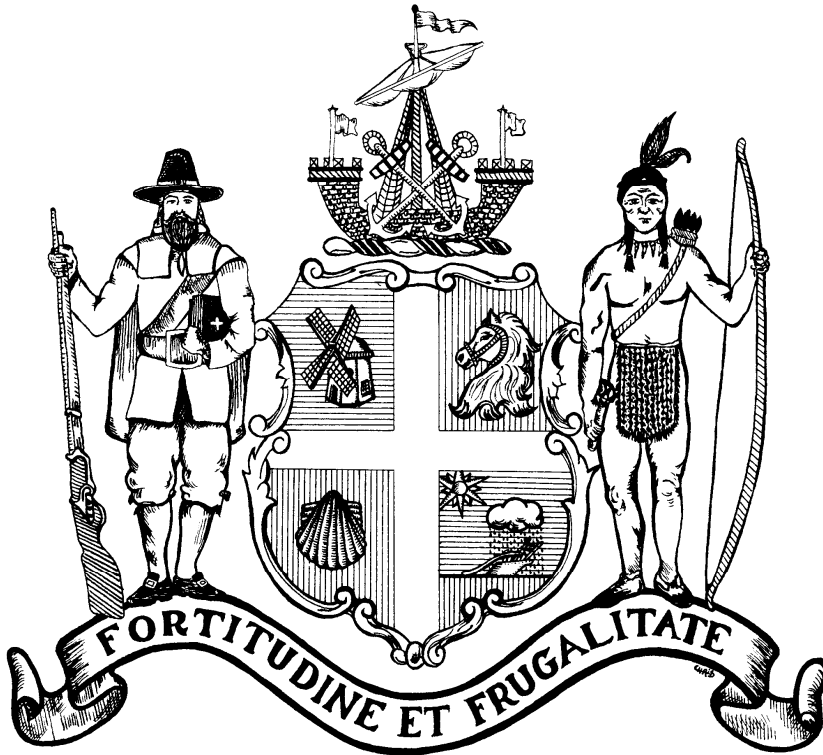


ANNUAL REPORT

July 1, 2004 – June 30, 2005

TOWN OF GREENWICH CONNECTICUT



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

TOWN OF GREENWICH, CONNECTICUT

NOTICE

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

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

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

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

ANNUAL REPORT

TOWN OF GREENWICH CONNECTICUT



**FOR THE FISCAL YEAR
JULY 1, 2004 - JUNE 30, 2005**

Published by the
Board of Estimate and Taxation

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**REPRESENTATIVE TOWN MEETING
MINUTES SUMMARY
2004-2005**

Regular Meeting – September 20, 2004 – 199 present – 29 absent- 2 vacancies

Town Clerk Carmella C. Budkins swore in 4 new members, Paul Settelmeyer and Meredith E. Relyea in District 2, Frances Avery in District 4 and Joseph J Pellegrino in District 11.

The following resolutions were adopted.

Appointing Donald R. Kiefer a member of the Planning & Zoning Board of Appeals for a term expiring 3/31/08.

Approving the acceptance of a grant in the amount of \$467,561 from the Connecticut Department of Homeland Security.

Appointing Mary K. Bausch a member of the Commission on Aging for a term expiring 3/31/05.

Accepting the report of the Historic District Commission, acting as the Historic Property Study Committee, designating the property of Sandra Hillman on Taconic Road as historic property.

Appointing Jeffrey S Ramer a member of the Board of Ethics for a term expiring 3/31/07.

Appointing Joseph L. Ross, Jay Schondorf, Sylvester Pecora, Tom Heagney, Tom Smario, Frank Mazza and Paul Toretta as members of the Hamilton Avenue School Building Committee.

Approving the lease between the Town of Greenwich and the Greenwich Adult Day Care, Inc. (Property at River Road Ext/East Putnam Ave).

Appointing Victor R. Coudert a member of the Board of Ethics for a term expiring 3/31/07.

Appropriating the sum of \$1,325,000 for the purchase of the property at 1327 King Street.

Appointing Donald Heller a member of the Planning & Zoning Commission for a term expiring 3/31/05.

Approving the sense of the meeting resolution of the special committee on Nathaniel Witherell setting forth recommendations and conditions to provide policy guidance to the constituent parts of Town government in carrying out the project and agreed settlement with the Connecticut Department of Social Services (construct new skilled nursing facility on Parsonage Road).

Regular Meeting – October 25, 2004 – 167 present - 59 absent – 4 vacancies

Town Clerk Carmella C. Budkins swore in Gordon Ennis, a new member in District 8.

The meeting recognized the service and contributions of Harry E. Peden, Jr. who resigned after thirty-six years of service.

The following resolutions were adopted.

Approving the Community Development Block Grant

Appropriating the sum of \$524,176 to be added to several accounts for the Hamilton Avenue School Modular building acquisition and hook up costs.

Appropriating the sum of \$254,000 to be added to several accounts for the Hamilton Avenue School program needs, transportation and relocation costs.

Appropriating the sum of \$860,000 to be added to Account Z6800292 59560 25110 for Hamilton Avenue School construction engineering and design.

Appropriating the sum of \$312,791 for fiscal 04-05, \$686,111 for fiscal 05-06, \$ 670,697 for fiscal 06-07 and \$656,142 for fiscal 07-08 to carry out the terms of the agreement between the Town of Greenwich and the Silver Shield Association.

Appropriating the sum of \$197,000 to be added to Account Z345-59900-25108 – Public Works-Building Construction and Maintenance Division: Remove Underground Storage Tanks at North Street Maintenance Shed.

Appropriating the sum of \$100,000 to be added to Account A450-51490 for consulting services for the Nathaniel Witherell Board.

Regular Meeting – December 13, 2004 – 187 present – 39 absent- 4 vacancies

Town Clerk Carmella C. Budkins swore in three new members, Mercedes Blackson in District 3, James H Daine in District 5 and Howard Roitman in District 10.

The following resolutions were adopted.

Accepting a grant from the Area Nine Cable Council in the amount of \$4525 to be added to Account 134-53070- Information Technology Data/Word processing supplies.

Appointing Joan L. Faust a member of the Historic District Commission for a term expiring 3/31/09.

Appointing Fifi (Phyllis) Sheridan a member of the Historic District Commission for a term expiring 3/31/06.

Accepting a gift of kitchen improvements from the Friends of the Bible Street Preschool for the Cos Cob Community Center.

Accepting a grant for \$45,603 for the English as a Second Language Program.

Authorizing the First Selectman to accept the conveyance of land from the State of Connecticut Department of Transportation, containing 1.30 acres, located on Spring House Road.

Authorizing the First Selectman to accept the conveyance of land from the State of Connecticut Department of Transportation, containing 2.40 acres on northwesterly side of CT Route 15-Merritt Parkway.

Appointing the Historic District Commission as the Historic Properties Study Committee for the purpose of investigating the proposed historic property at 640 Round Hill Road.

Accepting a gift in the amount of \$22,500 for the Fireworks Celebrations.

Accepting a gift of a picnic pavilion, valued at \$100,00 from the Greenwich Rotary and the Byram Cos Cob Rotary Clubs.

Accepting a gift of trees and shrubs valued at \$25,000 from Sam Bridge Nursery, to screen the parking garage adjacent to the upper Havemeyer playing field.

Adopting the Town of Greenwich Pre-Disaster Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000.

Appropriating the sum of \$150,000 to be added to Account R317-59600-24099 Public Works- Old Greenwich Railroad Station Rehabilitation.

Appropriating the sum of \$49,000 to be added to Account Z345 59560 23013- Fire Department- Cos Cob Fire Station Renovation.

Appropriating the sum of \$47,000 to be added to Account A172 51440 Conservation – Consulting.

