerns raised by Connecticut DOT.

The traffic signal at Hamilton Avenue, St. Roch's Avenue and Stone Avenue was revised to include an advance phase for northbound traffic on Hamilton Avenue, to improve safety and facilitate traffic operations.

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

Garo B. Garabedian,  
Traffic Engineer

**WASTE DISPOSAL DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted personnel	8	8	8
Expenditures:			
Current	\$6,164,823	\$5,896,032	\$5,846,703
Capital	0	0	4,796
<b>Total</b>	<b><u>\$6,164,823</u></b>	<b><u>\$5,896,032</u></b>	<b><u>\$5,851,499</u></b>
Revenue	\$733,068	\$698,377	\$633,171

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

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

	<b>FY 03</b>	<b>FY 02</b>	<b>FY 01</b>
Municipal Solid Waste (tons)	51,137	49,260	49,096
Organic Waste	8,867	8,266	8,006
Oversized Bulky Waste	4,244	4,531	3,929
<b>Total</b>	<b><u>64,248</u></b>	<b><u>62,057</u></b>	<b><u>61,031</u></b>
	<b>FY 03</b>	<b>FY 02</b>	<b>FY 01</b>
Municipal Solid Waste	\$3,590,523	\$3,375,616	\$3,365,783
Organic Waste	317,380	296,895	318,554
Oversized Bulky Waste	331,431	354,770	297,361
<b>Total</b>	<b><u>\$4,239,334</u></b>	<b><u>\$4,027,281</u></b>	<b><u>\$3,981,698</u></b>

The Town’s recycling program remains one of the strongest in the state. During the year, Waste Management Inc. replaced City Carting as the contractor for the Recycling Drop-Off Center. Greenwich Recycling, Inc. continues its tenth year as the ‘blue bin’-recycling contractor.

The town’s Composting Program was discontinued in 2000 and all leaves were transported out of town to an approved disposal site at a cost of \$209,872. This increase from the previous year of \$129,533 was due to inclement weather that added to the leaves moisture content. It is planned to continue transporting leaves out of town in the future.

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

Preliminary development of the Holly Hill Resource Recovery Master Plan is nearing completion. The Preliminary Master Plan will go through the normal town review process, including public involvement, during the fall of 2003.

Fourteen on site tours were conducted for various schools and special groups as part of our education program.

Four seminars were given on the benefits of recycling as part of collaboration between the Department of Public Works and the Department of Social Services. Over 200 teenagers attended.

There were 134 vehicle registrations conducted for licensed garbage haulers. The inspections entail verification of registration, insurance, CDL, light, back up beepers, vehicle integrity and equipment. Revenue collected for this service was \$12,100.

Enforcement personnel inspected over 14,000 garbage trucks. Twelve violations and eight warnings were issued. This is a reduced amount from previous years.

Over 12,500 residential permits were administered during FY 03.

One significant personnel impact was the activation of Waste Disposal Superintendent John McKee into the United States Army as part of Operation Enduring Freedom. We wish Major McKee well and hope that he returns to his family and friends as soon as possible.

Rafael Sotil,  
Acting Superintendent

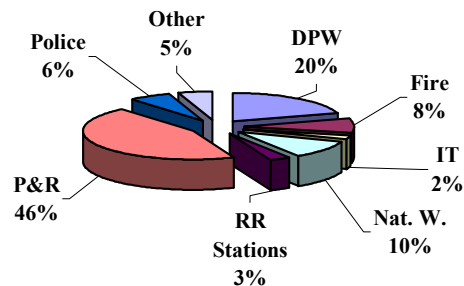
## BUILDING CONSTRUCTION AND MAINTENANCE DIVISION

	<u>2002-2003</u>	<u>2001-2002</u>	<u>2000-2001</u>
Budgeted Personnel	23	23	21
Expenditures			
Current	\$2,981,655	\$2,813,981	\$2,850,577
Capital	1,120,278	917,430	3,303,602
<b>Total</b>	<b><u>\$4,101,933</u></b>	<b><u>\$3,731,411</u></b>	<b><u>\$6,157,179</u></b>
Revenue	\$0	\$13,162	\$12,148

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 800 individual work requests that the division received in FY 02-03 is a slight increase over 763 from the previous year but the work order response time average (reception to completion) decreased from 7.5 to 7.3 days. The distribution of the division's manpower by customer department follows:

**FY 02-03 Distribution of BC&M Resources**



Of the eight initial capital projects approved for FY 02-03, five were completed, two were approved for improvement reserve, and one, Holly Hill Master Plan, is under contract. Of the projects approved for improvement reserve, the Police Facility Design is under contract with DTC for further site analysis and the Cos Cob Fire Station Upgrade with the additional funding request is also under contract, with an expected start date of September 2003.

The main drivers for the division this past year have been the development of the new 15 Year Capital Improvement Plan to coincide with the Building Indexing System and the completion of the design for the renovation of the Western Greenwich Civic Center.

The division focus for the upcoming year will be centered on the completion of the renovation of the Cos Cob Fire Station and the beginning of a program to replace major building roof systems.

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

Alan M. Monelli,  
Superintendent

**BUILDING INSPECTION DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	14	14	14
Expenditures			
Current	\$1,018,716	\$1,004,502	\$992,837
Capital	17,445	49,060	20,015
<b>Total</b>	<b><u>\$1,036,161</u></b>	<b><u>\$1,053,562</u></b>	<b><u>\$1,012,852</u></b>
Revenue	\$3,924,126	\$3,109,468	\$3,106,464

**PERMIT STATISTICS**

	<b>No. of Building Permits</b>	<b>Const. Value/Estimated Cost</b>
<b>NEW BUILDINGS</b>		
Residential Buildings	111	\$ 86,756,320
Non-Residential Buildings	<u>385</u>	<u>89,419,498</u>
<b><i>SUBTOTAL</i></b>	<b><i>496</i></b>	<b><i>176,175,818</i></b>
<b>ADDITIONS/ALTERATIONS</b>		
Residential Buildings	1211	130,812,843
Non-Residential Buildings	<u>210</u>	<u>43,065,393</u>
<b><i>SUBTOTAL</i></b>	<b><i>1,421</i></b>	<b><i>173,878,236</i></b>
<b>DEMOLITIONS</b>		
Residential Buildings	82	969,500
Non-Residential Buildings	<u>47</u>	<u>655,100</u>
	<b><i>129</i></b>	<b><i>1,624,600</i></b>
<b>TOTAL</b>	<b>2,046</b>	<b>\$351,678,654</b>

**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, (2) Electrical Inspectors, (2) Building Inspectors, Plumbing Inspector, Building/Plumbing Inspector, Program and Operations Supervisor, Zoning Enforcement Officer, Zoning Inspector, Plan Examiner, and a clerical staff of five, four of which are assigned to this Division through DPW-Administration. The Division employs three permanent part-time employees (one zoning inspector and two clerks) and four part time employees (two inspectors and two clerks).

Building permits for FY 02-03 totaled 2,046, which is the highest permit total ever recorded (previous high was 2006 for FY 99-00). This total represented a 3% increase over FY 01-02 and was the ninth (9<sup>th</sup>) time in the last ten (10) years that the number of total building permits exceeded the 1,700 mark.

Although total building permits reached an all-time high, all individual permit categories decreased with the exception of additions/alterations to residential buildings. New non-residential permits decreased .01%, new residential permits decreased by 18% followed by non-residential additions/alterations permits with a 33%



decrease and demolition permits decreased by 8%. Residential addition/alteration permits increased by 18%. This category included 1,211 permits; the second highest total recorded (FY 98-99 at 1,255 was the highest) and represented 59% of all building permits issued. This increase offset the decreases of all other categories and accounted for the overall total permit increase.

In addition to building permits, a total of 4,411 trade permits were issued in FY 02-03. This total includes electrical permits (2,113), plumbing permits (1,048) and HVAC permits (1,250). Added to building permits (2,046), the total number of permits issued was 6,457. Each of these permits is reviewed, processed, issued, and the work under each inspected.

Total construction volume was \$351,678,654. This figure represented a 20% increase and is the highest construction volume ever recorded (FY 00-01 was the previous high at \$297,994,807) and marks the first time it has exceeded \$300 million. It also was the eighth consecutive year it has surpassed \$200 million and the eighteenth time in the last nineteen years that this figure exceeded the \$100 million level.

Revenue generated by this Division totaled \$3,924,126 in FY 02-03, which was a 26% increase from FY 01-02 and is the highest total ever collected (FY 01-02 at \$3.1 million was the previous high.) This figure surpassed the \$3 million mark for the third consecutive year and represents the eighth consecutive year it has exceeded \$2 million and the fifteenth time in the last sixteen years that revenue has exceeded \$1 million.

Building permits for new single-family dwellings totaled 93.

William Marr,  
Building Official

**SEWER DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	25	25	25
Expenditures			
Current	\$2,854,720	\$2,827,693	\$2,425,665
Capital	1,868,208	816,550	593,452
<b>Total</b>	<b><u>\$4,722,928</u></b>	<b><u>\$3,644,243</u></b>	<b><u>\$3,019,117</u></b>
Revenue	\$140,516	\$133,506	\$331,715

The Sewer Division is responsible for operation, maintenance and repair of 140 miles of sewer lines, 25 pumping stations, and the Grass Island Waste Water Treatment Plant, all of which must comply with Federal, State, and interstate regulations.

The Grass Island Waste Water Treatment Plant (GI) has capacity to treat daily 12.5 million gallons of wastewater. It uses an activated sludge process with Sodium Hypo disinfections and advanced treatment consisting of nitrification/denitrification to remove total nitrogen from the effluent discharge. This process provides environment benefits to Long Island Sound. GI presently removes 60% of total nitrogen based on the 1990 baseline set by the State of Connecticut Department of Environmental Protection. The nitrogen general permit requires GI to remove 58.5% by the year 2014. New and innovated methods are continually being tried to further reduce nitrogen. Because of the efficiency of the Grass Island process, the Town Of Greenwich received \$329,431 from the State of Connecticut in "Nitrogen Credits". This speaks highly of the commitment of many within the Sewer Division who work hard to ensure we preserve and protect Long Island Sound.

Phase II construction at GI (solids handling) is 99% complete. The work is on schedule and within budget. All new equipment is in operation and performing efficiently. The new solids' equipment replaces obsolete and inefficient equipment over 30 years old. The project is funded under the State's Clean Water Fund (20% grant – 80% loan). The construction cost for this project was \$7,466,100

Phase I of the Sewer System Evaluation Survey (SSES) is complete in the Old Greenwich, Riverside, Belle Haven and Byram areas. This work consists of house-to-house surveys, smoke tests, manhole inspections, and flow monitoring and television investigation. The report has been sent to the United States Environmental Protection Agency for review and their approval.. Phase II of the SSES for the remainder of the town is currently underway.

Evaluations of seven force mains have been completed under the Group I Force Main Evaluation Program. All seven-force mains are recommended for replacement due to their condition. We are currently working on the documentation necessary to replace the Heusted and Oneida force mains. The Group II Force Main Evaluation Report is also complete. This originally included six force mains but two were replaced as part of the Mianus River Force Main Project. The four remaining force mains in this evaluation are all recommended for replacement.

The Mianus River Force Main, constructed under the riverbed, is complete and presently in service. The new force main increases from 16" to 20" in diameter and will convey more wastewater, which should help in the overflowing manhole problem in the Old Greenwich section of Town. The Town will also have the existing 16" force main as a back up in the event of an emergency. Approximately one-third of all the Town's sewerage flows through this main, and if a major break occurred it would cause a significant environmental situation. This project used Horizontal Directional Drilling to install the 20-inch line. This was the first major effort using this innovative technology. The construction cost for this project was \$3,995,205. The Cos Cob and Chapel Lane Pump Stations' upgrades are substantially complete. This includes electrical upgrades, new emergency power

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generator, and increase pumping capacity. These upgrades ensure a reliable means of pumping the sewerage from each of their drainage areas for many years and will help in the overflowing manhole problems during heavy rain events.

The Millbrook sewer extensions project (Construction cost, \$3.2 Million) is complete. Residents are currently connecting their homes to the new sewer line. The North Mianus East sewer extension project (Construction cost, approximately \$4 Million) is essentially complete. Homeowners in the area will be notified to begin connecting to the sewer line later this year. The North Mianus West (Construction cost, approximately \$7.4 million) sewer extension project is ahead of schedule and should be completed by this December except for permanent paving of the roads, which cannot be done during the winter months. Homeowners will be notified to connect next summer.

Dennis Dievert,  
Process Control Engineer

**FLEET DEPARTMENT**

	<u>2002-2003</u>	<u>2001-2002</u>	<u>2000-2001</u>
Budgeted Personnel	15	15	15
Expenditures	\$2,097,292	\$1,997,783	\$1,882,333
Current			
Capital	\$204,236	\$47,600	\$24,500
<b>Total</b>	<b><u>\$2,301,528</u></b>	<b><u>\$2,045,383</u></b>	<b><u>\$1,906,833</u></b>
Revenue	\$ 0	\$ 0	\$ 0

The Fleet Department, reporting to the First Selectman, is responsible for the operation of the Vehicle Maintenance Center, a highly computerized central facility that enables the staff, consisting of fifteen full time and two part time employees, to assimilate repair history and vehicle inventory, schedule the preventative maintenance program, control parts distribution, monitor the automated fuel system, and “GW” license plates.

The 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. Through an extensive preventative maintenance program, the Fleet Department assures that the Town’s 205 light duty vehicles, 133 heavy duty vehicles (over 10,000 GVW) and 165 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, Library and TAG (Transportation Association of Greenwich), are properly maintained and repaired.

A major accomplishment during this fiscal year was achieved with the implementation of the new fleet maintenance software program, CCG FASTER. The new system was in place and we went live as scheduled in September 2002. To accomplish this objective, the entire input codes and procedures were rewritten. Once this system was in place, we continued with our second major accomplishment, a complete update and rewriting of the Department’s operations manual.

The current Automated Fuel System, TRAK, has been in use for thirteen (13) years, and the Fleet Department is researching a new replacement system that will be more efficient and less problematic. With the new systems and automatic fuel program vendors now in the industry, there are many variations to explore.

The success of outsourcing the parts room function implemented in November 1999 continues to demonstrate the value of having taken this approach. In addition to the substantial reduction in labor hours by Fleet personnel, other advantages have been realized, such as not having to maintain a large inventory (approximately \$300,000), inventory variances and shortages, as well as the elimination of obsolete parts. This past fiscal year, the labor hours saved was of primary importance due to a series of personnel issues, that otherwise could have adversely inhibited the department’s ability to service our users.