Amending the RTM Rules, Section III, Organization and Procedure, Subsection I, Procedures at Meetings, adding a new section for a consent calendar.

Regular Meeting January 18, 2005 – 168 present – 55 absent – 7 vacancies

Town Clerk Carmella C. Budkins swore in to new members in District 1, Mary Ambrogio and Najm Shams.

The members recognized the service and contributions of the late Joseph J. Robinson.

The following resolutions were adopted.

Authorizing the Board of Education to solicit schematic drawings and specifications and file a grant application for reimbursement of cost for the Hamilton Avenue School construction project.

Appropriating the sum of \$6,600 for fiscal 04-05 to carry out the terms of the agreement between the Town of Greenwich and AFSCME Council 4 Local 1303-222 AFL-CIO.

Appropriating the sum of \$107,500 to be added to Account No. Z450-59200 – Nathaniel Witherell – Capital Project.

Appropriating the sum of \$2,550,000 to be added to Account Z6800292 29560 25110- Hamilton Avenue construction, engineering and design.

Appropriating the sum of \$35,000 to be added to Account A 105-52130 Board of Selectmen-Transportation of Greenwich (TAG).

Regular Meeting March 14, 2005 – 171 present-54 absent-5 vacancies

Town Clerk Carmella C. Budkins swore in two new members, Peter Sherr in District 12 and Robert Chiappetta in District 10.

A resolution recognizing the service and contributions of the late Isabelle S. Cox was adopted.

A resolution recognizing the service and contributions of the late Benjamin Wisner Bacon was adopted.

The following resolutions were adopted.

Appropriating the sum of \$125,000 to be added to Account No. 380-53500 – Fleet Department-Motor Fuel and Lubricants.

Accepting a gift in the amount of \$8,000 for replacement of police canine and veterinary maintenance for retiring canine Shilo to be added to Account No. F213-53950 and F213-51420.

Appropriating the sum of \$7,374 to be added to Account No. Z6800892- 59560 –24029 –Board of Education – Parkway School Well Water Improvement.

Appropriated the sum of \$2,181,850 from the Reserve Fund for Capital and Non-Recurring Expenditures to Account No. Z301-59800-25116 – for acquisition of property at 180 Mason Street.

Amending Section 1 of the Special Act 469 of 1951 (amended) and Article 9, Section 82 of the Town Charter and Town Code Article 4, Subdivision, Section 6-261(15).

Regular Meeting – April 11, 2005 – 183 present – 41 absent – 6 vacancies

Town Clerk Carmella C. Budkins swore in Donna Guadoso-Zeale, a new member in District 9.

The following resolutions were adopted.

Appointing Mary K Bausch a member of the Commission on Aging for a term expiring 3/31/08.

Appointing Catherine M. Brennan a member of the Commission on Aging for a term expiring 3/31/08.

Appointing Lori Jackson a member of the Commission on Aging for a term expiring 3/31/08.

Appointing Marilyn Ross Cahn a member of the Board of Health for a term expiring 3/31/08.

Appointing Susan McNeily Craig a member of the Board of Ethics for a term expiring 3/31/08.

Appointing Paul F. Hopper a member of the Historic District Commission for a term expiring 3/31/10.

Appointing Joan Murphy an alternate member of the Historic District Commission for a term expiring 3/31/06.

Approving the private road or portion thereof of Hooker Lane, also known as Hooker Lane Extension as a public road.

Appropriating the sum of \$668,000 and \$66,000 to be added the various accounts in A312-DPW-Highway Division.

Appropriating the sum of \$67,000 to be added to Account DPW-Leased Railroad Fund.

Accepting the sum of \$36,382 from the Greenwich Education Association to be added to Account No. A620056851060- Board of Education

Accepting a grant in the amount of \$6,000 for Project EVOLVE- to be added to several accounts for the Board of Education.

Appointing Mary A. Knight an alternate member of the Historic District Commission for a term expiring 3/31/10.

Accepting a gift of twenty streetlights for Greenwich Avenue, with an approximate value of \$60,000, from Greenwich Green and Clean.

Authorizing the First Selectman to execute the agreement – Interlocal Agreement between the City of Stamford and the Town of Greenwich for Sanitary Sewer Connections for six Stamford property owners on Hillcrest Park Road.

Appropriating the sum of \$190,000 to various accounts in Z6800292-Board of Education.

Appointing Kimberly Terrenoire a member of the Board of Social Services for a term expiring 3/31/08.

The following resolutions were postponed until the June 2005 meeting.

Appointing Christopher Holbrook an alternate member of the Historic District Commission for a term expiring 3/31/09.

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

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

A sense of the meeting resolution supporting the continuation of town ownership and governance of Nathaniel Witherell Nursing Home was postponed indefinitely.

Regular Meeting – May 9, 2005 – 188 present- 39 absent -3 vacancies

The meeting recognized the service and contributions of the late Robert Cantwell.

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

A motion to delete Account No. 345-955-26043-DPW Bldg Const & Maint-Police Facility in the amount of \$4,000,000 was lost.

A motion to delete Account No. 680-983-26126 –Board of Education-GHS Field Upgrades in the amount of \$2,181,838 was lost.

A motion to correct several typos in the budget resolutions was adopted.

The budget was adopted as amended.

Regular Meeting June 13, 2005 – 176 present- 52 absent – 2 vacancies

Town Clerk Carmella C. Budkins swore in Jean Pierre Diels, a new member in District 10.

The meeting recognized the service and contributions of the late Mary Jane Frost.

The following resolutions were adopted.

Appointing Christopher Holbrook an alternate member of the Historic District Commission for a term expiring 3/31/06.

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

Appointing Aris Crist an alternate member to Historic District Commission for a term expiring 3/31/08.

Appointing Kurt Krauss a member of the Nathaniel Witherell Board for a term expiring 3/31/08.

Appointing Frank Farricker a member of the Planning and Zoning Commission for a term expiring 3/31/08.

Appointing Paul S. Marchese a member of the Planning and Zoning Commission for a term expiring 3/31/08.

Appointing John R. Conte a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

Appointing William J. Greppe a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

Appointing Lawrence Perry a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

Appropriating the sum of \$202,000 to be added to Account No. A321-52510-Public Works-Waste Disposal Division-Waste Removal Services.

Appropriating the sum of \$32,500 to be added to Account No. A345-52260 – Public Works-Building Construction and Maintenance Division-Fuel for Heating.

Authorizing the Conservation Commission to accept receipts in the amount of \$40,000 from the National Fish and Wildlife Foundation's Long Island Sound Futures Fund Program.

Appropriating the sum of \$75,867 to be added to Account No. 205-5110 – Fire Department- Payment for Overtime Services.

Appropriating the sum of \$35,000 to be added to Account No. Z301-59800-25106 – Public Works-King Street Land Acquisition.

Appropriating the sum of \$280,000 to be added to Account No. Z312-59620-25119 – Public Works-Palmer Hill Road Pedestrian Bridge.

Appropriating the sum of \$35,961 for fiscal year 2005-2006 to carry out the terms of the collective bargaining agreement between the Town of Greenwich and the Local 1042, International Association of Firefighters, AFL-CIO.

Appropriating the sum of \$95,764 for fiscal year 2005-2006 to carry out the terms of the collective bargaining agreement between the Town of Greenwich and the Greenwich Municipal Employees Association.

Appropriating the sum of \$55,000 to be added to Account No. J361-52530 – Public Works-Sewer Division-Sludge Removal Services.

Appropriating the sum of \$115,000 to be added the various accounts for Board of Education – Hamilton Avenue School construction.

Approving the Neighborhood Assistance Act.