The adoption of the Five (5) Year Vehicle Replacement Program, and the Five (5) Year Equipment Replacement Program, has facilitated the Department’s ability to meet the responsibility for vehicle replacement recommendations, repair decisions and specifications.

The Car Pool program started at the Vehicle Maintenance Center in November 2001, and expanded in April and November 2002 with two additional vehicles at Town Hall has increased considerable in usage.

In-house training to conform to OSHA Employee Right-to-Know Safety Rules, and to promote safety at the work place is a very important part of the Department’s annual training program. This training extends to the continuous change in the 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, that pertain to vehicles, equipment, and the operation of the VMC facility. Approved funding enabled the mechanical technicians to attend several classes on new vehicle technology. The Department objective for the coming fiscal year is to extend this training to ASE (Automotive Service of Excellence) certifications.

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

## DEPARTMENT OF HEALTH

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel*	51	51	51
Expenditures (Note <sup>1</sup> )			
Current (Note <sup>2</sup> )	\$4,901,464	\$4,040,387	\$3,690,232
Capital	0	0	12,790
<b>Total</b>	<b><u>\$4,901,464</u></b>	<b><u>\$4,040,387</u></b>	<b><u>\$3,703,022</u></b>
Revenue	\$232,006	\$241,761	\$228,983

*(Note<sup>1</sup>): Includes encumbrances and improvements financed in each year.*

*(Note<sup>2</sup>): Includes expenditures for Greenwich Emergency Medical Services, Inc.*

*\*: Includes permanent part-time positions*

Organized in 1887, the Department of Health has dedicated itself to providing strong leadership for the advancement of health in the community. The Greenwich Department of Health's mission offers a vision for the new century by rededicating efforts toward the prevention of disease and premature death; the reduction of unnecessary suffering, illness and disability; promotion of health that enhances the quality of life and the preservation of the environment that supports and protects human life. Through scientific knowledge, professional skill, individual commitment with community and political support, the Department strives to enable people to live full, active and healthy lives. Through its ability to assess, plan, promote and implement public health policy, the workforce will help mobilize community efforts toward the goal of providing a healthy community.

### 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 that may impact on the health of the Town. The Director is responsible for assuring that all the public health needs of the community are met and provides day-to-day direction to Departmental staff. The execution of this dual function requires responsiveness towards changes in the environment, the needs of the population and administrative direction of a community-wide health effort. Under the aegis of the Board of Health, the Department strives to work harmoniously with public and private providers, individuals and organizations towards meeting community needs.

The multi-faceted functions of the Department are executed through the specialized activities of the Divisions of Environmental Services and Family Health, the Business Office, Office of Community Health Planning and the Office of Special Clinical Services. Overall, these programs are structured to serve the community by monitoring health conditions, identifying unmet health needs, developing policies and establishing rules and regulations pertinent to public health, assessing all community programs to assure overall community goals and creating a framework which would allow contributions towards community-wide program objectives.

Since September 11, 2001 new investments in our Nation's public health system have begun to reverse the trend of under-funding of public health to better prepare the public health system for a bio-terrorist attack. This year, through Federal funding, the Department was able to hire an epidemiologist to assist with bio-terrorism emergency planning and response. While it is important for funding to be sustained, it is equally important that funding for bio-terrorism preparedness not supplant resources needed for other public health activities. During this fiscal year the Department focused on numerous preparedness activities such as distributing literature on biological and chemical agents to the public. The most important activity was the development of a Mass Prophylaxis Plan for the Town. In response to the war against Iraq, each community was requested to develop a plan to protect their citizens against the potential use of a biological agent such as the smallpox virus. The Department's Mass Prophylaxis Plan was the first of its kind to be submitted to the State and was used as a template for other communities. Several Department staff members were also vaccinated against the virus so they would be available to work at the clinic should one be activated.

In other areas of emerging diseases, West Nile Virus (WNV) in 2002 affected three thousand eight hundred (3,800) people nationwide and took the life of two hundred twenty-five (225) individuals. Although a few states

escaped human illness, most harbored infected mosquitoes and birds. In Connecticut, seventeen (17) human cases were reported, three (3) of which were from Greenwich. Although the virus did not complete its coast-to-coast spread, it will undoubtedly do so next year. Tracking this virus has been challenging for public health officials because its transmission included blood transfusions and organ transplants. West Nile Virus, introduced in 1999 for the first time in the Western Hemisphere, will continue to be a public health threat.

The emergence of Severe Acute Respiratory Syndrome (SARS) made its way to the United States from Asia, North America and Europe. The respiratory illness is caused by a new corona virus, which has occasionally been linked to pneumonia in humans. The illness appears to be spread by close person-to-person contact and did not spread community-wide in the United States. Like other emerging diseases, SARS will continue to show its presence from this point forward.

In closing, the future of public health in protecting the community from illness and disease is paramount. It is important to note that without a strong public health infrastructure, our community will not be adequately protected. As the demands on the Department increase, it is essential to support its responsibility to protect and improve the public's health. I am hopeful that the Greenwich community will continue to render support.

**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 \$58,095.35, Preventive Health and Health Services Block Grant funds of \$10,221.00 and, for the first time, funding through the Connecticut Department of Public Health for bio-terrorism planning in the amount of \$17,439.84. The Business Office prepares grant applications and detailed expenditure reports required by the State before funding requests are approved. These funds provide the Department with an opportunity to conduct programs that would not normally be funded through the municipal budget process.

## OFFICE OF SPECIAL CLINICAL SERVICES

*Thomas Mahoney, Director*

The Office of Special Clinical Services encompasses two prevention programs - the Office of HIV/STD Information and Services and the Office of Dental Health.

### **Office of HIV/STD Information and Services**

The Office of HIV/STD Information and Services, a collaborative effort of the Department of Health and Greenwich Hospital, provides risk assessment, counseling, testing, education, case management and outreach programs to reduce the morbidity and mortality associated with HIV, sexually transmitted diseases and pregnancy. The program is responsible for bloodborne pathogen training and assessing occupational exposures for Town of Greenwich personnel. In addition to collaborating with Greenwich Hospital, this Office has partnerships with the Greenwich Chapter of the American Red Cross, AIDS Alliance of Greenwich and the Department of Education to provide programs and services to clients and the community. Education, coupled with behavioral modification interventions, is a key component to preventing additional cases of HIV, sexually transmitted diseases, pregnancy, and bloodborne pathogen exposures. The program conducted two hundred thirty (230) educational programs, counseled and/or tested two hundred ninety-nine (299) clients for HIV, STD's or pregnancy. Of the clients served, seventy percent (70%) were Greenwich residents. In addition to on-site clinic counseling, two hundred fifty-three (253) telephone counseling sessions were conducted, six hundred fifteen (615) clinical samples were collected and processed. A total of eighty-seven (87) clients were referred for additional services. Blood samples were drawn from fifty (50) Town employees to test for Hepatitis B antibodies and three (3) occupational exposure investigations were conducted for Town of Greenwich personnel.

The Director served as Chairman of 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 offered a series of talks to educate the community and sponsored a special seminar for professionals in the fields of social work, medicine and religion. Nationally recognized experts led several of the presentations. A total of twelve thousand three hundred dollars (\$12,300) was provided to the Greenwich community in the form of financial support, health services and emergency funds through the AIDS Alliance of Greenwich.

### **Office of Dental Health**

The Dental Health Program, working collaboratively with the professional dental community and Greenwich Hospital Dental Clinic, strives to prevent oral disease in persons of all ages and identifies those who do not have access to quality oral health care. The program provides a comprehensive oral health program with services to children, adolescents, adults and senior citizens through four initiatives: the School Dental Health Program, which includes 11 elementary schools, 3 middle schools and 2 preschools; Head Start Center Program at Wilbur Peck and Armstrong Court; 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 corporations.

The major component of the oral health program, which focuses on preventive rather than restorative care, is directed to children in the public school system. Despite dramatic successes in the reduction of caries in children over the past twenty years, many oral diseases still appear in young children. This year staff conducted two hundred forty-two (242) educational sessions in the schools, and five thousand, five hundred sixty-one (5,561) student examinations. Of those examined, one thousand two hundred eighty-nine (1,289) or twenty-three percent (23%) were found to be in need of dental care and were referred to a dentist for follow-up. As an ongoing objective, the Program strives to provide an oral health screening to ninety percent (90%) of the children entering school for the first time. This year, fifty-five percent (55%) of incoming students received a dental exam.

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. However, approximately seven thousand (7,000)



Greenwich homes utilize private wells for their water supply and do not receive fluoride. In addition, bottle water is fluoride-free and toothpaste provides minimal amounts. The weekly fluoride rinse initiative is offered to students in first through fifth grades in all of the elementary schools. The program participation rate was sixty-nine percent (69%) with two thousand five hundred twenty (2,520) children out of three thousand six hundred twenty-six (3,626) eligible students. This percentage is up three percent (3%) from last year.

Due to the number of students served and rising participation rates, the program could not serve the Maternal and Child Health Clinic; however, it did service two Head Start Center programs and three pre-school programs and more than five hundred (500) senior citizens.

## **OFFICE OF COMMUNITY HEALTH PLANNING**

*Stephanie R. Paulmeno, Director*

The Office of Community Health Planning provides professional consultation and technical assistance in support of the Department's internal planning, promotion and evaluation program. The Office works with public and private providers to identify and respond to community health needs; plans and conducts program assessments; analyzes data and conducts and participates in community health assessment surveys. Priorities for internal programs are set in accordance with the *Healthy People 2010 Initiatives*.

Lifestyle choices continue to impact mortality and morbidity rates in the United States. Providing accessible public health education and health-risk screening programs encourages various multicultural groups to make lifestyle changes that will improve their health, quality of life and their longevity. This year a televised program on Latino health care issues in Greenwich was presented in Hartford and a multicultural health booth was included in the Town's Employee Health Fair.

Community partnerships are fundamental to mobilizing community health resources and motivating health changes. The Community Health Planning Office plans, provides and collaborates on health initiatives which, for this year, included: Senior Provider Network; community health conferences on bio-terrorism; underage drinking; end-of-life issues; continuum of care options for seniors; arranging and supporting mammograms; skin and prostate cancer screenings; community blood drives; leadership of community discussions and public forums on lifestyle health issues. Information on various health topics was provided to Town employees and the general public through public service announcements, electronic transmission and the media. The annual Senior Health Fair, a collaborative project of the Greenwich Department of Health, the Commission on Aging and Greenwich Hospital, served over one thousand (1,000) seniors, making this year's fair the largest to date.

The Director serves on the United Way Youth and Planning Council, Time For Lyme, Parents Forum and the Greenwich Coalition to Combat Underage Drinking. As a team leader for the Department's planning needs, this year's effort was the development of a Mass Prophylaxis Plan, which served as a State template.

In collaboration with the Human Resources Department, an Employee Health Initiative was launched in an effort to address the rising employee and retiree health care costs. This initiative included an employee health newsletter, an employee lunchtime health education series, discounted membership fees at local health clubs and an employee health fair. Over two hundred fifty (250) Town employees visited the Health Fair, which offered thirty-seven (37) exhibits including on-site health screening opportunities. The Department's Laboratory conducted cholesterol testing for ninety-five (95) employees. Through this screening, borderline high testing results were indicated.

In other programs, two (2) State-funded series were presented on Diabetes and Heart Health. A total of one hundred fourteen (114) people attended these programs, which resulted in learning and behavioral changes in the participants. Cholesterol testing was also provided to sixty-eight (68) participants in the Heart Health Program. The basic diabetes education series continued to be offered and a new advanced diabetes training series was designed for those who had completed the initial training program. Finally, through a collaborative effort, a community health assessment was conducted through the Greenwich Hospital Community Advisory Board and three collaborative community forum presentations were designed and presented under the Coalition To Combat Underage Drinking.

## DIVISION OF ENVIRONMENTAL SERVICES

*Michael Long, Director*

The Division includes two major subdivisions: Environmental Health and Laboratory.

**Environmental Health:** The Division's Environmental Health program is responsible for the establishment and execution of municipal environmental program functions that are either State or locally mandated. The program offers a variety of services, including sanitation, housing code enforcement, sewage disposal inspection and plan review, food service inspection and environmental surveys. It also functions as a component of the land use agencies and provides consultation services to all citizens regarding public health issues. As part of a continuing arrangement, Division personnel were made available to the Greenwich Shellfish Commission in the conduct of their work.

In 2002, the West Nile Virus was isolated from five crows during the month of August. The Division received three hundred seventy-seven (377) dead bird reports from residents. There were five (5) isolates of the Virus found in mosquitoes and three (3) human cases were identified in Greenwich. Of these, two (2) Greenwich residents were hospitalized. In response to the "hot spot" of virus activity in the Greenwich/Stamford area, both Towns declared an emergency and sprayed adulticide to prevent further human exposure. In Greenwich, the Old Greenwich/Riverside area was targeted. The Division managed the Town's larvicide program, which ran from June through September. Information was disseminated to the public at various locations throughout Town.

The Division continued to assist the Director of Health in bio-terrorism planning. As one of the forty-two (42) planning regions of the State, the Town was required to develop a Mass Prophylaxis Plan. The plan involved coordinating a clinic to immunize the Greenwich population, over a ten-day period, against a biological or chemical agent. The Department's web page was also utilized for disseminating information.

The Division continues to work with the Department of Public Works in their effort to monitor methane gas under the landfill at the Holly Hill Transfer Station. Monitoring on a quarterly basis continued and six more venting pipes were added in October 2002. The vents were installed to prevent a dangerous buildup of methane underground and to prevent gas from migrating offsite. An evaluation of the site will be conducted to determine if additional vents are needed.

The 2002 beach season experienced a number of closings, mainly due to rainfall events. Byram Beach was closed sixteen (16) days due to rainfall and one (1) day for elevated bacteria levels. Greenwich Point was closed for four (4) days due to rainfall, while Great Captain's Island and Island Beach were each closed for one day due to storm-like conditions.

In 2002-2003, ninety-one (91) animals were sent to the Connecticut Department of Public Health Laboratory for rabies testing. Of these, five (5) were positive (4 raccoons and 1 bat). The majority of animals submitted for testing, fifty-three (53), were bats found in the home.

Assistance was provided to the Department of Public Works in its effort to sponsor two Household Hazardous Waste Days. Approximately four hundred eighteen (418) vehicles were served in October 2002 and four hundred fifty (450) vehicles in May 2003. A mercury thermometer exchange program was also offered at both events and approximately one hundred forty-five (145) thermometers were collected.

The sewer extension project in the Milbrook area of Town was completed and the North Mianus area project moved forward with a newly hired contractor. As homeowners connected, their septic systems were abandoned; the Division continues to keep a record of all sewer connections. The Director continued to work with the Department of Public Works and the Planning and Zoning Commission to assess the need to expand the sewer envelope as residents petitioned for connection into the to-be-sewered area.