Appropriating the sum of \$250,000 to be added to Account No. A902-57300 Workers Compensation.

Amending the Town Charter Section 12-6.1 – Property Tax Relief for the Elderly.

Appropriating the sum of \$200,000 to be added to Account No. Z345-59560-25118 – Public Works-Indian Field Road Facility-Interior Upgrade was lost.

Authorizing the First Selectman to execute an agreement with the US Environmental Protection Agency, under the Small Business Liability Relief and Brownfields Revitalization Act, to accept a grant in the amount of \$200,000, for clean up work at the Cos Cob Power Plant site.

The following resolutions were postponed until the September 2005 meeting.

Appointing Thomas Baptist a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

Appointing Shirley E. Jankowich a member of the Board of Social Services for a term expiring 3/31/08.

Appointing Matthew J. Popp a member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/09.

A resolution clarifying the gift policy of the Board of Education.

The following resolutions were referred back to the Legislative and Rules Committee.

A resolution amending Section 260 of the Town Charter (payment of assessments and taxes for sewer systems).

A resolution amending Sections 122-124,128-129,142-145,150,217,238 of the Town Charter (Department of Parking Services).

A resolution amending Article 15, Section 217A of the Town Charter (Town Administrator).

A resolution amending Section 217 of the Town Charter (Information Technology).

A resolution amending Article 15, Sections 217 and 223 (Department of Human Resources).

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

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	8	7	7
Expenditures:			
Current	\$1,157,254	\$1,062,155	\$821,230
Capital	\$0	\$0	\$0
Total:	<u>\$1,157,254</u>	<u>\$1,062,155</u>	<u>\$821,230</u>
Revenue:	\$11,646	\$1,860	\$8379

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: Community Development, Consumer Affairs, Fire, Fleet, Human Resources, Information Technology, Labor Relations, Law, Parking Services, Parks and Recreation, Police, Public Works and Purchasing and Administrative Services. Also associated with the Office of the First Selectman are agencies such as the Affirmative Action Committee, Commission on Aging and the Historic District Commission. Section 7-47(a) of the Connecticut General Statutes designates the First Selectman as the collective bargaining representative of the municipality (except 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. In January 2004 the First Selectman appointed Edward Gomeau as Town Administrator.

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

1. Keeping the overall increase in the property tax rate to 3.5%, of which approximately 1% improves the Town's ability to repair and maintain schools, public buildings, roads, and other infrastructure.
2. Revising and extending the ten-year Capital Improvements Plan.
3. Negotiating new labor contracts, including substitution of a defined contribution retirement plan for new hires in place of the existing defined benefit plan.
4. Containing the cost of health care for employees and retirees.
5. Reducing gradually Town (non-schools) staffing levels.
6. Increasing funds to bring paving up to Town standards.
7. Increasing funds for Safe Routes to Schools.
8. Increasing natural and terrorist disaster preparedness.
9. Completing over thirty playing field projects.
10. Nominating highly qualified members to the Town's boards and commissions.
11. Enforcing the nuisance ordinance.

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:

James A. Lash, 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 unless special circumstances dictate otherwise. Minutes of such meetings always are taken. The First Selectman designates one of the other Selectmen to act in his place and stead during his absence.

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

Appointments to Boards and Commissions
Fees
Leases
Litigation and settlements
Parking and traffic matters
Tax District proposals
Town's water supply
Cooperation with Westchester County

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.

James A. Lash
First Selectman

CONSUMER AFFAIRS COORDINATOR

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

CONSUMER AFFAIRS COORDINATOR

The Town of Greenwich Consumer Affairs Coordinator (Sealer of Weights and Measures) 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, new legislation and interpreting and informing Town of Greenwich industries and merchants of these laws.

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

The duty of the Consumer Affairs Coordinator is to inspect, test and seal weighing 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. In this capacity the Consumer Affairs Coordinator is recognized as the representative of the State in this area in matters dealing with consumer protection.

Duties include 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.

The 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 local Coordinator joins the State Inspector in testing the meters on all fuel trucks.

The following is a summary of activity from July 1, 2003 – June 30, 2004

Small Capacity Scales (capacity up to 400 pounds)

419 Inspected and tested
22 Condemned for repair

Gasoline Pump Meters

454 Inspected and tested
15 Condemned for repair

Taxi Meters

54 Inspected and tested
 4 Condemned for repair

Pre-Packaged Items

5890 Accepted
 164 Rejected

In addition, the Consumer Affairs Coordinator is responsible for issuing vendor permits for special events such as the St. Patrick's Day Parade and the Fourth of July Fireworks Display. Twenty-five such permits were issued over the last year.

Anthony F. Belmont
 Consumer Affairs Coordinator

BOARD OF ETHICS

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

The Board of Ethics has no paid personnel or revenue. Any minor expenses were covered by the Selectmen's Office or by the members of the Board out of their own pockets.

The Board met five times during the fiscal year: August 15, November 8, March 3, and May 9, 2005.

The Board of Ethics consists of five members nominated 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 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 opinions to Town Officers who seek advice on the application of the code to specific transactions.

ANNUAL DISCLOSURE STATEMENTS

The Town Clerk received eight disclosure statements, all of which were found in order.

COMPLAINTS OF VIOLATION OF THE CODE

There were no complaints of violations of the code.

REQUESTS FOR ADVISORY OPINIONS

We had five requests for Confidential Advisory Opinions: ("he" could be "he", "she" or "they")

- A Town employee was doing admirable volunteer work for a well-known charitable agency involving a firm that is subject to Greenwich regulations. He had his boss's blessing. We told him to continue doing his volunteer work so long as other Greenwich employees are the contact people with the firm involved.
- A Town employee was offered an all-expense trip to the West Coast by a major vendor for a product show. We made no judgment on the trip itself; that was between the employee and his boss. We did say that the offer by the vendor to cover all expenses should be rejected; the expenses should be borne by the employee and/or taken out of Town budget money provided.
- A Town employee wanted to do after hours moonlighting work in the same general field for which Greenwich employed him. The Board said he could do the work so long as the work was in no way connected to Greenwich or its regulations.
- A member of a Board, making decisions with respect to allocating the costs of certain benefits to landowners, wanted to know if he could bid on work related to these benefits. The Board of Ethics

ruled that, since the Board involved had no say in determining who would do the related work, he could bid on the work.

A member of a Board, making decisions with respect to allocating the costs of certain benefits to landowners, some of whom were the member and his family, asked for advice as to whether he should vote on such decisions and/or take part in the discussions leading up to a vote. The member had a knowledge of the area involved unsurpassed by other members. The Board ruled that he should recuse himself from voting on such decisions but could take part in the discussions.

There is one outstanding request for an advisory opinion.

Victor R. Coudert, Jr.
Chairman, Board of Ethics

PURCHASING DEPARTMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$796,626.74	\$756,729.17	\$734,481.12
Capital	\$103,000.00	\$125,800.00	\$0
Total:	<u>\$899,626.74</u>	<u>\$882,529.17</u>	<u>\$734,481.12</u>
Revenue:	\$5,338.44	\$15,562.40	\$15,483.49

FISCAL YEAR 2004 - 2005

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 04-05, the volume of work related to procurement process requirements increased by twenty percent. Requests For Bid, Proposal and Quotation numbered 134 compared to 112 for the prior fiscal year. The number of contracts and service agreements developed, forty-nine, was equal to the prior year. In addition thirty-three commodity awards were established for the use of departments. Related to contracts, Purchasing issued and followed up on 124 letters requiring re-documentation of insurance coverage where a particular policy term was about to lapse. Purchasing tracks all insurance coverage terms for contracts it develops and maintains current documentation for 100 percent of contracts.

A small sampling of the Requests For Bid/Proposal processes managed this fiscal year included the Fire Department's pumper, ice rescue suits, the fund raising feasibility study and long range business plan development for the Nathaniel Witherell, the Parking Structure Feasibility Study, Life Insurance and Accidental Death and Dismemberment Coverage, and the Western Greenwich Civic Center Renovation Project. Noteworthy is the savings achieved for the Western Greenwich Civic Center project. With the award being made at \$5,834,000 compared to a budget of \$7,000,000, a savings of \$1,166,000 was achieved. This is an example of what can be achieved via the public bidding process.

One of the major projects managed by Purchasing was the Byram Comprehensive Plan Development project. This was a Qualifications Based Selection (QBS) process. Working with Planning and Zoning's Director and Commission, Purchasing selected the QBS panel, conducted the proposers' interviews and awarded the project to the number one ranked firm. At the end of the fiscal year the consultant was beginning the development efforts for the Byram Comprehensive Plan.

With market conditions being very difficult for obtaining reasonable pricing for petroleum based products such as gasoline, diesel fuel, heating oil and natural gas, Purchasing held several meetings with DPW, Fleet, the Town Administrator and the Board of Education to discuss purchasing strategy and attempt to develop a consensus of opinion. Natural gas pricing was locked in at the beginning of June for the firm accounts at pricing, which is twenty percent lower than current pricing as of the writing of this report. At fiscal year end it was determined that the services of an energy consultant were needed to provide assistance.

Fiscal year 2004 – 2005 was the first full year that the Purchasing Department and all other departments were using the Bid Request/Bid Tracking software to electronically submit and track all requisitions for goods, services and projects. Another example of Purchasing's electronic files that are readily accessible to departments is the listing of commodity awards and service agreements that are posted to the Town's local area network.

The rewriting of the Town's updated Purchasing Policy was completed in the fall of 2004. This represented the completion of a major objective of this department. The new Policy was distributed to all departments and posted to the Town's website. Purchasing provided classes to all departments on public purchasing procedure.

The area of telecommunications related support and project management services was even more active than the prior fiscal year. Local and long distance telephone service was re-bid with a change to a lower cost provider occurring. Telecommunications related projects that were completed included the new telephone switches for the wastewater treatment plant and skating rink, as well as the upgrading and replacement of the uninterruptible power supply systems for the telephone switches at Town Hall and the Police Department.

At fiscal year end, projects that were in process were the Police Department's telephone system wall field replacement and the E911 automatic location indication (ALI) software system installation. The E911 ALI software will provide exact location information to the E911 public safety answering point for Town Hall, Greenwich Library, The Nathaniel Witherell SNF and the Police/Fire/Senior Center facilities.

During this fiscal year, the Telecommunications Coordinator met with the Board of Education to assist with the selection of the telecommunications consultant who will develop the Board of Education's telephone systems specifications for replacement, a major effort to occur in fiscal year 2005-2006.

The Purchasing/Administrative Services Department was one of the departments selected to begin outcome based budgeting development efforts. Several meetings were held with the Finance Department and the consultant to identify service delivery plans and program outcome measures for both Purchasing and Administrative Services. The outcome based budgeting plan was close to completion at fiscal year end.

In summary, fiscal year 2004-2005 was another year of increasing activity in the purchasing, contract development and telecommunications areas. The multi-year effort of rewriting and finalizing the Town's Purchasing Policy was concluded successfully with all departments receiving training. Purchasing's productivity remains high with staffing levels being stable.

Joan T. Sullivan
Director of Purchasing
and Administrative Services

ADMINISTRATIVE SERVICES CENTER

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	6	6	6
Expenditures:			
Current	\$613,064.58	\$598,123.19	\$589,891.12
Capital	\$0	\$0	\$0
Total:	<u>\$613,064.58</u>	<u>\$598,123.19</u>	<u>\$589,891.12</u>
Revenue:	\$0	\$0	\$0

Providing support services to user Town departments in a timely and cost effective way is the mission of the Administrative Services Center. Under the supervision of the Director of Purchasing and Administrative Services, this division provides all centralized office services used by Town departments, which include Reproduction Center services, microfilming, mail processing, word processing and central reception.

Reproduction Center

This area provides reproduction services for all Town departments including the Greenwich Library and the Board of Education, even though they 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. Production of pads, booklets and other paper finishing is done here. An upgraded color copier with its digital front end provides additional functionality for the Reproduction Center, and the versatility has increased the percentage of duplicating work that can now be done in-house.

The monthly volume increased from 285,185 copies per month to over 288,393 copies per month. An average of 35 jobs are done on a daily basis. The color copier monthly volume has increased as well from 5,319 in 2002-03 to 5,819 in 2003-04 to 7,858 in 2004-05.

A sampling of the jobs run in the Reproduction Center is as follows: assessor field cards and Grand List, Call-A-Ride coupon books, case records, manuals, Town and departmental annual reports, departmental correspondence, flyers and pamphlets, forms, ID cards, job postings, applications and information sheets, Town-wide and mass mailings and inserts, meeting minutes and agendas, event calendars, Planning and Zoning regulations, reports, Savvy Senior, Senior Outlook, telephone directory, Town budget and charter and voter lists.

The goal of the Reproduction Center is to try to produce as many projects in-house as possible. Some projects can be done more cost effectively on the outside, and the user departments are informed of this fact. This is especially true for high volume color copies. These jobs are more cost effectively done on an offset printing press.

Mail Handling

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

Microfilming

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

Administrative Services has continued to look into optical scanning to replace the current outdated microfilm camera. 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. Connecticut has approved optical imaging for records storage as long as the system used meets the state's requirements and is approved in advance of installation of the system. The RFP for optical imaging was sent out at the end of the prior fiscal year. In this fiscal year two vendors were selected, and extensive time was devoted to visiting optical imaging system installations to see the functionality of the proposed systems. On-sites visits were made to Yale University and the State of Connecticut. The Technology Committee has decided to hire a consultant to review document management system requirements of a number of Town departments. After this analysis, a new Request For Proposal will be issued. Hopefully during the next fiscal year a new system will be put in place. The backlog of microfilming work for Accounts Payable and Treasury continues to be a problem. Administrative Services will strive to decrease the backlog once the new equipment is put into place.

Desktop Publishing and Website Management

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

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

Central Reception

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

In summary, Administrative Services strives to constantly upgrade its skill set to reflect what is required by the new technology in the Town of Greenwich.

Michele Hackett
Administrative Services Supervisor

HUMAN RESOURCES

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	11	11*	10
Expenditures:			
Current	\$1,532,883**	\$1,558,864**	\$1,407,935**
Capital	\$0	\$0	\$0
Total:	<u>\$1,553,883</u>	<u>\$1,558,864</u>	<u>\$1,407,935</u>
Revenue:	\$0	\$0	\$40,000

Note: * HR headcount reflects 1 position transfer from First Selectman (AA/EEO Officer), 1 position transfer from BOE (Health Benefits Technician), and reduction of 1 position (Deputy Director).
 ** Actual Budget (additional \$400,000 included in budget for vacation/sick leave payments to retiring employees).

Mission Statement

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

Goals Statement

Reporting to the First Selectman, the Human Resources Department provides quality services to attract, develop, motivate, manage and retain a diverse and effective workforce within a supportive work environment. This is done with an emphasis on customer service based on consultation and communication with the Town of Greenwich departments, appointing authorities and volunteer boards. The department's key goals and objectives are: recruitment, selection and hiring; managing employee performance, training and development; managing employee benefits; establishing a supportive and diverse work environment; and providing quality customer service.