In December 2002, the Division responded to indoor air concerns at Hamilton Avenue School. Staff and students alike in some parts of the building complained of illnesses. The Division worked with the Department of Education to identify potential problems. Both Departments hired consultants to perform a variety of tests, which led to professional cleaning of the building and a plan for future recommendations.

In January 2003, the Division responded to and worked with the Department of Education on a lead paint issue involving Dundee School. The exterior part of the school had peeling paint and was in disrepair. The Department, in conjunction with hired consultants, the Department of Education and the Parent Teacher Organization, assessed the problem and recommended a course of action. The Department of Education received funding approval to abate the lead paint, which will commence in the summer of 2003.

The Director met with several government agency officials from Westchester County, the Village of Port Chester and the Interstate Environmental Commission (IEC). The IEC is a joint agency of New York, New Jersey and Connecticut, which performed an assessment of the Byram River. The IEC surveyed the river from its mouth to the Post Road overpass (Route 1) by taking water samples from several locations. The Commission will work with all state jurisdictions to resolve any sources of pollution identified.

The Division continued to enforce food service regulations in the three hundred five (305) food service establishments that are licensed with the Department. A considerable amount of time was spent reviewing more than four hundred two (402) building plans, along with two hundred eighty nine (289) well and septic system permits. Approximately two hundred fifty-one (251) soil tests were conducted to determine septic system suitability.

**Laboratory:** The Laboratory component of the Division 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 Department, other municipal departments and most importantly, residents of the community. The Laboratory provides a significant service to Town residents through flexibility of service and reasonable costs.

The Laboratory continued its popular radon in air and water testing program, conducting sixty-seven (67) tests. The majority of test results for radon in air reported below the Connecticut Environmental Protection Agency (EPA) action level of 4 pCi/l. The EPA action level for radon in water is 4,000 pCi/l; only a few results were above this level.

The occurrence of tick-borne disease in the community is of great concern. The Laboratory identifies and tests deer ticks for the presence of *Borrelia burgdorferi*, the causative agent of Lyme disease. This year the Laboratory tested nearly all tick specimens submitted (alive or dead). In 2002-2003, nine hundred eighty-five (985) ticks were submitted and identified as deer ticks. Of these, three hundred forty-eight (348) were sent to the Connecticut Agricultural Experiment Station (CAES) for analysis and six hundred thirty seven (637) were tested in the Department's Laboratory. A total of forty-five percent (45%) of the ticks tested were found to be positive for *B. burgdorferi*.

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 also conducted for chemical and bacterial contamination. All Police vehicles were screened for carbon monoxide and airborne lead levels were monitored at the Police shooting range.

As part of the Department's Lead Awareness Program, one hundred forty-seven (147) blood lead tests were analyzed from children attending the monthly WIC (Woman, Infant, and Child) clinic and the Division of Family Health's Maternal and Child Health clinic. All positive results for lead in blood were reported to the Family Health program for follow-up. Support was also given to the School Health Program in screening for anemia and lead exposure. Urinalysis services were provided daily to the Nathaniel Witherell Nursing Home. In addition, the

Laboratory conducted five hundred seventeen (517) pre-marital blood tests and two hundred forty (240) tests for cholesterol. It should be noted that the State will no longer require pre-marital blood tests. This change in program will go into effect in October 2003.

In cooperation with the Connecticut Department of Public Health, the Laboratory accepted and evaluated dead crows for testing as part of the surveillance for West Nile Virus (WNV). In an effort to control the number of specimens submitted, the State did not accept birds for analysis after five (5) dead birds tested positive. All dead bird sightings were plotted on a map using the GIS system in order to identify areas of virus activity.

Since September 11, 2001, the Laboratory has been working with the Bio-terrorism Laboratory Response Network organized by the Connecticut Department of Public Health. As a key component in surveillance of biological and chemical agents, the Laboratory participated by serving on committees that were planning for the occurrence of a bioterrorism threat. In addition, Laboratory staff have attended several training sessions on bioterrorism response offered by the State. This year the Laboratory purchased, certified and installed a Level 2 biological safety cabinet, which will allow for the safe handling of biological specimens. In an emergency, the Laboratory will be capable of decontaminating and repackaging suspected bio-terrorism samples with a greater degree of safety than previously.

In July 2002, the Laboratory obtained a Cholestech LDX cholesterol testing device which measures a complete cholesterol profile including triglyceride levels. As part of the Human Resource Department Employee Health Program, the instrument was purchased by that Department and used at the employee health fair in February 2003. A total of sixty-five (65) employees had their cholesterol levels tested. Cholesterol profile testing was also offered to the public and two hundred forty (240) tests were performed.

The weather station operated by the Laboratory continues to be an asset to the Town. The station provides data about rainfall, temperature, wind speed and direction. Connected to the Laboratory's computer, the station reports current conditions and prepares reports. This data is critical when determining beach and shellfish bed closures.

## DIVISION OF FAMILY HEALTH

*Jennifer Johnson, Director*

The Division of Family Health has two major components: the School Health Program and the Adult, Maternal and Child Health Program. As of July 1, 2003, the School Health Program will be overseen by the Department of Education. This past year, both programs focused upon health promotion and disease prevention in order to maintain and improve health status of participants. 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 and consultation and communication with the medical and social service community. Additionally, chronically ill residents continue to receive special consideration with the goal of maximizing their ability to live independently. Pre-school and school-aged children receive services through the Maternal and Child Health Clinics and the School Health Program.

The School Health Program provides nursing services to fifteen (15) public schools and one (1) parochial school. These services include, but are not limited to, assessment, management and referral of acute health problems, health screenings, health education, medication management and nursing consultation on individualized educational plans. The increasing number of students with special health care needs require more staff intervention and the nurse continues to reinforce the mandated school health requirements to parents. For the second consecutive year, the number of students who received daily medication declined due to the use of time-release medication. Food and environmental allergies, asthma and attention deficit disorder are the most common chronic conditions affecting students.

The Adult, Maternal and Child Health Program encompasses several programs: 1) Home Health Maintenance program, which provides nursing care to homebound, frail or chronically ill residents whose care is not covered by insurance or other health care providers; 2) Senior Health Program, which provides health monitoring, preventive care and anticipatory guidance to ambulatory elderly in various clinical settings; 3) Tuberculosis Prevention and Control Program, which coordinates and monitors the health care of residents infected with tuberculosis; 4) Infection Control Program, which oversees the implementation of the OSHA Bloodborne Pathogen Standards and provides epidemiologic and surveillance support when a disease outbreak is suspected; 5) Immunization Program, which provides residents and employees with vaccination services; 6) Maternal and Child Health Program, which provides preventive health assessments and anticipatory guidance to uninsured or underserved families; and 7) Daycare Licensing Program, which, in conjunction with the Division of Environmental Services, inspects daycare facilities for the enforcement of State regulations.

The Adult, Maternal and Child Health Program continues to provide a much needed, high quality preventive health services to children, families and elderly residents. Immunization administration to adults and children is a major activity of this program. Approximately two hundred thirty-four (234) elderly residents were vaccinated against pneumococcal pneumonia and two thousand eight hundred thirteen (2,813) residents were vaccinated against influenza. Finally, the prevalence of asthma among school-aged children and Hepatitis C among the adult resident population is being studied in an effort to determine the necessity for public health measure intervention.

Deleted:

Caroline Calderone Baisley, RS, MPH  
Director of Health

**GEMS REPORT NOT AVAILABLE AT TIME OF PRINTING**

## NATHANIEL WITHERELL

	<u>2001-02</u>	<u>2002-03</u>
Personnel	225	234
Revenues	\$16,568,091	\$16,805,130
Expenses	\$15,938,489	\$17,479,112
Less: New Facility Development	0	(305,196)
Less: Prior Year Expenditures	382,689	(388,158)
<b>Net Expenses</b>	<b><u>\$16,321,178</u></b>	<b><u>\$16,785,758</u></b>
 Net Surplus	 \$246,913	 \$19,372

The Nathaniel Witherell is a non-profit, 202-bed skilled nursing facility, which offers nursing and rehabilitative care, primarily to residents of the Town of Greenwich. Located on a 24-acre campus on Parsonage Road in mid-county Greenwich, the organization is committed to providing a wealth of activities for residents through the efforts of its staff and families. In addition, more than 150 volunteers from The Nathaniel Witherell Auxiliary actively give of their time and the Greenwich Chaplaincy Services provides regular worship and pastoral services.

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

Ed Kavounas, Chairman	Janice Partel, Vice Chairman	Peter Stack
Susan Jackson, Secretary	Ron Dreskin	
Brad Markowitz	Margot O'Mara	
Charles Otto	David Singer	

### PROGRAM STATISTICS

During the 2002-2003 fiscal year, there was a 27% decrease in the number of patient discharges and deaths.

	<u>2001-2002</u>	<u>2002-2003</u>
Discharges	70	51
Deaths	83	61
<b>Total</b>	<b><u>153</u></b>	<b><u>112</u></b>

The source of patient admissions continued to emanate predominantly from acute care hospitals.

<u>Source of Admission</u>	<u>2001-2002</u>	<u>2002-2003</u>
Greenwich Hospital	115	76
Other Hospitals	9	11
Skilled Nursing Facilities	13	11
Assisted Living Facilities	15	4
Home	6	15
<b>Total Admissions</b>	<b><u>158</u></b>	<b><u>117</u></b>



## MAJOR ACCOMPLISHMENTS AND ACTIVITIES

- ♦ Two public forums were held in May at Town Hall regarding the future of The Nathaniel Witherell. The Chairman of the Board of Directors and the Executive Director presented and responded to questions relative to Nathaniel Witherell's operations and proposed building program.
- ♦ A Certificate of Need application for a 190-bed replacement nursing facility was deemed complete by the State of Connecticut Department of Social Services. The state's decision will be rendered by October 2003.
- ♦ A Special Committee, composed of 17 members of the Representative Town Meeting, was appointed to study the proposed building program and the future governance of the organization.
- ♦ The Nathaniel Witherell is planning the expansion of rehabilitation services to meet the needs of the Greenwich senior population through a contractual relationship with Greenwich Hospital. It is anticipated that the program will be operational in the fall of 2003.

Curtis A. Milton,  
Executive Director

## SOCIAL SERVICES

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	38	38	38
Expenditures:			
Current	\$2,542,457	\$2,703,618	\$2,721,880
Capital	0	0	0
<b>Total</b>	<b><u>\$2,542,457</u></b>	<b><u>\$2,703,618</u></b>	<b><u>\$2,721,880</u></b>
Revenue	\$191,225	\$308,390	\$340,949

### 2002-2003 Service and Workload Levels

Caseload continued to rise in '02-03, reaching 2,294 unduplicated Department cases, an increase of 241 or 12% from '01-02's 2,053. The Adult and Family Division served 1,208 unduplicated cases; an increase of 283 (30%) from last year's 925. The Senior Services Division served 1,086 unduplicated cases, an increase of 145 (15%) from last year's 941 cases.

The poor economy, job losses, and State benefit and program cutbacks are responsible for the Adult and Family caseload increase. The aging of Greenwich's elderly population, and fuller Senior Division staffing, caused Senior cases to rise. A small number of cases served in both Divisions are assigned a 'home' Division and counted only once to accurately present the number of households in need reached each year.

Due to space limitations, only unusual developments and programs that experienced change this year are discussed below. The public is encouraged to review the Department's comprehensive '02-03 annual report of service statistics and programs, available at the Department, Town Libraries, and on the Town's Website.

### 2002-2003 Program Challenges, Changes, and Initiatives

The Department's Recreation and Arts Program for Byram children re-opened on schedule in 9/02, with minor modifications required by the CT Dept. of Public Health. Daily hours were reduced to two, and homework assistance was discontinued. We thank Greenwich's State legislators and all others whose help last year won a regulatory battle to be classified correctly as a community recreation program. Their efforts helped 68 Byram children enjoy another year of supervised recreation and arts after school.

Neither 2001 nor 2002 fundraising for the Greenwich Youth Conservation Project kept pace with the increased cost of serving more teens since expanding this summer program in 1998. Last year, private donations funded the over 70 teens' work stipends and transportation costs. This year, the Department funded the \$7,000 transportation cost in its '03-04 budget, through cutbacks and savings in the Homemaker Service.

The Teen Outreach Program for Western Middle School and High School students was suspended most of the year, due to inability to find staff. After-school shifts of three hours are very difficult to fill. Full staffing is expected by Fall '03, allowing the program to resume. Twenty-one children were served in Summer '02.

Our Campership Program of scholarships and camp transportation for children from low-income families sent 243 kids and Seniors to camp in 2003. We again received \$9,500 from the Griff Harris Sr. 2002 Charity Golf Tournament. Their donation sent 35 extra Greenwich children to camp. We deeply thank the Harris' and all Tournament sponsors and players.

Need for the Department's Direct Financial Aid Program increased this year due to the poor economy. 222 cases received \$112,316, compared with 143 cases/\$79,024 last year, 42% more funds and 55% more cases. 173

unduplicated Adult and Family Division cases received \$95,463: 65 or 60% more cases/41% more funds. The Senior Services Division expended \$16,853 for 49 unduplicated Seniors, 14 or 40% more cases/50% more funds than last year, on services like Lifeline, Meals on Wheels, rent, and other basic needs.

Unemployed and under-employed residents in our **Work, Education, and Beginnings Program** received a big boost this year when CTE, our region's anti-poverty agency, rescued our discontinued computer skills training classes by bringing laptops and teachers right to Town Hall. CTE ran three sets of classes, and offered second sessions at their headquarters in Stamford for those able to make the trip. Thirty-three residents completed the free elementary Word classes. Daytime ESL classes with free babysitting continued. Our job developer placed 29 unduplicated residents in 31 jobs: 16 single adults; 13 families with 43 members; helping a total of 59 residents. Clients also found jobs on their own and through their caseworkers.

This year the Department lost its ability to participate in the very successful holiday **Help A Neighbor Campaign** for disadvantaged residents, resulting in loss of \$12,000 in aid to needy clients. The sponsor's parent company replaced the local Campaign with a foundation-based fund drive. Public agencies are ineligible under foundation rules. The Dept. launched a last-minute **Holiday Cheer** fund appeal on WGCH radio. Unfortunately, despite the helpfulness and cooperation of WGCH personnel, under \$200 was received. Repetitive newspaper presentation of case needs seems more effective in reaching potential holiday donors.