Specific Ongoing Activities in Support of Department Goals

Provide leadership and direction to all Town departments in the planning, development, coordination and execution of human resource policies, practices and procedures.
 Ongoing maintenance and administration of the Town's compensation and classification plan to provide the Town with the ability to attract, retain and motivate competent personnel by remaining competitive, complying with contractual agreements and providing career opportunity.
 Coordinate and implement compensation increases for managerial/confidential employees.
 Manage and administer all employee and retiree healthcare benefit programs seeking to balance cost effectiveness with the needs of Town employees, retirees and their families.
 Monitor budgets for active and retiree healthcare costs preparing monthly reports.
 Administer recruitment and facilitate selection processes through pre employment and employment testing and collaboration with the appointing authorities.
 Administer the appointment process for new or promoted employees, implementing payroll authorizations and changes to the MUNIS system and providing employee orientation regarding rules, regulations and benefits.
 Assess training and development needs and develop and administer training and professional development opportunities to inform, improve and motivate the workforce.
 Provide counsel and advice to all departments in the areas of employee behavior and performance problems, performance management, staffing issues and reorganization issues.

Provide labor contract administration and interpretation to all departments and employees, responding to inquiries as needed.
Administer the employee assistance program for all Town employees and their dependents.
Administer employee relations services for all Town employees.
Administer employee affirmative action and equal employment opportunity processes providing a proactive avenue for improving Town diversity efforts and a voice for employee concerns in these areas.
Develop and maintain the Town classification system, auditing and modifying for purposes of re-classification, re-allocation or establishment of new positions.
Gather and review tables of organization from all departments for the annual budget process.
Provide support to the Town's safety programs including the employee safety committees.
Administer the Town's unemployment compensation program.
Administer the Town's Employee recognition program.
Manage and maintain, in accordance with all state and federal regulations, all employee personnel records and files.

Projects in 2004

Conducted workplace ethical awareness workshops for over 1000 employees.
Provided mid-level manager training for 47 Town employees.
Provided executive workshops in communication.
Prepared and issued key policy revisions for military leave, employment of relatives, minors and non-citizens.
Prepared and established new positions for Director of Parking Services, Public Safety Dispatch, Manager of Facility Operations and Information Technology Manager.

Pre-employment Activities

Established and posted 47 positions for hire and 35 positions for transfer including some very visible, difficult and multi-phased recruitment processes such as Police Officer, Police Sergeant, Sewer Process Control Engineer, Firefighter, Fire Chief, Manager of Facility Operations at Nathaniel Witherell, Director of Parking Services and Deputy Director Greenwich Library. In addition, began the search for Public Safety Dispatch Telecommunicator positions.
Received and coordinated approximately 800 resumes or letters of interest/applications from candidates.
Administered pre-employment exams to approximately 600 individuals.
Promulgated 46 eligible lists containing 475 individual candidates eligible for appointment to full time positions.
Coordinated background investigations and pre-employment medical exams on all potential hires.
Facilitated the hiring of all seasonal staff.

Employment Activities

Appointment processing and orientation of all new Town employees, informing them of workplace rules and policies, advising and enrolling them in healthcare benefits and ensuring that accurate data concerning each employee and their respective salary and benefits is recorded in the Town's information system.
Reviewing and auditing employee records and accruals to ensure accurate and equitable compliance with Town policies, collectively bargained agreements and legal requirements. Examples are auditing vacation and sick pay accruals and auditing hours worked for temporary and part-time unrepresented employees.
Administering the DOT random drug and alcohol testing program for employees possessing a commercial drivers license and employees assigned to the marine crew.
Oversight and coordination of all FMLA requests.
Review and identification of titles for broad banding to streamline testing process and creation of career promotion opportunities for employees.
Review and revision of the Town's orientation process for all new employees.

Healthcare Administration Activities

Administered healthcare benefits including medical, dental, prescription, life insurance, long-term disability, flexible spending (FSA), Deduct-a Ride and COBRA plans for 2300 Town and BOE active employees and employees on FMLA.

Responded to enrollment issues, changes, terminations and claim problems, negotiating resolutions with healthcare vendors.

Administered all healthcare benefits for 700 retired employees.

Provided coordination and administration of open enrollment sessions for all active and retired employees for annual elections of health insurance on 7/1/04 and FSA and Deduct-a-ride on 1/1/05.

Planned and coordinated the third annual employee health fair in conjunction with the Health Department. Over 250 employees attended and obtained information on the prevention of many illnesses and chronic health problems.

Provided assistance and healthcare information for collective bargaining negotiations.

Implemented the option of dental-only coverage; a lower cost alternative for employees who have other healthcare coverage.

Audited all healthcare plans to confirm proper verification of full-time students.

Reviewed and processed all healthcare provider fees.

Modified and prepared monthly active healthcare budget report.

Developed an OPEB health budget report for monthly reporting of costs to the BET.

Collaborated with Purchasing to prepare and review the RFP for a new life and disability insurance vendor.

Employee Assistance Activities

Provided client evaluations for over 450 individuals, employees or members of employee's family, referred to EAP.

Conducted 46 Life Skills sessions with groups of employees focusing on time and stress management, anger management and coping skills.

Provided ongoing support and facilitation of recovery groups for men and women.

Established and provided training on a Town of Greenwich referral protocol for treatment facilities and private practitioners.

Conducted annual DOT mandated training for supervisors and employees.

Continued efforts to ensure that all employees are informed about the EAP.

AA/EEO Activities

Actively participated in recruitment efforts with the Town departments and BOE to identify qualified minority candidates through extensive organizational outreach and job fairs.

Attended out of state minority job fairs and established a recruitment plan and various recruiting relationships to develop a larger minority pool for the BOE.

Developed and mentored programs such as "Today's Students Tomorrow's Teachers" and the Senior Internship Program to increase diversity in the candidate pools for the future;

Chaired both the Minority Recruitment and Retention Committee and the Diversity Resource Network for the BOE.

Explored and recommended a retention plan for instructional staff at the BOE.

Participated in joint efforts to increase minority recruitment for firefighter positions.

Responded to approximately 100 discrimination complaints alleging harassment or hostile work environment through the conduct of confidential investigations and mediation.

Conducted ongoing training on understanding and identifying harassing or discriminatory behavior in the work place.

Prepared annual EEO reports for the Town.

Maureen Kast
Director of Human Resources

GREENWICH PROBATE COURT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	N/A	N/A	N/A
Expenditures:			
Current	N/A	N/A	N/A
Capital	N/A	N/A	N/A
Total:	N/A	N/A	N/A
Revenue:	N/A	N/A	N/A

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:

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

And other matters, many of which are extremely delicate and complex, and some of which are confidential. By way of example, when one of our residents 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 decedents’ 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

**FINANCE
&
BOARD OF ESTIMATE AND TAXATION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	32	32	34
Expenditures:			
Current	\$1,802,443	\$1,773,303	\$1,705,000
Capital	\$0	\$0	\$0
Total:	<u>\$1,802,443</u>	<u>\$1,773,303</u>	<u>\$1,705,000</u>
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. For fiscal year 2004-2005, there were four bi-partisan standing committees, Audit, Budget, Human Resources and Policy and Procedures Committee, with four members each. However, the Policy and Procedure Committee was discontinued as a standing committee at the April 2005 meeting. 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. The most visible responsibility is the development, approval, and monitoring of the Annual Budget of the Town and setting the Town tax mill rates. The board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The board is responsible for the investment of Town funds, including the General Fund, Sewer Funds, Parking Fund, OPEB (Other Post-Employment Benefits) Fund, Risk Management/ Internal Service Fund, Capital and Non-Recurring Expense Fund, School Lunch Fund, and Golf Course Revolving Fund. It is also responsible for risk management and internal audit. The board annually selects the external auditors to examine the financial records of the Town and approves the Comprehensive Annual Financial Report and Component Unit Financial Report for the retirement systems. The Annual Report of the Town is also under the purview of the board. In addition, the board conducts public hearings on sewer construction appropriation requests and determines the benefit assessment or tax to be levied against the properties located within the sewer district involved and the level of participation by general taxpayers when appropriate.