This year Neighbor To Neighbor was able to supply reports on our clients' utilization of their **Supplemental Food Program**. Department staff were thus able to reduce the monthly eligible list from over 200 to 182. This still exceeded NTN's monthly capacity of 170 households, so the Dept. expanded use of its **Dept. Food Pantry** to further lower the monthly NTN eligible list. This year the Department's Food Pantry served 83 unduplicated households with 187 residents. NTN served 214 unduplicated households with 579 people.

The Junior League of Greenwich's *Food Insecurity Solutions Team* ran a small pilot program of **Food Cash Cards** this year, using three Department clients with special dietary needs as its test group. Dept. staff shopped with clients to help them read and understand labels and cost-compare. The cash card receipts were reviewed by Dept. casework staff and furnished to the League committee.

Findings were that the families of these clients remained dependent on Neighbor To Neighbor for most of their food, and that a large time investment was required by Department staff for shopping and review of receipts to document healthful shopping with the donated funds. The pilot failed to meet the goal of alleviating demand on NTN, and had a high administrative cost. A food cash card program was therefore found ineffective in resolving problems created by the growing hunger in our community.

Considerable **Crisis Intervention** was required this year to tenants displaced from over five rental buildings condemned for building code violations, often after a fire. Most buildings were severely overcrowded, and occupied by working residents of low incomes, often immigrants. These dangerous situations reflect the increasingly dire shortage of subsidized and affordable housing in Greenwich.

The Department's 28-year history of providing **Home Health Care** to residents served in Greenwich Hospital's Home Care program ended on 6/30/03. Health Aide service was provided by agreement from 1975 to 2003. It ended because the Hospital resumed its own Health Aide service, and Medicare reimbursement changes and cutbacks precluded the Hospital from increasing its providers' fees. Health Aide service was added to our existing Homemaker-Only service in 1975 at the request of the Hospital and the United Way.

Five of six remaining Health Aide clients transferred to Hospital services. The family of the sixth Home Health Aide client asked to retain the Department's Home Health Aide. Both the Hospital and the Department agreed to prevent hardship within the family.

This year the Board of Social Services' Homemaker Service Advisory Committee recommended that the Department's Homemaker Service become a subcontractor of the **On The Mend Program**. OTM supplies emergency in-home emergency childcare to working parents with moderately-ill children who cannot attend

school on a given day. With the phase-out of Home Health Aide service in 6/03, it became possible to consider meeting this need, first identified by a Board Strategic Planning Committee in 1998.

The cost of providing service on a trial basis to under 10 Greenwich families per year was negligible, but some subcontractor requirements were unacceptable to the Town Law Dept. On The Mend's sponsoring agency would not waive them. This made the issue moot, so the Board did not vote on the merits of participation.

The Board of Social Services' Homemaker Service Steering Committee also looked briefly at the amount of need for **temporary daytime care for Seniors and disabled**, who need care on an occasional basis when their regular caregivers are unavailable. It was decided that the Homemaker Service Evaluation Committee will re-visit this need when they conclude their evaluation of the efficiency, effectiveness, and desirability of continuing to provide Homemaker-Only services.

We are pleased to report that in 2002 the Greenwich Commission on Aging agreed to assume **Giovanni's Holiday Luncheon Coordination** of reservations and transportation for all Greenwich agencies sending Senior Citizens to this wonderful, free, December luncheon in Stamford. Commission staff did a fine job in their inaugural year. With Town-wide coordination duties more centrally and properly situated, we were able to concentrate more attention on elderly protective services and Homemaker Service changes.

The Greenwich Housing Authority inspected over 150 Senior housing units this year. Some Department clients received **Lease violation notices** for deteriorated living conditions. Casework with these tenants included negotiating with the Housing Authority, assisting clients to respond to the notices, and helping them address the violations. In such situations, the Department often funds and implements heavy cleaning service to bring the unit into good condition, and allow a Homemaker referral for ongoing maintenance.

Norwalk's antipoverty agency (NEON), which provides Greenwich's **Energy Program Administration** by certifying residents' Energy applications and disbursing State and federal Energy funds, received a \$2,000 payment for its 2002 Energy services. It was Greenwich's first fiscal contribution to NEON, which has always advised it does not receive federal funds for certifying Greenwich applications and disbursing aid.

In 5/03, the Department received a surprise offer from CTE in Stamford, the community action agency for Greenwich, to provide Fall '03 Energy application service. CTE proposed to send CTE staff equipped with laptop computers to Greenwich several days per week. The infusion of additional help during a recession that swells caseloads is very attractive. The benefits and disadvantages of changing our Energy-certifying agency to CTE were under review as the year closed in 6/03.

The Department's contractual **casework services to Parsonage Cottage** ended in 11/02, when the Greenwich Housing Authority converted its part-time position to full-time. Parsonage hired the assigned Dept. worker. A new agreement was created for Department supervision for the balance of the year.

A **Department Charter change** recommended by the Dept. Study of 2001 was approved by the RTM in 3/03 for implementation 7/1/03. It permits The Nathaniel Witherell to hire its own social service personnel, rather than being required to use Department staff, which was inefficient for both departments.

**Impact of State Personnel Cutbacks:** After 12/02, State downstaffing from large numbers of State Social Services personnel accepting early retirement under the State's budget deficit-reduction plan impacted Department staff and services. Department staff and clients found it more difficult to reach State staff, and experienced more lost paperwork, application processing delays, and technical errors.

**Impact of State Service Cutbacks:** Cutbacks in the State's 'Care for Kids' program after 1/03 restricted eligibility to parents on State cash assistance, wait-listing working parents. With a lifetime limit on welfare benefits, the pressure to work on impoverished parents of small children is intense. State childcare benefits have

been essential in allowing these parents to maintain jobs. As a result, a number of working parents began losing their jobs due to inability to afford childcare.

## BOARD OF EDUCATION

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	1,308.9	1290.3	1235.0
Operating Expenditures	\$97,118,498	\$92,038,892	\$87,753,889
Capital Expenditures	\$1,268,552	\$4,929,878	\$981,470
<b>Total</b>	<b><u>\$98,387,050</u></b>	<b><u>\$96,968,770</u></b>	<b><u>\$88,735,359</u></b>
Revenue	\$5,310,288	\$4,361,861	\$2,182,018

The **vision** of the Greenwich Public Schools is to set the standard for excellence in public education. The **mission** of the Greenwich Public Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative and responsible members of society. The Greenwich Board of Education annually sets learner goals, operations goals and specific indicators of success as a means of measuring progress toward achieving this vision and mission and providing focus for improvement efforts.

### Academic Achievement Summary

Standardized assessments; such as the Connecticut Mastery Test (Grades 2, 4 & 8), the Connecticut Academic Performance Test (Grade 10), and the Scholastic Assessment Test (college-bound high school seniors); are used to benchmark the performance of students in Greenwich against articulated academic standards and the performance of students nationally, in Connecticut and in communities similar to Greenwich.

### Connecticut Mastery Test

The Connecticut Mastery Test (CMT) is a state-mandated assessment measuring the performance of fourth, sixth and eighth grade students in mathematics, reading and writing.

The percentage of students performing at or above the goal in reading, writing and mathematics on the Connecticut Mastery Test has steadily increased over the last ten years from 59% in 1993 to 81% in 2002. Greenwich students rank in the top third of Economic Reference Group B (Connecticut communities with populations similar to Greenwich) on four out of nine CMT subtests including all three subtests in Grade 4. Recent gains in 4th Grade CMT scores in mathematics and writing need to be maintained into 6th Grade.

### Connecticut Academic Performance Test

The Connecticut Academic Performance Test (CAPT) is a state-mandated assessment measuring the performance of tenth grade students in mathematics, science, and reading and writing across the academic disciplines. CAPT is administered in May and results for 2003 will be available in the fall.

- The mean scores of students in Greenwich exceed the mean scores for students in Connecticut with 66% scoring at goal in Mathematics, 57% in Science, 63% in Reading and 67% in writing.
- The percentage of Greenwich students performing at or above goal in Mathematics, Reading and Writing slipped from the top third of ERG B in 2001 to the middle third of ERG B in 2002. Science scores on the Connecticut Academic Performance Test ranked in the bottom third of ERG B in 2002.

### Scholastic Assessment Test (SAT I)

SAT I is a measure of developed verbal and mathematical abilities important for success in college; 92% of the graduating class at Greenwich High School elected to participate.

The mean mathematics score increased 4 points from 567 in 2002 to 571 in 2003. 571 is the highest math score achieved by Greenwich students in the last fifteen years.

The mean verbal score increased 5 points from 549 in 2002 to 554 in 2003. 554 is the highest Verbal score achieved by Greenwich students in the last 15 years.

Greenwich students had the highest mean total score(math plus verbal) in ERG B in both 2000 and 2001 (the most recent years for which comparative data is available).

### **Board of Education Initiatives**

During the 2002-2003 school year, the Board of Education discussed major initiatives in the areas of curriculum, long range planning, policy, facilities and negotiations.

#### **Curriculum**

New curricula were implemented in Language Arts, Music, Physical Education and Science based on reviews completed during 2001-2002. Assessments were developed and piloted in each of these areas. In May 2003, further revisions were authorized in the Science curriculum objectives and the Language Arts assessments.

During the 2002-2003 school year, the comprehensive review of curriculum areas continued with a focus on health, theater arts, business and the advanced learning program. New learner goals and objectives were developed and approved by the Board of Education for implementation next year in health, theater arts and business. A review of the Advanced Learning Program, initiated during the spring, will continue during the fall of 2003.

#### **Long-Range Planning**

Long-range planning focused on monitoring the implementation of the district's strategic plan and the high school's plan for dealing with increasing enrollment.

Greenwich High School is expected to grow from 2200 to over 3000 students in the next few years. During the 2001-2002 school year, a steering committee comprised of administrators, teachers, parents, students and community members oversaw the work of 5 sub-committees to develop a plan to deal with every aspect of the increasing enrollment while maintaining the educational excellence of the high school program. In 2002 - 2003, a plan was developed to phase-in the opening of the fifth house (the Cantor house) at the high school in the fall of 2003. The Indicators of Success, which will be used over time to evaluate the overall effectiveness of the administration's plan for dealing with the enrollment increase, were reviewed and revised.

#### **Policy**

Policy work focused on the review, revision and updating of the Students series of policies (Section 5000). The major topics in Series 5000 include the issue of attendance, progress and records, student conduct, and the health, safety and welfare of students, including the administration of medication. The rights of the students are another topic which is important to this Series. In Connecticut, students have many rights – the right to public education, equal educational opportunity, the right of confidentiality of records, and the right to a thorough and efficient system of education. All of these require local board of education policy consistent with the law.

Many matters dealing with students are covered by law or rules of the State Board, such as required immunizations, age of attendance, and access to student records. Others are partially covered, for example, the process in which to suspend or expel a student is defined by state statutes but the Board may decide the actions which lead to such disciplinary action. Policies dealing with suspension and expulsion of students were reviewed and revised.

#### **Facilities**

During the 2002-2003 school year, facilities initiatives included roof replacement at Glenville School, substantial maintenance work in the bathrooms at the Riverside School, continued work on the Greenwich High School kitchen scramble area as well as starting to replace the track at Greenwich High School, and renovation of the auditorium at Western Middle School. The work on the auditorium and the track will continue over the summer and be completed in the early fall.

The work plan for the 2003-2004 school year includes roof work at Julian Curtiss, Hamilton Avenue, and Eastern Middle Schools. In addition, masonry work will be done at Hamilton Avenue and Julian Curtiss Schools. Work will continue on the Greenwich High School kitchen scramble area as well as the third year of the system-wide, three-year engineering study. In addition to the work noted above, a major effort will be made to improve the conditions of the Hamilton Avenue School. The interior of the building will be painted, pipes will be repaired,

carpeting will be replaced with tile in those rooms that are most in need, and the gymnasium floor will be sanded and refinished.

#### **Negotiations**

A three-year contract was successfully negotiated with the Greenwich Education Association, representing the teaching staff of the School Department. By recognizing the common goal of recruitment and retention of a quality teaching staff, the Board of Education and the Greenwich Education Association were able to establish a competitive salary schedule, a commitment to funding curriculum reviews, and assistance for teacher training. This contract will help to continue the positive climate for teaching and learning for all the students of the Greenwich Public Schools



## GREENWICH LIBRARY:

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel	67	67	66
Expenditures			
Current	\$6,832,521	\$6,345,067	\$6,215,053
Capital	\$1,835,208	\$326,524	\$430,522
<b>Total:</b>	<b><u>\$8,667,729</u></b>	<b><u>\$6,671,591</u></b>	<b><u>\$6,645,575</u></b>
Revenue	\$1,317,587	\$1,201,165	\$1,463,131

The Greenwich Library was established as a non-profit corporation by Joint Resolution of the State of Connecticut legislature on May 24, 1899. The Library consists of the Main Library in central Greenwich, the Byram Shubert and the Cos Cob Branches. A book van delivers books to nursing homes and the Senior Center.

### **Funding – A Town, Friends, Trustees Combination**

The Town of Greenwich funds the Greenwich Library's annual operating and maintenance budget. The Trustees Development Office raises private monies for new capital projects and to incubate new programs. Membership contributions to the Friends of the Greenwich Library support programming efforts.

### **Peterson Foundation – Under separate independent control**

The Clementine L. Peterson Foundation was established in 1992 under the Will of Clementine L. Peterson. Foundation Trustees, as distinguished from the Greenwich Library Board of Trustees, govern it. The Foundation provided funds for the purchase of property adjacent to the Main Library and for the 32,000-square foot Peterson wing addition, enabling the Library to expand the business and music collections, and build a 21<sup>st</sup> Century Reference Center. Annual interest from the Peterson Foundation funds are used for the maintenance, operation and staffing of the Peterson wing as well as for business and music related services.

### **Library Mission**

The mission of the Greenwich Library is to provide free and convenient access to information and to promote the love of reading and research, the joy of lifelong learning and engagement with the arts, sciences and humanities.

### **Library Vision**

The constant vision of the Greenwich Library is to provide the community with superior library services, to serve as the cultural and intellectual crossroads of Greenwich and to be a leader among public libraries in a rapidly changing world.

### **Events of FY02-03**

**Record Breaking Performance Continues:** The Greenwich Library enjoyed an astounding year, once again breaking its own records! Through the efforts of the Main, Byram Shubert and Cos Cob libraries, 1,348,660 items were loaned; an increase of 11% over the previous year, and 725,093 patrons visited the libraries. Though the closed Cole Auditorium reduced the opportunities for program presentation, the library still attracted some 33,111 eager attendees to the 1,043 programs that were held. The number of items in the library's collections increased by 5% overall and Web site visits increased by a rewarding 30%!

**What's New:** The library inaugurated receipt printers for patrons to print date due slips for their materials. Shelving changes occurred throughout the Main library. In the children's room, shelving was added for media and for picture books. On the second floor, audio books received extra space and so did music CD's, while on the first floor, deeper shelving was installed in order to accommodate very large books. Inventory software was acquired and installed and an inventory of all library materials was begun as the year drew to a close. Bookmobile services

were the fortunate recipient of a new GMC Safari van, donated by the Friends of Greenwich Library. Equipped with air conditioning and all wheel drive, it will make deliveries a pleasure in all kinds of weather.

All reference desks are now equipped with TTY devices for reference interactions with the deaf. Staff has received training on the TTYs, as well as refresher training on our Kurzweil computer for vision-impaired patrons. The Cole Auditorium's audiovisual systems and equipment have been upgraded, as have the Main Library Meeting Room's audiovisual capacities. This space now has microphones and an overhead camera that can project events in the room onto the large screen.

The offices area for many of the Information staff was repainted and recarpeted. New signage was installed in the children's area, nonfiction and fiction book stacks, and in the Cos Cob library. Additional computers for public use were installed in the children's room and on the first floor while furniture to house more computers was installed in the Teen area.

**Programs:** Library programs included author talks, craft and cooking demonstrations, and musical events. A science fiction book discussion group was started and music, business, and Teen programs were also notable. This year's complement included jazz concerts, a recital of "Carmen", music lectures, a children's concert, poetry workshops, teen craft and comics events, a young adult film series co-sponsored with the Junior League, talks on women's entrepreneurship, Chamber of Commerce networking events, investment club talks, a seminar on grant proposal writing, and lectures on world affairs.

**Construction:** The Library Recladding Project: The process of replacing the failed brick veneer on the 1967/1979 additions to the Main Library continued during the year. Pre-cast stone, identical to that on the Peterson Wing, will provide the new façade and construction will be completed in Fall 2003. Once again, both patrons and staff met reduced parking and construction activity with good spirits and an eye toward the new look at completion.

Byram Shubert Branch: The necessary Byram Shubert Arch and Outrigger Repair and Restoration project went to bid and then got underway in the late spring with the contractor, a specialist in glulam timbers, working swiftly and with minimal impact on staff and patrons. Also, the library applied for and received an LSTA grant from the Connecticut State Library to purchase shelving and reconfigure the branch restrooms for ADA compliance. Work will get underway in Fall 2003.

**Materials and Collections:** We significantly expanded our health and wellness materials—reference items, circulating books, databases, periodicals, audio books and videos—in preparation for the privately funded Health Information Center slated to launch in October 2003. Meetings were held with other staff, trustees, hospital representatives, and a space/furnishings consultant; field trips were made to nearby health information facilities, and training needs and marketing strategies are in discussion.

Our World Languages collection focused efforts on building Chinese and Spanish language materials. The number of accessible databases increased from roughly 66 to 73, with 75% of those available remotely. Of particular note were the new business databases *Bloomberg Service*, *Foundation Center Grants to Individuals*, and the international module of *D&B Million Dollar Directory*, and the gift of the historical database *HarpWeek*.

**Library Web Site:** New features added to the library's web site included the "What's New" page for both staff and public, that provides timely coverage of library events. Others are a "Staff Picks" feature, with recommended fiction, non-fiction, music and movies from any staff interested in submitting titles, a list of staff language skills in the event translation talents are needed to serve non-English speaking patrons, and a section devoted to Lending issues with click & print library card applications in both English and Spanish.

**Children's Services:** This important service continued to have high activity. Children's circulation and reference assistance both increased. 375 children's programs took place—on average, more than one a day for the year! *Lapsit* and *Wee Walkers* programs were especially popular. Also noteworthy were two new series of events: a story/crafts program and a Friday "film series." The 2002 summer reading theme was "Western", and very

successful, as was the holiday party in December. All this took place along with the ongoing activities of reference and reader's advisory, Head Start programs, school tours, training, and collection management work!

**Training:** An orientation checklist for training new employees was created and a handbook is underway. Staff received some 1070 hours of training during the year on topics ranging from software skills to personnel management. Staff also attended professional conferences and events, keeping up-to-date in our field at not only the American Library Association and Connecticut Library Association conferences, but at similar events in the fields of music, children's services, medical information, and business libraries. Resources Management staff attended training in the serials, acquisitions, cataloging, overview and statistical functions offered by our library automation vendor.

**New Staff:** Maureen Hattasch retired as Coach of Resources Management and Barbara Ormerod-Glynn was hired as her replacement. Mary Ann Moore retired as Branch Librarian for Byram Shubert and Miguel García-Colón was hired as her replacement. Tiffany Muir joined the Information Team as Librarian I and Stephen Schmidt, Librarian II, joined Resources Management.

**The Byram Shubert and Cos Cob Branch Libraries:** Community support of the branch libraries was evident in 2002/2003. Reference questions increased by 14% at Byram Shubert and 16% at Cos Cob while circulation and door count also boasted double digit increases!

A highlight of the Cos Cob year was the September Annual Open House. The Friends of Cos Cob Library sponsored a circus and the turnout was wonderful with up to 400 people attending! Everyone who came seemed to stay for the whole afternoon enjoying hula-hoop, watermelon eating, and cakewalk contests while a caricaturist, bead making, face painter, and a juggler on stilts kept children occupied and happy. It was a great success and truly brought the Cos Cob community together.

New Byram Shubert Branch Librarian Miguel García-Colón spent his first few months making community contacts and planning library programs and outreach. His efforts paid off quickly with increased services for the Spanish speaking community and well-attended programs such as the singing group Salt and Pepper—who almost literally raised the rafters!

**The Friends of the Greenwich Library:** The Friends exposure was limited this year by the closing of the Cole Auditorium, their venue for free film, music, lecture, and children's theater programs offered to the public throughout the year. Nevertheless, Friends volunteer committees kept busy organizing new book talk programs, concerts in alternate locations, expanded preschool visits by Headstart Outreach children, and spectacular exhibitions in the Flinn Gallery including "Fred Stein Photographs," and the annual showcasing of emerging artists, "Fresh Paint."

**The Friends-funded Oral History Project** completed five new interviews and published a new edition of the popular Tod's Point history. The singing group "Broadway a la Carte" and Latin American storyteller Felix Pitre of TheatreWorks performed for family audiences in the Meeting Room.

Sixty Adopt-A-Shelf volunteers helped library staff "read" the shelves and keep books and other materials in proper order. With the Café as their workplace, the Book Brigade group sorted, shelved and subsequently sold thousands of discarded books. This group "finds" new homes for books that must be removed from circulation to make way for new titles. The Friends of the Greenwich Library raised some \$84,000 in membership contributions and its Education Committee directed \$16,000 of that to fund staff education and workshop and conference attendance. This continued and generous support by the Friends members is greatly appreciated by both staff and community.

Frequently the Friends make a major contribution to the library and the community and this year they purchased the new book van described above in "What's New." The van makes weekly visits to the town senior residences and nursing homes, bringing materials to the doorsteps of hundreds of older patrons. This gift was made possible by the continued and generous support of annual appeal contributors who continue to make this, and so many other enhancements, possible.

Mario M. González  
Director

## PERROT MEMORIAL LIBRARY

Perrot Memorial Library provides exceptional service, materials and programs to the Greenwich Community. The Community responded last year by using our facility and our extensive array of library services at the highest level in our history. The number of visitors to the Library increased 6%, the number of items borrowed increased 13%, and program attendance was up 8%. We communicated new acquisitions, special collections, children and adult programs to the community through our website <http://www.perrotlibrary.org> and our "Précis" Newsletter. We also continued our strong ties to the Greenwich School System with a well-received showcase introducing the best books of 2002 for the Greenwich School Library Media Specialists by Kate McClelland and Kathy Krasniewicz. Another example of the Perrot /Greenwich Community Connection was our collaboration with the Greenwich Arts Council this year. We collaborated with the Council on the Eric Carle art exhibit with special Eric Carle events for children including a visit with the "Very Hungry Caterpillar"!

### Historic Documents

The Greenwich Library transferred on indefinite loan the WESTVACO Collection – books of classic literature designed by Perrot's former Board member, Bradbury Thompson. These books have been part of the Beatrice M. Brittain Collection of Fine Book Design at the Greenwich Library. We constructed a special lighted bookcase in the Waid Room where the materials will receive archival quality treatment and access by library visitors.

### Library Staff

The Library successfully upgraded several positions last year. We are grateful to the Department of Human Resources of the Town of Greenwich and the Human Resources Committee of the Board of Estimate and Taxation for their support. The positions are: Librarian II to Librarian III, Reference Services (Linda White); Library Assistant to Librarian II, Circulation Services (Jayshree Trivedi); and Children's' Program Assistant to Librarian I, Youth Services (Kathleen Krasniewicz).

Perrot Memorial Library continued its long, outstanding commitment to the advancement of the profession. Kate McClelland was elected to the Michael L. Printz Committee of ALA to select the most distinguished literature for young adults. Kathleen Krasniewicz serves on the American Library Association Notable Recordings for Children Committee.

Kate McClelland represented Perrot Library as a guest lecturer and storyteller in four cities in Japan. This professional tour was arranged by former Perrot Japanese story time organizer and Greenwich resident, Masako Sueyoshi.

### Programs for Adults

Shakespeare Colloquy: a Mutual Discourse led by Ann Gilhuly. The plays "Twelfth Night" and "Richard II" were among the topics of these popular evening discussions this past year.

An audience of nearly 100 people enjoyed a fascinating lecture by Medieval Scholar Andrew Belding Watt on Wednesday June 25. "The First Storyteller: Homer, The Iliad and the Odyssey".

### Programs and Services for Children

All of our Children's programs continue to be fully subscribed and highly popular. The staff provided 338 program sessions for a total of 7,485 children. The "Spotlight" program for 2<sup>nd</sup> and 3<sup>rd</sup> graders is an example of an overwhelming hit which highlights high interest topics that are introduced in both story and informative nonfiction accompanied by a craft. This program is especially appealing to boys in these age groups.

### Programs for Families

In the Perrot Library tradition of uniting people old and young and stories old and new, the Library was honored to present a concert on Thursday April 24 with America's premier storyteller, Donald Davis, at the Eastern Middle School Auditorium. Mr. Davis, from Ocracoke Island North Carolina, captivated the audience of 550 people with emotionally reviving, tender and hilarious tales.

**Statistics**

Library Visits:	210,118
Items Borrowed:	216,728
Days Open:	336
Reference Questions:	16,045
Public Internet Use:	13,516
Program Attendance (Adult and Children):	8,120
Number of Items in the Collections:	
Adult Books	30,172
Children's Books	33,386
Magazine and Newspaper Subscriptions	134
Music on Compact Disk	2,232
Movies on Video/DVD	4,916
Serial volumes (back issues)	210
<b>Total</b>	<b><u>71,050</u></b>

**Finance**

Budgeted Personnel:	44
Expenditures:	\$1,125,015
Revenues:	\$13,505

**Board of Directors  
Term Expiration**

**2004**

Lucy Hedrick  
 Julia Quincy Jones  
 Margaret Lannaman  
 Richard Radcliffe  
 Mary Webster

**2005**

Helen Bennett  
 Louisa Greene  
 Kip Meyer  
 Giff Reed  
 Karen Watt

**2006**

Stephen Boies  
 Marilyn Derr  
 Brad Fisher  
 Barbara McSpadden  
 Karen Robbins  
 Jim Swan  
 Barbara Glass  
 Karen Taggart  
 Joe Flynn

Kevin McCarthy,  
 Library Director

Stephen. B. Boies,  
 Library Board President

**BRUCE MUSEUM REPORT NOT AVAILABLE AT TIME OF PRINTING**

**DEPARTMENT OF PARKS AND RECREATION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel			
Full Time	136	137	137
Perm Part Time	11	11	11
Expenditures			
Operating	\$10,475,179	\$10,179,588	\$9,704,837
Capital	\$2,191,221	\$947,584	\$612,227
<b>Total</b>	<b><u>\$12,666,400</u></b>	<b><u>\$11,127,172</u></b>	<b><u>\$10,317,064</u></b>
Revenue	\$4,318,544	\$4,109,349	\$3,824,300

**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.

Indices for fiscal year 2002-2003 reveal participation and attendance in the Department's leisure programs, activities, and facilities continue to grow. Best estimates conclude that over 90% of the total town population availed themselves of one or more of the Department services.

**ACCOMPLISHMENTS FOR THE DEPARTMENT OF PARKS AND RECREATION  
FOR THE YEAR 2002-2003**

Fiscal year 2002-2003 represented a 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:

**Park Passes:** the first full year experience operating under the non-resident access plan et al, was successful. Park pass issuance operation was smooth and swift with respect to responding to applications. 45,364 park passes were issued.

**Greenwich Skatepark;** a gift from the Junior League of Greenwich provided the resources for the Skatepark to be constructed on the site of Roger Sherman Baldwin Park. This six-year project came



to life for Inline Skaters and Skateboarders on opening day Sunday, April 6<sup>th</sup>. Participation has grown to over 250 users by the end of the fiscal year.

**Irrigation System:** funding for this much needed irrigation system was approved and secured by a town loan payable over a five-year period. Construction is impacted by many variables such as weather conditions etc. However we are targeting completion during the last quarter of the 2003-2004 fiscal year.

**Website:** the department has embraced the use of the town website as a major opportunity to extend our program and operations to the home of the town residents through the Internet. The Parks & Recreation segment of the town website houses Park Pass and program applications; special events; location, driving directions and inventory of parks; ferry schedules; league standings; special events, golf and senior center calendars; “how to” information with respect to obtaining permits, boating slips, and camping; provides electronic communication with the department via e-mail for citizen interests, backed by a follow up process for responding to citizen queries; as well as important news for residents.

**RecTrac:** new modules were added to the existing RecTrac core system automating the management of softball, baseball and soccer leagues; scheduling of athletic fields, and scheduling of the ice at the Dorothy Hamill Ice Skating Rink.