Meetings:

There were eleven (11) regular monthly meetings, five (5) special meetings, one budget meeting, two (2) public hearings: one on the 2005-2006 Budget Committee budget recommended to the full BET and one on the adoption of the Community Development Block Grant application for 2005.

Highlights of BET actions during the fiscal July 1, 2004, to June 30, 2005.

July 2004:

7/19/04 Regular Meeting

The board voted to appropriate \$436,000 to cover additional costs in worker's compensation claims, unemployment insurance and settlement of liability claims.

The board voted to appropriate \$350,000 for the acquisition of land at 1327 King Street at a total cost of \$1,275,000. \$300,000 is for the down payment and \$50,000 is for closing/other costs. The balance will be paid over a 10-year period.

The board took up the issue of the BET's authority to impose conditions on appropriations. Town Attorney John Wetmore was asked by the BET Law Committee to render an opinion regarding BET authority to impose a condition on a BOE appropriation that mandates that the BOE eliminate a .5 position to offset the increase of Communications Director position from part-time to full-time. Mr. Wetmore was asked by the BET Law Committee to render an opinion, which he did in a memo date July 16, 2004. Chairman Tesei asked Mr. Wetmore to address the board.

Mr. Wetmore stated that the BET may properly impose conditions on appropriations, provided the condition is legally valid. However, the BET has no authority over the creation and/or elimination of positions (except within the Finance Department); rather, that authority rests solely with the appointing authority, in this case the BOE. Mr. Wetmore also stated that the condition requiring elimination of a BOE position would potentially interfere with the state-mandated duty of the BOE to provide public education for the Town of Greenwich.

The board voted to approve the BET Handbook as revised by the Policy and Procedure Committee.

7/23/04 Special Meeting

Chairman Tesei explained that the purpose of the meeting was to discuss the search for a new Town comptroller. The board voted to go into executive session to discuss a personnel matter pertaining to the search for a new comptroller.

7/27/04 Special Meeting

Chairman Tesei explained that the purpose of the meeting was to discuss the search for a new Town comptroller. The board voted to go into executive session to discuss a personnel matter pertaining to the search for a new comptroller.

August 2004:

8/02/04 Special Meeting

Chairman Tesei commented that the search process for the comptroller was an extensive one that began in February 2004 and was reopened twice. A total of 78 responses were received of which 64 candidates returned applications for consideration. The search committee initially interviewed a group of seven candidates from which no candidate materialized. The reopened search resulted in a second group with 6 additional candidates. The Board voted to appoint Peter P. Mynarski Jr. as comptroller for a term to end on the date of the January 2006 BET organizational meeting.

08/31/04 Special Meeting

The BET approved the transfer of the Information Technology Department function from the control of the BET to the Office of the First Selectman.

September 2004:

9/21/04 Regular Meeting and Public Hearing

A public hearing on the Community Development Block Grant for 2005 was held. In addition, the board voted to accept and use \$1,265,797 from the Community Development Block Grant.

The board voted to release TNW funding for the second quarter in the amount of \$3,737,389 under the terms of a release of conditions.

The board granted approval to use \$467,561 for the acceptance of a Homeland Security Grant.

The board voted to release \$656,815 of Department of Social Services funding for the second quarter under the terms of a release of conditions.

The board voted to approve an amendment to the resolution authorizing the Board of Education to establish a reserve for restricted receipts.

October 2004:

10/18/04 Regular Meeting

The board voted to appropriate \$500,000 to settle the claim of Fahys v. Town of Greenwich.

The board voted to appropriate \$197,000 to remove underground storage tanks at the North Street maintenance shed.

The board voted to appropriate \$100,000 for funds for the Board of Directors of The Nathaniel Witherell to comply with the sense of the meeting resolution approved by the RTM on September 20, 2004. The funds are to be used to retain a consultant for two studies; a Fund Raising Feasibility Study and a Financial Study to produce a business plan for the new facility.

The board voted to appropriate \$254,000 and \$524,176 to various accounts to supplement existing appropriations to purchase modular classrooms for relocated students during the construction phases of Hamilton Avenue School. Additional costs would include transportation of students, relocation and modular classroom hookups.

The board voted to appropriate \$860,000 for Hamilton Avenue School construction engineering and design costs.

Based on the opinion and recommendation of the Retirement Board's consultants, the board voted to approve the subscription agreement, limited partnership agreement, private placement memorandum, and management agreement for Welsh Carson Anderson and Stowe Capital Partners IV LP.

November 2004:

11/15/04 Regular Meeting

The board voted to accept and use \$46,603 received through the Immigrant Children and Youth Grant (ICYG). It was learned that the figure submitted should have been \$45,603. The amount was corrected, resubmitted and accepted at the December BET meeting.

The board voted to appropriate \$47,000 for the purposes of culling deer herds in Greenwich.

The board voted to appropriate \$150,000 for rehabilitation of the Old Greenwich Railroad Station. All information has been submitted to the State of Connecticut Department of Transportation for approval to use money from the Railroad Parking Fund for this purpose.

December 2004:

12/20/04 Regular Meeting

The board voted to release \$1,079,925 of budgeted funds to Health – GEMS, which had been conditioned for release.

The board voted to release \$3,653,497 of funds conditioned for release to The Nathaniel Witherell. It was noted that the facility was behind in revenue because contract negotiations with the Greenwich Hospital delayed start up of the rehabilitation service.

The board voted to release \$738,700 as the second installment of the conditioned portion of the Social Services Department's budget.

The board voted to appropriate \$500,000 for the settlement of the legal case Stroumbakis v. Town of Greenwich.

The board voted to appropriate \$2,550,000 in additional funds for the Hamilton Avenue Building Committee from the Capital and Non-recurring Fund. Mr. Frank Mazza, Building Committee Chairman, provided the BET with a status update on the progress of the Hamilton Avenue School construction project.

Chairman Tesei appointed Mssrs. Simon and Walko as the BET representative observers for the GEA contract negotiations in 2005.

The Actuarial Valuation, as of July 1, 2004, for the Retirement System of the Town of Greenwich (dated October 14, 2004) was accepted by the BET.

The Actuarial Valuation, as of July 1, 2004, for Life and Medical Benefits for Retired Employees of the Town of Greenwich (dated December 1, 2004) was accepted by the BET.

January 2005

1/19/05 Regular Meeting

The board approved the appropriation for \$85,000 from the Risk Fund for the legal settlement of the case of Braunfeld v. Town of Greenwich.

The board approved the appropriation for \$93,200 from the Risk Fund for the legal settlement of the case of Barnard v. Town of Greenwich.

The assessor, Mr. Ted Gwartney, noted that the Grand List for October 1, 2004 increased by 1.54% to over \$20 billion (\$20,407,203,425).

01/31/05 Special Meeting

The purpose of the Special Meeting of the BET was to hear a presentation from AON Risk Services regarding the AON Actuarial Budget Forecast for the Town of Greenwich's Workers' Compensation and Liability losses projected for the 2005-2006 fiscal year.

In addition, ARMTech provided the BET with a risk management study presentation. The topics covered included the cost of risk, risk retention, risk financing, alternatives, risks of accidental loss, insurance policies, and risk administration.

February 2005:

02/22/05 Regular Meeting

Chairman Tesei reviewed some of the highlights of Benjamin Bacon's life and then asked everyone to rise and observe a moment of silence in memory of Mr. Bacon, who died on February 6, 2005 at the age of 73, and who had served six years on the Board of Estimate and Taxation.