Joseph A. Siciliano, Director  
Department of Parks and Recreation

## **RECREATION DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel			
Full Time	15	15	15
Perm Part Time	8	8	8
Expenditures			
Operating	\$1,901,354	\$1,815,623	\$1,669,548
Capital	\$22,142	\$29,435	\$127,384
<b>Total</b>	<b><u>\$1,923,496</u></b>	<b><u>\$1,845,058</u></b>	<b><u>\$1,796,932</u></b>
Revenue	\$1,292,478	\$1,187,196	\$1,157,475

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 2002-2003**

Renovated Showmobile for summer concerts.  
Supervised tennis court repairs at Byram, Pemberwick, Western Middle, Central Middle, Eastern Middle, Greenwich High School, Bruce Park and Loughlin Avenue.  
Griffith E. Harris Charity Golf Tournament raised over \$9,500 for Parks and Recreation Scholarship Fund.  
Richard Ernye promoted to Recreation Supervisor.  
Robert Alvarado named new Recreation Coordinator.  
Field at Western Greenwich Civic Center was renamed in memory of George Barradas long-time youth football coach.  
New program of Drop-In Gymnasium drew a total 580 residents.  
Opened Greenwich Skatepark for Inline Skaters and Skateboarders. Gift of the Junior League of Greenwich.  
Repaired staging at Pappas Pavilion.  
Keenan Houston and Lisa Ricciardi were named to staff positions at the Senior Center.  
The Senior Beach Card list was merged with the Senior Center database allowing us to begin a monthly mailing to attract new members.  
Kate's Paperie (a local business) began a free monthly crafts program for the Senior Center.  
A karaoke machine was purchased and open mike days were added to the Senior Center schedule.  
A new member packet is in the process of being completed at the Senior Center.

### **VOLUNTEERS**

Over the course of the year the Recreation Division utilized the help of more than 1,000 volunteers with various sports programs and special events. Volunteers are trained by the Division for program safety and basic first aid prior to the start of each program.

### GIFTS, SCHOLARSHIPS & CAMPERSHIPS

A gift of \$22,500 was accepted by the RTM and received by the Recreation Division from Greenwich Capital Market for the annual Fireworks display at Greenwich High School and Binney Park. Gifts in the amount of \$2,500 from Mickey Yardis and the Greenwich Cup Racing Competitions and \$2,000 from the Second Congregational Church all helped to support scholarships for needy residents.

The Recreation Division also provided partial scholarships for youth programs in Town. The Scholarship Fund is supported by local donations and applicants are screened by the Department of Social Services to ensure confidentiality. The amount of \$16,195 in partial scholarships was given to Greenwich children in the past year.

An additional 38 camperships to the Town's summer programs were provided to the Recreation Division through the cooperation of the Recreation Division and the Department of Social Services.

### ATHLETIC FIELD SCHEDULING

Over 21,900 field hours were scheduled by permit this past year. Over 600 individual field permits were issued during the year for the 40 baseball diamonds and athletic field areas scheduled by the Recreation Division Staff.

The Recreation Division has instituted a Field User Fee for all town and non-town programs on town fields. Over 10,000 field users were registered for the past year.

### SPECIAL EVENTS

Fourth of July Fireworks	Jim Fixx Memorial Day Road Race	Town Men's Golf Tournament
Septemberfest	Wednesday Concerts in the Park	Jazz on the Sound
Kite Flying	Sand Sculpture Contest	Greenwich "POPS" Concert
St. Patrick's Day Parade	Town-wide Halloween Party	Tuesday Concerts on the Green
Sunday Evening Concerts	St Roch's Feast	Greenwich Point 1 Mile Swim
Lunch with Santa	Roller skating	Adopt A Dog, Dog Show
Farmers Market	Concours D'Elegance Car Show	Salute to Veterans
Lion's Club Easter Egg Hunt	Greenwich Pt. Biathlon & Triathlon	Movies in the Park
Family Movie Nights	Susanah's Run	Knights of Columbus Flea Market
Town Wide Tennis Tourney	Beachfront Bushwhack 5 Mile Race	Town Women's Golf Tourney
Tour De Greenwich Bike Race	Sunbake Teen Concert	North Mianus Carnival
Glenville Carnival	Cos Cob Carnival	YWCA Walk for Diversity

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 three 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. 607 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 (103) are offered a variety of activities that include cookouts, games, and special trips.

Music & Art Program rose to 215 participants. This six-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.

In recent years the Recreation Division has begun to offer Clinics during school holidays and vacations. These programs help the Division achieve two goals. 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. The Doyle Baseball Clinic and Indoor Soccer Clinics are some of the programs offered. In addition to this, one-week programs are offered at the end of August including Soccer Excellence, Blue Jays Baseball Academy, Mad Science Camp, Chess Camp and Future Stars Tennis and Sports Clinics. During school holidays and vacations we have offered a number of different special events such as roller skating, magic and puppet shows.

<u>PROGRAM</u>	<u>NUMBER OF PARTICIPANTS</u>
Baseball	795
Soccer	1,157
Girls softball	272
Tennis cards	2,637
Tennis clinics	244
Paddle tennis	102
Co-ed volleyball	260
Men's basketball	380
Women's softball	435
Men's softball	1,560
Indoor golf	36
Gymnastics	50
Girl's basketball	102
Co-ed basketball (children)	398
Spring swim	122
Preschool playgroups	20
Field hockey	24
Summer swim	209
Family swim	53
Tball	96
Skatepark (10 day passes and annual members)	225
Skatepark clinic	Skateboarders 24
(began in June)	Inline Skaters 15

**SERVICES FOR SENIOR CITIZENS**

As the Greenwich Senior Center enters its 30<sup>th</sup> year of service, we continue to provide a wide variety of activities to our senior community. The members are invited to join in our daily programs at the center which include: Continuing Education Classes, the popular IBM/Verizon sponsored SeniorNet Computer Classes, Word Games, Craft programs, Language classes and Quigong (Chinese exercise). Bridge, Chess, Scrabble and Mah Jongg groups run weekly as well as our very popular Silvertones Choir. We also offer the opportunity for members to participate in day trips, which run monthly, as well as weekly trips to the grocery store. Our Social Worker, Public Health Nurse, Utilize Senior Energy (USE) employment agency for seniors and AARP all have offices within the Center. Energy/Rebate and Tax Preparation Assistance are offered seasonally.

The Senior Center is open Monday through Friday, 9:00 am to 4:00 pm. Lunch is served daily from 12:00 noon to 12:30 pm. The Transportation Association of Greenwich (TAG) provides daily transportation to and from the Center.

## SPECIALIZED RECREATIONAL FACILITIES

Dorothy Hamill Skating Rink – In its thirty-second 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. A shinny hockey program was initiated this past year. The rink is home site for a number of school teams; youth travel hockey and a figure skating club.

Eastern Greenwich Civic Center – Events that utilize the center include antique and train 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, 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, swing dance classes and oldies dances. The Center serves as home for the Kamp Kairphree summer day camp program.

Western Greenwich Civic Center – This facility supports the needs of the western side of town with numerous recreational activities. The types of activities that are programmed at the Center are both private and Town-funded. Town-funded programs include movie nights, concerts, volleyball, basketball, school vacation programs, roller skating, puppet shows, summer camp, a Halloween party and a T-ball program for 5 and 6 year old children. Private groups that rent space or are given space for community service are; Greenwich Soccer Association, Girls, Inc., Just Wee Two, Ballet and Dance, Aerobics, Boy Scouts and Cub Scouts, senior meetings, the Junior League Safety Town Program, dog obedience classes, tennis lessons, cello lessons, piano lessons, sports programs, drawing and art classes, Pilates, Yoga, Tai Chi, Spanish lessons, SAT courses, Real Estate classes, Tap dance classes and drama classes. The WGCC Committee, which consists of concerned citizens from District 9 as well as RTM and BET members, has been working on fundraising to renovate the Center. Some of their efforts this year have consisted of a pancake breakfast and brick sales as well as applying for numerous grants. The Foundation received a \$2.5 million gift from the Bendheim Foundation. The first \$500,000 has been released for engineering and architectural blueprints to get an exact price on renovation. To date the Center has raised approximately \$2.7 million toward the renovation. Current renters are being asked to begin finding alternate space with Harvest Time Assembly of God (our largest renter) expected to leave sometime between November 2003 and January 2004.

Greenwich Skatepark – With the grand opening of the Greenwich Skatepark on April 6, 2003, the youth of Greenwich saw a six-year project come to life. With hard work and financial support from The Junior League of Greenwich, dating back to 1997, \$180,000 was raised and The Junior League gave the finished Skatepark to the Town of Greenwich, Department of Parks and Recreation.

Owned and operated by the Parks and Recreation Department, the Skatepark is located on Arch Street in a section of the Roger Sherman Baldwin Park Parking Lot, designated for Town employee parking, and the Arch Street Teen Center.

The Skatepark consists of a series of ramps and rails 2-feet to 5-feet high. Some of the pieces include a 4-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. We will be open year round – weather permitting.

The fees to use the Park are \$150 annual membership with a prorated scale, as the season progresses, to \$120 and \$90 depending on when you purchase the membership. Ten-Day Passes cost \$60 and a One-Day Pass is \$10.

All users must wear elbow and kneepads and a helmet. Every participant must sign a waiver form and a parent or legal guardian must sign for everyone under 18 years of age. The Park also offered Skateboard and Inline lessons. Plans for a Camp in 2004 are under way.

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 now the home of Greenwich Green & Clean.

Dundee School Gymnasium – The gymnasium is available for a variety of recreational activities. The activities include volleyball, indoor soccer, basketball, and birthday parties. The recreation division supervises evening and weekend activities.

Tennis Courts – Monitored courts and 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 available on a first-come, first-served basis only and are not supervised are available at Lyon Avenue and Pemberwick Park.

<u>2002-2003 Fiscal Year Revenues</u>	<u>Actual</u>
Organized Recreation	\$546,785
Senior Center	43,582
Eastern Greenwich Civic Center	148,148
Neighborhood Community Centers	28,416
Dorothy Hamill Skating Rink	402,462
Western Greenwich Civic Center	123,085
<b>Total Revenue – Recreation Division</b>	<b><u>\$1,292,478</u></b>

Peter J. Mandras, Jr.,  
Superintendent of Recreation

**PARKS AND TREES DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel			
Full Time	82	82	82
Perm Part Time	0	0	0
Expenditures			
Operating	\$4,058,324	\$4,070,611	\$3,813,211
Capital	\$485,794	\$325,917	\$161,998
<b>Total</b>	<b><u>\$4,544,118</u></b>	<b><u>\$4,396,528</u></b>	<b><u>\$3,975,209</u></b>
Revenue	\$17,129	\$11,598	\$5,500

The character of a community is 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.).

**TREE WARDEN**

Bruce Spaman, Superintendent of Parks & Trees /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 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.

**PARKS DIVISION**

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, ice and snow removal, and maintenance of athletic fields and playgrounds.

The Parks Division operates from five regional locations:

- Bruce Park (located at the Roger Sherman Baldwin Park facility)
- Binney Park
- Byram Park
- Montgomery Pinetum
- North Street facility (located adjacent to the North Street 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. We have integrated all school campuses and athletic fields into the parks organizational system. In addition, over 300 neighborhood cul-de-sac 'islands' are landscaped and maintained by the Parks Division.

The Parks division is currently undertaking a long-term project to upgrade and renovate the Town's athletic fields. Fields are being systematically upgraded and renovated to improve turf condition, drainage and irrigation if necessary. The Parks division continues to work cooperatively with community groups on various special park improvement projects that are in accordance with the Master Plan for the Department of Parks and Recreation.

### **TREE DIVISION**

Steven Gospodinoff, Tree Operations Manager

The Tree Division is responsible for the care and maintenance of all trees on roadsides, in parks and all other Town owned properties.

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, 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. In the past year more than 323 shade trees and street trees were planted by town crews. 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.

Bruce Spaman,  
Superintendent, Parks & Trees/Tree Warden



**MARINE & FACILITY OPERATIONS DIVISION**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel			
Full Time	20	21	21
Perm Part Time	1	1	1
Expenditures			
Operating	\$2,067,137	\$1,814,468	\$1,658,682
Capital	\$177,063	\$128,763	\$162,000
<b>Total</b>	<b><u>\$2,244,200</u></b>	<b><u>\$1,943,221</u></b>	<b><u>\$1,820,682</u></b>
Revenue	\$1,660,895	\$1,493,301	\$1,312,325

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, use of and traffic in the waters of Long Island Sound and elsewhere, subject to the jurisdiction of the Town.

The division is responsible for the planning, construction, development, service, maintenance, alterations, repair and storage of all physical properties under the control of the Department of Parks and Recreation. Its Superintendent acts as a local enforcement officer in implementing Town, State and Federal Policies with regard to all marine activities, both private and municipal. Staffing consists of 20 permanent, full-time positions and 80 seasonal positions.

**BEACH ATTENDANCE  
July 1, 2002 thru June 30, 2003**

Byram Beach	116,292	
Greenwich Point	575,244	
Great Captain Island	7,250	*
Island Beach	116,076	*

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

**PARK PASSES**

A total of 45,364 park passes were issued to the residents of Greenwich. The breakdown is as follows:

<u>Pass Type</u>	<u>Number Issued</u>
Adult	30,526
Child	7,852
Senior	6,677
F/T Nanny	290
P/T Nanny	9
Adult Summer	6
Child Summer	4
<b>Total</b>	<b><u>45,364</u></b>

The Department of Parks and Recreation implemented a new fee structure for entrance to the Greenwich beaches for the 2003 season. The following revenues are for the period of July 1, 2002 through June 30, 2003:

13,440	Non-resident day pass	@ \$10.00 =	\$ 134,400.00
2,711	Non-resident day parking pass	@ \$20.00 =	\$ 54,220.00
2,256	Resident only guest card	@ \$60.00 =	\$ 135,360.00
467	Resident N/R vehicle permit*	@ \$100.00 =	\$ 46,700.00
<b>Total</b>			<b><u>\$ 370,680.00</u></b>

\* *Residents with vehicles not registered in the Town of Greenwich*

For fiscal year July 1, 2002 - June 30, 2003 the revenue totaled \$1,006,650. Operating expenses, exclusive of fringe benefits for full-time permanent staff for all beaches totaled \$908,551.00.

**HARBOR AND BOATING FACILITIES**

Use Permits are required for each vessel using our municipal boating facilities. The Marine Facility Operations Division issued 1,882 permits from July 1, 2002 through June 30, 2003. The Harbor and Boating Facilities consist of 4 Marinas. They are located in Byram, Cos Cob, Grass Island and Greenwich Point. For the 2003 season the division issued 545 boat slips, 386 Out Water Moorings, 454 Trailing Permits (including 30 Non-resident Launching Permits), 54 Dry Sail Vessels area and 271 Boat Racks. In addition to facilities available, the following services were rendered; 26 small lockers and 30 large lockers were rented, 379 boats in Winter Storage, 115 trailers in Trailer Storage.

For fiscal year July 1, 2002 - June 30, 2003, operating expenses, exclusive of fringe benefits for staff, for all boating facilities totaled \$250,905. Receipts for use of facilities totaled \$455,580, an increase of \$97,842 or 27%.

Frederick J. Walters,  
Superintendent, Marine & Facility Operations

**GRIFFITH E. HARRIS GOLF COURSE**

	<u>2002-03</u>	<u>2001-02</u>	<u>2000-01</u>
Budgeted Personnel			
Full Time	9	9	9
Perm Part Time	1	1	1
Expenditures			
Operating	\$1,111,568	\$1,187,562	\$1,307,712
Capital	\$1,506,222	\$463,469	\$160,845
<b>Total</b>	<b><u>\$2,617,790</u></b>	<b><u>\$1,651,031</u></b>	<b><u>\$1,468,557</u></b>
Revenue	\$1,325,542	\$1,394,754	\$1,390,765
Rounds Played	42,126	48,542	44,687

An excellent working relationship continues to exist with the Board of Parks and Recreation, Greens Committee, and the various golf clubs with all information and requests being channeled through the Operations Manager to the Director related to planning, course conditions, schedules, capital items, etc.

The major reason for the jump in capital expense this year was due to obtaining the funding for the installation of a much-needed new irrigation system. The project has begun and the course paid the first bills of \$ 150,000 in the fiscal year. The remaining \$ 1,150,000 was obtained through a Town loan and was encumbered at the end of the fiscal year and will be paid out in the new fiscal year as the project continues and finishes. Other capital projects completed included the paving over of the remaining stone-dust cart paths, having landscaping done for safety purposes (where golf balls hit from one tee were at times landing on another tee), and the purchase of a storage shed for the fertilizers, pesticides, etc. used on the golf course that meets all Environmental Protection Agency standards.

Due to the early snow that closed the course very early (effectively November 27<sup>th</sup>) and the cold, wet spring that we encountered, the rounds were down a fair amount from the norm. While revenue was also down as could be expected, it was not down as much on a percentage basis due to the fee increases initiated as of the beginning of the calendar year which although relatively small, were put in pretty much across the board. These were initiated to help pay for the new irrigation system.

This year the Met PGA chose the course along with just a few others to host its qualifying tournament for its annual championship. They gave the course rave reviews and next year the course will host the actual championship.

To summarize, while it was a difficult year, it was a very successful year for the course.

David D'Andrea,  
Manager, Golf Course Operations

## HOUSING AUTHORITY OF THE TOWN OF GREENWICH

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 225 residences throughout the community from private landlords under a special federal program known as Section 8, which provides certificates or vouchers to absorb the difference between published market rents and the resident's ability to pay, based on individual or family income.

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 and 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.	Girl Scout Council of Southwestern Connecticut, Inc.
The Junior League of Greenwich, CT, Inc.	Greenwich Health Association
The Boys and Girls Club of Greenwich	Green Fingers Garden Club
Urban League of Southwestern Connecticut, Inc.	Horticultural Society and Master Gardeners
Town of Greenwich Board of Education	Department of Social Services
Police	Fire
Health	

### 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.

#### Counseling Services

Three free counseling meetings are available to any housing development resident 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** - 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** - 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 and works with all councils in an on-going advisory capacity.

**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, grant 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.

### **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 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** - Four, two bedroom family apartments, purchased for affordable housing. Financed through a conventional mortgage.

**Greenwich Close, 1997** - 113 market-rate and 17 affordable 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.

Housing Authority of the Town of Greenwich

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

	<u>2003 - 03</u>	<u>2002 - 02</u>	<u>2001 - 01</u>
Budgeted Personnel	2	2	2
Expenditures			
Current:	\$ 0*	\$ 821,901.20	\$ 1,199,000
Capital:	\$ 1,129,000	\$ 335,098.80	\$ 0
<b>Total:</b>	<b><u>\$ 1,129,000</u></b>	<b><u>\$ 1,157,000</u></b>	<b><u>\$ 1,199,000</u></b>
Revenue:	\$ 12,206	\$ 38,718	\$ 38,718

\* The CDBG Fiscal Year is January to December. As of June 30, 2003, there had been no CDBG expenditures because the Funding Agreement with HUD did not occur until May 8, 2003.

**Program Description.** The Housing and Community Development Act of 1974, and subsequent amendments are Acts of the United States Congress to return tax revenue to local communities in federal aid for the purpose of addressing the needs established by the local communities with an emphasis on viable neighborhoods, decent housing, suitable living environment, and expanding economic opportunities for persons of low and moderate incomes. Of the entitlement programs available, Greenwich, Connecticut (at this time) only qualifies for the Community Development Block Grant program. The CDBG program is designed to leverage CDBG (federal) dollars with local, State, and/or private funds.

A Consolidated Plan (1 to 5 years) and an Annual One Year Action Plan are required submissions for receipt of the annual CDBG Entitlement funds. The local CDBG Citizen Participation Plan provides opportunities for citizens to participate in the development of and advise on the CDBG program. This mission is filled by the Community Development Advisory Committee (CDAC), consisting of a member from each Representative Town Meeting (RTM) Districts, Board of Estimate and Taxation, Planning and Zoning Commission, Housing Authority of the Town of Greenwich, National Organization of Women (local chapter), and NAACP (local chapter). The Annual One Year Action Plan application process is designed to fit within the budgetary process adopted by the legislative body of Greenwich, Connecticut, and applicable local, State, and federal codes, statutes, laws, etc.

This report covers activities from January 1, 2002 through December 31, 2003 due to the fact that the CDBG fiscal year is January through December of each year. Note: The Year 2003 Annual One Year Action Plan is the 4<sup>th</sup> increment of the Five Year Consolidated Plan (January 1, 2000 - December 31, 2004). CDBG funding availability for the next year is announced in May of each year preceding the beginning of the program (fiscal) with a community-wide mailing and public notices inviting interested persons to apply for the anticipated grant funds. Proposals were received, evaluated and ranked by the CDBG staff for eligibility (per CDBG regulations), copies of each proposal with CDBG staff comments were provided to the CDAC for further review. The CDAC made site visits, met with applicants to discuss the merits and feasibility of said proposals. After further CDAC discussions, the CDAC made their funding recommendations to the First Selectman. The First Selectman held public hearings in July of 2001 and 2002 on the Proposed Annual One Year Action Plan (for each year) to solicit citizen comments. The Board of estimate and Taxation approved the budgets in September of each year, and the "Community Development Block Grant Proposed Annual One Year Action Plan", for each of those two years (2002 and 2003) were placed on the RTM Call in October, of each year for further approvals. The Final Annual One Year Action Plans were submitted to HUD in November of 2001 and 2002. The HUD Agreement was executed in March 2002 and in May 2003 for the CDBG 2002 and 2003 Years.

**Program Activities.** The CDBG entitlement for Greenwich, Connecticut was \$1,157,000 for year 2002 and \$1,129,000 for year 2003. The following activities, approved for CDBG funding are for services that primarily benefit persons and families of low and moderate income (per CDBG income limits). All agencies funded serve Greenwich residents.

**2003 Activities Approved & Underway (A&U) as of June 30, 2003:**

Dental Center of Stamford, Inc.: \$8,000 for partial cost of a Dental Hygienist.  
Family Centers, Inc.: \$15,000 for its Head-Start program, \$5,000 for its RITE (job training) program and \$57,000 for rehabilitation of two roofs.  
Greenwich Adult Day Care: \$10,000 for Nursing & \$10,000 for Transportation Programs.  
Boys & Girls Club of Greenwich: \$10,000 for Project Learn & Character Development.  
Greenwich School Age Child Care: \$25,000 for its Scholarship Program.  
Interfaith Council/CCS: \$8,000 for its Food Bank Program.  
Jewish Family Services of Greenwich: \$8,000 for its Supermarketing for Seniors Program.  
Kids in Crisis, Inc.: \$15,000 for its Health Clinic Program.  
Out Patient Dental Center: \$10,000 for a part time Dental Hygienist.  
Shelter for the Homeless, Inc.: \$5,000 for its Food Service Program.  
St. Luke's Life Works, Inc.: Homeless Women's Housing Program: \$15,000.  
Transportation Association of Greenwich, Inc.: \$9,650 for administrative costs.  
YWCA of Greenwich: Domestic Abuse Service (DAS). Toward administrative cost \$13,000.  
CTE, Inc.: \$52,000 to match individual savings accounts (IDA) toward home ownership.  
Greenwich Association of Retarded Citizens: \$17,000 for Installation of Central Air.

**2003 Activities Where the Contract is Pending and Not Yet Underway as of 6/30/03.**

Byram Archibald Neighborhood Center: \$127,663 for rehabilitation activities.  
Hill House: \$108,000 for Rehabilitation due to defects in original construction.  
Housing Authority: \$157,964 Rehabilitation of Day Care Facility at Wilber Peck Court.  
Liberation/Meridian/Gunestel, Inc.: (LMG): \$201,815 Rehabilitation for ADA compliance of Baths.

**2002 Activities Completed by December 31, 2002:**

Dental Center of Stamford, Inc.: \$8,000 for partial cost of a Dental Hygienist.  
Family Centers, Inc.: \$14,050 for Head Start, \$5,000 for the RITE (job training) Program.  
Greenwich Adult Day Care: \$14,500 for Nursing & \$10,000 for its Transportation Programs.  
Greenwich Boys and Girls Club, Inc.: \$14,000 for an Educational Director at its facility.  
Greenwich School Age Child Care, Inc.: \$29,000 for its Scholarship Program.  
Interfaith Council/CCS: \$8,000 for its Food Bank Program.  
Jewish Family Services of Greenwich: \$8,000 for its Supermarketing for Seniors Program.  
Shelter for the Homeless, Inc.: \$6,000 for its Food Service Program.  
St. Luke's Life Works, Inc.: \$15,000 for the Homeless Women Housing Program.  
TAG, Inc.: \$20,000 toward administrative costs.  
YWCA of Greenwich: \$20,000 toward the Domestic Abuse Service:  
Domus Foundation: \$93,250 to rehab "Passages" (facility for troubled boys) at 102 Clinton Ave., Stamford  
Liberation/Meridian/Gunestel, Inc.: \$85,500 for Roof and interior ceiling rehabilitation to the substance abuse treatment facility, located at 115 Main Street, Stamford, CT.  
CDBG Administration: \$179,802.



**2002 Activities Not Completed by June 30, 2003:**

Diamond Hill Community Services Corp.: \$446,930 to rehabilitation 6 units housing.

**2001 Activities Not Completed by June 30, 2003:**

Adopt-a-House, Inc.: \$100,000 for counseling and down payment assistance for first time homebuyers. To date five families have been assisted in the purchase of their first home.

**2000, 1999 and 1997 Activities Not Yet Contracted for By 6/30/03 Due to Protracted Litigation:**

Pathways, Inc.: \$657,000 is reserved (\$100,000 in 1997, \$350,000 in 1999 and \$225,000 in 2000). The development of 10 units of supportive housing for people with special needs is due to start construction in the late fall of 2003.

The aforementioned activities are and may have been subject to change, depending on grant availability, additional funding needs, and/or cancellation. If such changes occur, CDBG follows the procedures in its written Citizen Participation Plan, per HUD regulations and the CDBG Budget Policy.

CDBG contracts with grant recipients, and conduct on-site monitoring to ensure that the CDBG funds are expended in accordance with HUD requirements, including, but not limited to EEO compliance, labor standards, fair housing, low and moderate income benefit, etc.

Note: The CDBG office also submits the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD each year. The CAPER provides a detailed year-end report of CDBG activities. The CAPER for the Year 2002 Annual One Year Action Plan is on file in the CDBG office and the 2003 CAPER will be submitted to HUD in March 2004.

**New Laws/Statutes Affecting CDBG Program.** While there are no new laws/statutes having a significant affect on the CDBG program. HUD continues to require new procedures such to computerize the CDBG program through electronic reporting systems to coordinate mapping, graphics, financial database, and word processing functions.

**New Activities.** The CDBG program anticipates that Greenwich, Connecticut will receive for the 2004 program, an entitlement of \$1,115,000 (+ or -), the annual repayment of \$38,718 loan repayment and the reprogramming of \$339,483 of funds from prior activities. These funds are due to activities/projects that were completed under budget or cancelled. The total of funds expected to the available for 2004 is \$1,493,201. New funding activities (for the 2004 program year) will be undertaken per the application/citizen participation process described in the first section of the Annual Report.

**Staffing.** There are two (2) full time employees in the Community Development Office and the Director reports directly to the First Selectman.

Nancy C. Brown,  
CDBG Director

OFFICIAL DIRECTORY  
TOWN OFFICERS  
(as of 6-30-2003)

**ALARM APPEALS BOARD\*** (4-year term)  
(Terms expire March 31)

Charles T. Coyle (2006)  
Romano Orlando (2006)  
Peter Bahrydt (2004)  
Robert Fogg(2006)  
Domineck DeFranco (2004)

**ARCHITECTURAL REVIEW COMMITTEE\*** (4-year term)  
(Terms expire June 30)

Paul Pugliese, Co-Chairman (1998)  
John Dixon (2002)  
Susan Cohen (1999)  
Kenneth Deck (2002)  
Gerald Mylroie (2001)  
Mary Jo Bridge Palmer (2002)  
Joeb Moore (1999)  
Susan D. Elia (2002)  
Frank C. Lionetti (2002)

**BOARD OF EDUCATION\*** (4-year term)  
(Terms expire in November)

J Robert Carey (2005)  
Susan Anderson (2005)  
Colleen Giambo (2003)

William G. Kelly (2003)  
Stephen Loparco (2003)  
Sandra Walters (2005)  
Paul A. Toretta (2005)

Superintendent of Schools:  
vacant

Deputy Superintendent:

**BOARD OF ESTIMATE AND TAXATION\*** (2-year term)  
(Terms expire December 31, 2003)

Peter Tesci,CHR  
James A. Lash  
Val P. Storms  
Robert Stone  
Jara Burnett  
Laurence Simon  
Stephen Walko  
Kathryn K. Guimard  
Edward T. Krumeich, Jr.  
Frank E. Mazza  
Alma Rutgers  
Janice C. Gardner

**BOARD OF ETHICS\*** (3-year term)  
(Terms expire March 31)

Victor R. Coudert, Jr.,CHR (2004)  
Valerie Lauderdale (2004)  
Robert Curtis (2006)  
Monsignor William Genuario (2005)  
Miles McDonald (2006)  
Richard V. Bergstresser, Ex-Officio

**BOARD OF HEALTH\*** (4-year term)  
(Terms expire March 31)

Robert L. Ailleo (2004)  
Peter Arturi (2004)  
Vincent DeFina (2004)  
Robert Carangelo (2006)  
Elaine M Suchman (2004)  
Forbes Delany (2006)  
Dr. Naomi Tamerin (2006)  
Richard V. Bergstresser, Ex-Officio  
Director of Health:  
Caroline Baisley, Director