The board voted to approve an appropriation of \$125,000 for the Fleet Department. The funds were needed to cover cost overruns in the area of motor lubes and fuels.

The board voted to appropriate \$2,181,850 from the Reserve Fund for Capital and Non-Recurring Expenditures to purchase land at 180 Mason Street for the construction of a new public safety facility. The actual purchase price is \$1,985,000. The additional money being requested is \$44,000 for the seller for costs incurred for interior work and \$152,350 for site work that includes a contingency of \$13,850. The site work includes the demolition cost.

The board voted to accept a gift of \$8,000 for the purpose of acquiring a new police canine and paying veterinary bills for Shilo, the current police canine who will be retiring. This approval was conditioned upon RTM acceptance of this gift.

The board voted to accept the annual Comprehensive Annual Financial Report for the year ending June 30, 2004. The report was prepared by the auditing firm of McGladrey and Pullen. In addition, the board voted to accept the McGladrey and Pullen Management Letter and the Financial and Compliance Report for the fiscal year ending June 30, 2004.

March 2005:

03/21/05 Regular Meeting

The board approved the amount of \$769,072 for the portion of the Social Services budget conditioned to release.

The board voted to appropriate \$150,000 to settle the legal claim in the case of Barresi, et al. v. Town of Greenwich.

The board voted to release TNW funding for the fourth quarter in the amount of \$3,695,513 for the 2004 fiscal year revised line item budget.

The board voted to appropriate \$668,000 to various accounts from contingency for the Department of Public Works for additional snow removal costs.

The board approved \$66,000 from the Parking Fund for the Department of Public Works for additional snow removal costs.

The board approved \$186,000 from the Risk Fund for the settlement of a claim in the case of Peter Engelman v. Town of Greenwich.

The board voted to approve an additional amount of \$390,000 from the Capital and Non-Recurring Fund for Hamilton Avenue School modular classrooms.

3/22/05 Public Hearing FY 05-06 Budget

Chairman Tesei reviewed the budget process for the public. He said that this year's budget process has been the most transparent ever, and that this public hearing offers an additional opportunity for the public to be heard. He reviewed the procedure for the public hearing and a few speakers commented on the budget in general.

03/23/05 Fiscal 2005-2006 Budget Approval Meeting

The board approved the budget resolutions for FY '06 as submitted.

The board voted on the entire budget for a total general fund appropriation of \$325,476,877.

The Board of Estimate and Taxation approved a recommended budget for fiscal year July 1, 2005 to June 30, 2006 for submission to the Representative Town Meeting as follows:

For the General Fund	\$276,041,241
For the Sewer Maintenance Fund	\$ 13,326,533
For the Sewer Improvement Fund	\$ 5,122,000
For the Parking Fund	\$ 4,229,357
For the School Revolving Fund \$	\$ 4,054,579
For the Golf Course	\$ 2,604,514
For the Other Post Employment Benefits	\$ 6,500,000
For Capital	\$ 49,435,636

On behalf of the entire board, Mr. Tesei extended his sincere thanks to Mrs. Val Storms and members of the Budget Committee for their work in producing the Recommended Budget within the BET's guidelines.

April 2005:

4/18/05 Regular Meeting

The board voted to accept \$17,370 for the Police Department from a Federal Highway Safety Grant.

Chairman Tesei reviewed the initial charge to the Policy and Procedure Committee, and said that he believed that the committee had fulfilled its mission in the work done bringing policies up to date. Ms. Gardner said that the committee took initiative and met the original charge given it. However, since the committee had ceased to function as a standing committee, the board voted to discontinue the Policy and Procedure Committee as a standing committee.

The board voted to approve the hiring of McGladrey and Pullen as the independent, outside auditor for the fiscal year ending June 30, 2005, after which an RFP will be done.

May 2005:

05/16/05 Regular Meeting

The board voted to appropriate \$202,000 for the Department of Public Works for additional costs associated with waste removal services.

The board voted to transfer \$175,000 for the Fire Department from various accounts to cover overtime cost overruns.

The board voted to appropriate \$75,867 from contingency for the Fire Department for additional overtime costs.

The board voted to appropriate \$115,000 from the Capital Non-Recurring Fund for the Board of Education to cover additional costs for the Hamilton Avenue School modular classroom hookup project. The cost to date for this project amounts to \$3,670,203.

The board voted to approve the release of \$900,000 for the Police/Fire/GEMS Facility Design previously conditioned.

The board voted to appropriate \$200,000 from the Capital Non-Recurring Fund for the Department of Public Works Indian Field Road Facility Interior Upgrade.

The board voted to appropriate \$280,000 from the Capital Non-Recurring Fund for the Department of Public Works Palmer Hill Road Pedestrian Bridge upgrade.

The board voted to appropriate \$250,000 from contingency for Worker's Compensation cost overruns.

The board voted to approve the amendment to the Tax Relief for the Elderly Ordinance.

The General Fund mill rate of 11.510 was set for the July 1, 2005 – June 30, 2006 fiscal year.

The Sewer Maintenance Fund mill rate of 0.462 was set for the July 1, 2005 – June 30, 2006 fiscal year.

The Sewer Improvement Fund mill rate of 0.122 was set for the July 1, 2005 – June 30, 2006 fiscal year.

June 2005:

06/20/05 Regular Meeting

The board voted to approve an ad hoc cost of living adjustment for retired members of the Greenwich Retirement System and for the Police Benefit Fund.

The board voted to approve a resolution concerning cash management that adds a number of banks and other financial institutions to the list approved for the Treasurer's use in January 2000. The board also approved a resolution increasing the equity allocation for the Other Post Employment Fund investments to 40%.

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

Peter J. Tesei
Chairman

RETIREMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	2	2	1
Unpaid:	5	5	5
Expenditures:			
Current	\$1,113,364	\$2,076,950	\$2,371,449
Reserve	\$605,306	\$1,750,000	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$1,718,670</u>	<u>\$3,826,950</u>	<u>\$2,371,449</u>
Revenue:	\$0	\$0	\$0

System Management and Administration:

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

Terms of Office:	Michael Pagliaro	07/01/2001 – 06/30/2005
	John Chadwick	07/01/2003 – 06/30/2007
	Mark Kordick	02/01/2003 – 01/31/2007
	Edward Gomeau	02/04/2005 – 01/31/2009
	Peter Mynarski	contingent upon employment

Until March 2005 Charnel K. Benner was the Retirement Plans Administrator, the System's Chief Administrative Officer, and was responsible for its day-to-day operations. The Retirement Plans Administrator is the primary contact for employees and retirees on retirement matters, and serves as liaison between the Retirement System and its providers of professional services. Moreover, this position is responsible for the daily administration of the Town's 401(k) and 457(b) defined contribution plans, and serves as Retirement Board Secretary. Ms. Benner was replaced by former board member James V. Lavin on a temporary basis.

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 of the Retirement System and is responsible for the general administration, proper operation and fiscal soundness of the System. Acting as fiduciaries, the board selects, appoints and oversees the activities of professional service providers who perform as actuaries, legal counsel, pension consultants and investment managers to the System.

Assets and Liabilities:

The market value of the Retirement Reserve Fund was \$301,715,801 as of June 30, 2005, compared to \$290,289,258 as of June 30, 2004, a gain of 3.9% for the year.

Strategic Role:

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

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

Key Activities:

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

Alan Breed resigned from the board in December 2004, and John Chadwick was appointed to complete his term in April 2005. James V. Lavin completed twelve years of service in January 2005 and chose not to run for re-election. Mr. Edward B. Gomeau was elected to a four-year term in an election that featured several candidates.