**BOARD OF PARKS AND RECREATION\***  
(4-year term)

(Terms expire March 31)  
Joan Gyesky (2004)  
Ira Bloom (2006)  
Scott Johnson (2004)  
Gary Oztemel (2006)CHR  
Griffith E. Harris, Jr. (2004)  
Winston Robinson (2006)  
Donald Conway (2004)  
Richard V. Bergstresser, Ex-Officio

Director:  
Joseph Siciliano

**BOARD OF SELECTMEN** (2-year term)  
(Terms expire November 30, 2003)

Richard V. Bergstresser, First Selectman  
Penny Monahan, Selectman  
Peter J. Crumbine, Selectman

Assistant to The First Selectman:  
Adrienne Singer

**BOARD OF SOCIAL SERVICES\*** (3-year term)  
(Terms expire March 31)

Anne Gilhuly (2004)  
Susan Weiss (2006)  
Patricia Geismar (2006)

Gwen Bylinsky (2005)  
Bernadette Settlemayer (2006)  
John P. Booth, Jr. (2005)  
Richard V. Bergstresser, Ex-Officio

Commissioner of Social Services:  
Carol A. Femia

**BOARD OF ASSESSMENT APPEALS** (2-year term)  
(Terms expire December 31, 2003)

Richard Kriskey  
William F. Reardon

Mary McNamee  
Rowland Harris

**BUILDING CODE BOARD OF STANDARDS  
AND APPEALS** (5-year term)

(Terms expire March 31)

Karen Cuscina (2004)  
Thomas Cholnoky (2003)  
Michael J. Franco (2005)  
William Lavalette (2006)

**Commission on Aging** (3 year term)  
(Terms expire April 1)

Wilmot L. Harris, Jr., (2005)  
Steven Dudley (2004)  
James F. Lennox (2005)  
Sylvia Gordon (2004)  
Betty Hauptman, CHR (2006)  
Alan S. Berk (2006)  
Lin Lavery (2005)  
Wilmot L. Harris, Jr. (2005)  
Richard V. Bergstresser, Ex-Officio

Coordinator of Commission on Aging:  
Sam Deibler

**CONSERVATION COMMISSION** (4-year term)

(Terms expire March 31)

Alexander Brash (2005)  
Lisette Henrey (2004)  
Nancy Dickinson (2004)  
Eric Brower (2004)  
Sue Baker (2005)

Conservation Director:  
DeniseSavageau

**CONSTABLES** (2-year term)  
(Terms expire December 31, 2003)  
James E. Clifford  
William Fassuliotis  
Lawrence A. Infante  
Siegrun K. Pottgen  
Dominick R. Romeo, Jr.  
James Fahy  
Joseph D. Zeranski

**CONSUMER AFFAIRS COORDINATOR**  
(Indefinite Term)  
Anthony F. Belmont

**FINANCE DEPARTMENT** (2-year term)  
(Terms expire December 31, 2003 except as noted)

Comptroller and Finance Officer:  
Edward Gomeau  
Assessor:

Tax Collector:  
Louis C. Carvella

Treasurer (indefinite term):  
Joyce Bostic

**FIRE DEPARTMENT**

Fire Chief:  
Daniel Warzoha

**FLOOD AND EROSION CONTROL BOARD\*** (4-year term)  
(Terms expire March 31)

Aubrey E. Mead, Jr (2003)  
Anthony M. MacLeod (2001)  
Leonard VanHouten (2001)  
Edward J. Schmeltz (2003)  
Richard V. Bergstresser, Ex -Officio

**HISTORIC DISTRICT COMMISSION\*** (5-year term)

(Terms expire March 31)  
Faith Toraby (2005)  
Christopher Holbrook (2008)  
Joan L Faust (2004)  
Robert Wylie (2006)  
Susan Richardson (2007)  
Richard V. Bergstresser, Ex-officio

**HOUSING AUTHORITY\*** (5-year term)

(Terms expire July 31)  
Sue McClenachan, **CHR** (2003)  
James Himes (2007)  
Darlene Gerald (2005)  
George Yankowich (2004)  
Thomas Barr (2001)

**INLAND WETLANDS AND WATER COURSES AGENCY\***

(4-year term)  
(Terms expire March 31)  
Lawrence Perry (2005)  
Christine Ana Coon (2004)  
Thomas R. Baptist (2005)  
Mathew Popp (2005)  
Penelope Low (2005)  
Peter Benedict, **CHR** (2004)  
Lawrence Perry (2004)  
Inland Wetlands Director:  
vacant

**JUSTICES OF THE PEACE** (4-year term)

(Terms expire January 5, 2005)  
Fred Baker  
Rocco Benvenuto  
James Boskello  
Sandra K. Bendfeldt  
Elizabeth Bonsal  
Louis C. Caravella  
James Clifford  
Stuart F. Coan

Forbes Delany  
Peter G. DiLeo  
James Fahy  
William R. Ferenc  
Karen Fox  
Betty Hauptman  
Anthony Hayden  
Joseph Huley  
Ann S. Isaacson  
Richard Kriskey  
Lawrence Larson  
Janet Lockton  
Roger H.V. Lourie  
John B. Margenot, Jr.  
Mary Ann Mullen  
Helen Neilsen  
Stephen Pierson  
Stephanie Raia  
Dominick Romeo  
Mary B. Romeo  
Robert Sanchez  
Emil L. Smeriglio  
David Stich  
Cynthia von Keyserling  
George VonTobel

**LAW DEPARTMENT**

(Term at Discretion of Board of Selectmen)  
Town Attorney:  
John Wetmore

**LIBRARIES**

Greenwich Library:  
Mario M Gonzalez, Director

Perrot Memorial Library:

**NATHANIEL WITHERELL BOARD\*** (3-year term)  
(Terms expire March 31)

Peter Stack (2004)  
Janice M Partel (2004)  
Ronald B. Dreskin (2006)  
Susan Jackson (2004)  
Margot O'Mara (2005)  
Edward Kavounas, **CHR** (2006)  
Richard V. Bergstresser, Ex-Officio  
Administrator:

**PLANNING AND ZONING BOARD OF APPEALS\***

(4-year term)  
(Terms expire March 31)  
Arthur Delmhorst (2006)  
Robert Shippee (2004)  
Donald Kiefer, **CHR** (2004)  
Robert Coulsen (2006)  
David A. Weisbord (2006)

**PLANNING AND ZONING COMMISSION\*** (3-year term)

(Terms expire March 31)  
Louisa Stone, **CHR** (2004)  
Richard Maitland (2004)  
Harry LeBien (2005)  
Mary Colombo (2002)  
Raymond Heimbuch (2004)  
Richard V. Bergstresser, Ex-Officio

Town Planner/Zoning Coordinator:  
Diane Fox

**POLICE DEPARTMENT**

Police Chief:  
James Walters

**PUBLIC WORKS DEPARTMENT**

Administration:  
Marcus Madrid, Commissioner

**PURCHASING**

Joan T. Sullivan  
Director of Administrative Services  
and Purchasing

Joseph Purcell  
Siegrun K. Pottgen

**UNITED STATES**

**REGISTRARS OF VOTERS** (2-year term)

(Terms expire January 2005)  
Sharon B. Vecchiolla  
Veronica B. Musca

**Representatives in Congress from Connecticut**

1st Congressional District      John B. Larson  
2nd Congressional District      Robert Simmons  
3rd Congressional District      Rose DeLauro  
4th Congressional District      Christopher Shays  
5th Congressional District      James H. Maloney  
6th Congressional District      Nancy L. Johnson

**REPRESENTATIVE TOWN MEETING\*** (2-year term)

(Terms expire December 31, 20035 0))  
Thomas J. Byrne, Moderator  
Joan E. Caldwell, Moderator Pro-Tempora  
Carmella C. Budkins, Clerk-Ex-Officio

**Senators from Connecticut**

Christopher J. Dodd  
Joseph I. Lieberman

**RETIREMENT BOARD\*** (4-year term)

Fred M. Filoon, Chairman  
Mark Kordick  
James V. Lavin  
Leland C. Selby  
Edward Gomeau, Comptroller

\*Board Members will serve without compensation.

**SHELLFISH COMMISSION** (4-year term)

Lucy Jinishian, Chairman (2002)  
Walton Alder (2001)  
Susan Baker (2001)  
Joseph Zeranski (2001)

Michael Aurelia (2002)  
Jeffrey Stempien (2001)  
Gary Masouredis (2001)  
Daniel Barrett (2002)  
Eric Omdahl (2002)

**TOWN CLERK** (2-year term)

(Term expires December 31, 2003)  
Carmella C. Budkins

**STATE OF CONNECTICUT**

Governor:                            John G. Rowland  
Lieutenant Governor:         M. Jodi Rell  
Senator:                                William H. Nickerson  
Secretary of the State:         Susan Bysiewicz  
Treasurer:                          Denise Nappier  
Comptroller:                        Nancy S. Wyman  
Attorney General:                Richard Blumenthal

**STATE REPRESENTATIVES**

Assembly District 149            Olivia Floren  
Assembly District 150           Lile Gibbons  
Assembly District 151           Claudia Powers

**SUPERIOR COURT**

**Presiding Judge**  
Edward Karazin

**State's Attorney**

**Chief Clerk of the Judicial District  
of Stamford/Norwalk**  
Donald J. Mastrony

**Family Services Supervisor**  
Janet Esposito-Daigle

**Chief Adult Probation Officer**  
Marin Roberson

**PROBATE COURT**

David W. Hopper

**STATE MARSHALLS OF GREENWICH**



**DEMOCRATIC TOWN COMMITTEE**  
(6-30-03)

**District 1**

Cornelius Grealy  
Patricia Greene  
Walter Liebman  
Nancy McGrath  
Mary B. McNamee  
Penny Monahan  
AlysonStollenwerck

**District 2**

Stuart Coan  
Barbara Hegarty  
Thomas Nacinovich  
Stephanie Raia  
Donald Smith

**District 3**

Stacy Mortenson  
George VonTobel  
Mary Lou VonTobel  
William VonTobel

**District 4**

Dominick DeFranco  
Janice Gunnip  
Lawrence A Infante  
John Vecchiolla  
Sharon Vecchiolla

**District 5**

Susan Anderson  
Patty Auchincloss  
Benjamin Bacon  
Elizabeth Bonsal  
Gwen Bylinsky  
Lucas Isidro  
Shirley Jankowich

**District 6**

John A Buckland  
Miram Buckland  
John Driscoll  
Elizabeth Harkins  
Anthony Hayden  
William Kelly  
Gerald Pollack  
Isabel Rodriguez

**District 7**

Edward Krumeich  
Valerie Lauderdale  
Phyllis Matthews  
Winston Robinson  
Laurence Simon

**District 8**

Judith Berg  
Peter Berg  
Richard Bloom  
Peter Close  
Kathryn Guimard  
Virginia Gwynn  
John Whalen

**District 9**

John Booth  
Roberta Nickerson  
Howard Richman  
Barbara Rosenthal  
Leo Rosenthal  
Alma Rutgers

**District 10**

Roni Ginott  
William Grad  
Charles Lee  
Michael Sandifer

**District 11**

Sigmund Beck  
William Finger  
Joseph Huley  
Harry LeBien  
David Singer

**District 12**

William Bambrick  
Sandra Bendfeldt  
Barbara Bloch  
Seymour Polansky  
Samuel Reed  
Dominick Romeo  
Florence Spool  
Elaine Suchman

**REPUBLICAN TOWN COMMITTEE**  
(6-30-03)

**District 1**

Carl G. R. Carlson, Jr.  
Mary G. Pellegrino  
Robert J. Oca  
Edward D. Dadakis

**District 2**

Janice Gardner  
Peter K. Joyce  
Cecilia Morgan  
James Lash

**District 3**

Francis R. Musca, Jr.  
Louise T. Bavis  
Emil L. Smeriglio  
David J. D'Andrea

**District 4**

Mary Ann Muller  
Stephen G. Walko  
Linda deSeife  
Peter D. Millard  
Fred Camillo

**District 5**

David W. Hopper  
Philip Skidmore  
Samuel T. Telerico  
John R. Raben  
William Grempe

**District 6**

Robert S. Stone  
D. Gifford Reed  
Lile R. Gibbons  
Erford E. Porter, II  
Carol Ducret

**District 7**

Janet K. Lockton  
Leslie T. Tarkington  
Robert S. Searle  
Winona S. Mullis

**District 8**

Michael Mason  
Greg Hannigan  
Jeffrey Harris  
Linda Moshier  
Sally McKenzie

**District 9**

James E. Clifford  
Lucy A Macaluso  
Dorothy Waurishuk  
Steven H. Loparco  
Joseph Ricciardi

**District 10**

Dianne J. Bickman  
Olivia R. Floren  
Lloyd N. Hull  
William H Nickerson  
Adalbert VonGontard

**District 11**

Bea Crumbine  
Donald Landsman  
Fred Matera  
George Schiele

**District 12**

Sam Romeo  
Nick Fortunato  
Mary Romeo  
Diane Chiappetta Fox

**REPRESENTATIVE TOWN MEETING DISTRICTS  
BOUNDARIES - REGISTERED VOTERS**

**DISTRICT NO. 1 - SOUTH CENTER** (Registered voters – 2,585)

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 – 2,040)

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 – 1,336)

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 – 2,171)

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 –2,586)

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 –2,656)

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 – 2,765)

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 – 3,501)

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 – 2,760)

Bounded on the north by the center of the Merritt Parkway from the New York State Line to the intersection with the Byram River; on the east by the center of the Byram River southerly to the intersection of Bailiwick Road, thence easterly on the center of Bailiwick Road to Riversville Road, then southerly on the center of Riversville Road to Pecksland Road, thence easterly on the center of Pecksland Road to Clark's Drive, thence easterly on the center of Clark's Drive to Sherwood's Brook, thence southerly along Sherwood's Brook to Rockefeller Pond, and thence by Pemberwick Brook to Weaver Street, thence on the center line of Weaver Street to East Weaver Street, and thence by the center of East Weaver Street to the Boston Post Road; on the south by the center of the Boston Post Road from East Weaver Street westerly to a point 200 feet east of the New York State Line; on the west from a point on the Boston Post Road 200 feet east of the New York State line northerly to the intersection of Davis Avenue and the Byram River, thence northerly along the center of the Byram River to Comly Avenue, thence westerly along the center of Comly Avenue to the New York State Line, thence northerly along the New York State Line to the Merritt Parkway.

**DISTRICT NO. 10 - NORTH WEST** (Registered voters – 2,840)

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 – 3,229)

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 – 2,956)

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.