The Retirement Board, with the assistance of its Actuary, EFI, prepared an ad hoc cost of living adjustment for retirees' effective July 1, 2005. The purpose is to recognize the effects of inflation on the purchasing power of retirees' pensions over a number of years. The last adjustment granted was in July 2000.

James V. Lavin
Acting Retirement Plans Administrator

REGISTRARS OF VOTERS OFFICE

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	5	5	5
Expenditures:			
Current	\$360,088	\$342,751	\$332,335
Capital	\$0	\$0	\$0
Total:	<u>\$360,088</u>	<u>\$342,751.28</u>	<u>\$332,335</u>
Revenue:	\$27	\$1,413	\$1203

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 and Federal Election Laws.

In odd numbered years (2001,2003,2005) local officials, such as the Board of Selection, Board of Education, Board of Estimate and Taxation, Board of Tax Review, Town Clerk, Constables, and Representative Town Meeting delegates are elected.

In 2004-2005, the Republican and Democrat Registrars conducted the town wide Federal Presidential Election on November 2, 2004, in which 30,888 electors participated.

In even numbered years the three Assembly Districts (149th, 150th, 151st) delegates comprising the State House Representatives in Hartford are elected. Greenwich is located in the 36th State Senatorial District and selects one Congressman to represent it in Washington. The statewide election is held in even numbered years during which federal officials such as President, 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.

Both Registrars supervised absentee balloting at nursing homes and organized mandated high school registration sessions, placing 29 new voters on the registry roster. During 2004-2005, 4211, new registered voters applied for eligible voter status. The State of Connecticut Department of Motor Vehicles issued 255 new voter applications during this period and made 677 changes.

The mandated “Confirmation of Voter Residence” Canvass was conducted by mail during the months of January through May. The canvass was completed and 2,939 corrections were made to the registry list.

FUTURE: In accordance with the Help America Vote Act the Secretary of State will issue free to all municipalities one electronic voting machine.

Veronica BaronMusca
Sharon B Vecchiolla
Registrars of Voters

ASSESSOR

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	14	14	14
Expenditures:			
Current	\$903,599	\$869,148	\$886,875
Capital	\$145,036	\$0	\$0
Total:	<u>\$1,048,635</u>	<u>\$869,148</u>	<u>\$886,875</u>
Revenue:	\$22,021	\$21,505	\$23,043

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

The mission of the Assessor's Office is to discover property and add it to 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, while providing accurate information to taxpayers, attorneys, appraisers, title searchers, and other concerns and information needs are being fulfilled.

- Developed, bid and executed five contracts to assist with the 2005 revaluation project.
- Generated preliminary land, residential and commercial valuation models and entered them into the ProVal computer assisted mass appraisal system.
- Continued working on the 2005 revaluation project reviewing statistical analysis, valuation models, coding, influence factors, income property, residential land, building and total value changes.
- Converted to "Genero," a new updated version of the MUNIS administrative system.
- Installed a self-service coin-operated printer for public access to field cards.
- Maintained map books for staff and public use for locating land parcels.
- Maintained database files on the personal computers, updating operations including: database of paired sales of improved properties; vacant land "teardown sales"; tracking of building permit work; automated certificates of correction, certificates of occupancy, increase notifications and exemption templates.
- Processed approximately 1,700 building permits, 2,500 sales transactions, 3,900 business personal property accounts, 55,000 motor vehicle accounts, 11,000 supplemental motor vehicle accounts, 104 parcel splits and mergers, numerous requests for review of assessed values, 6,724 corrections of errors, approximately 700 address changes and requests for tax exemptions of real and personal properties.
- Processed and added on approximately 550 new sewer accounts.
- Issued over 900 reminder letters to the elderly in Town notifying them of the requirement to file for a credit.
- Processed 517 state elderly, 8 freeze, 767 local elderly, 278 additional veterans exemption applications.
- Processed exemptions for the disabled and blind.
- Processed 65 volunteer firefighter credits.
- Submitted all required state reports to the Office of Policy and Management on time.
- Continued to maintain sales information books at the counter for more complete and easier access by the public and staff, 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 or dismissed an additional 16 court challenges from the prior Grand Lists.
- Utilized sales contact questionnaire for residential and commercial property transactions and continued

improvement inspections of 1,800 arms-length sales.

- Canvassed new personal property accounts in the field and via alternate sources.
- Created and distributed 3,944 personal property declaration forms.
- Completed 30 personal property audits producing \$119,246 in new revenue.
- Produced the Grand List book and the property database on CD Rom and in hardcopy.
- Enhanced staff computer and assessment skills, and three staff members attended the assessor school at the University of Connecticut

Ted Gwartney, CCMA II, MAI
Town Assessor

2004 GRAND LIST OF ASSESSED VALUES FOR THE TOWN OF GREENWICH

Type Property	Property	2004 Grand List	Percent of
<u>REAL ESTATE:</u>	<u>Number</u>	<u>Assessed Value</u>	<u>Gross Total</u>
<u>Residential (100)</u>	19,273	\$16,557,702,560	81.02%
<u>Commercial (200)</u>	953	\$1,985,085,340	9.71%
<u>Industrial (300)</u>	38	\$62,953,800	0.31%
<u>Public Utilities (400)</u>	7	\$1,940,470	0.01%
<u>Vacant Land (500)</u>	775	\$477,576,190	2.34%
<u>Use Land (600)</u>	14	\$1,392,650	0.01%
<u>Apartments (800)</u>	63	\$193,506,250	0.95%
Gross Total Real Estate	21,123	\$19,280,157,260	94.34%
RE Personal Exemptions		\$15,089,000	
Net RE Assessed Value		\$19,265,068,260	
<u>MOTOR VEHICLES:</u>			
Gross Total Motor Vehicles	55,984	\$670,975,360	3.28%
MV Exemptions		\$2,777,480	
Net MV Assessed Value		\$668,197,880	
<u>PERSONAL PROPERTY:</u>			
Gross Total PP	3,975	\$485,441,785	2.38%
PP Exemptions		\$11,504,500	
Net PP Assessed Value		\$473,937,285	
<u>GRAND TOTALS:</u>			
Gross Total	81,082	\$20,436,574,405	100.00%
Total Exemptions		\$29,370,980	0.14%
Net Before BAA		\$20,407,203,425	
BAA Net Adjustments		(\$19,982,130)	-0.10%
Taxable after BAA		\$20,387,221,295	99.76%

BOARD OF ASSESSMENT APPEALS

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	\$31,096	\$30,254	\$30,253
Expenditures:			
Current	\$1,442.36	\$1,332	\$1456
Capital	\$0	\$0	\$0
Total:	<u>\$32,539.00</u>	<u>\$31,585</u>	<u>\$31,803</u>
Revenue:	\$0	\$0	\$0

We have five board members whose terms are expiring December 31, 2005.

We heard 89 appeals and acted upon 88, as one withdrew. Three of these appeals were for personal property. The total change in the grand list was \$19,992,130.00, with one multiple property owner accounting for 78% of this total with multiple property appeals.

We had one temporary employee for four weeks and one temporary employee for three weeks.

Jeff Reardon
Chairman

LAW DEPARTMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted F/T Personnel:	11	11	11
Expenditures:			
Current	\$1,549,521	\$1,451,871	\$1,422,098
Capital	\$0	\$0	\$0
Total:	<u>\$1,549,521</u>	<u>\$1,451,871</u>	<u>\$1,422,098</u>

The Law Department is comprised of the town attorney, four full-time assistant town attorneys, one part-time assistant town attorney, one special counsel, and an administrative staff. 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 2004-2005, 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 has worked closely with the tax collector particularly in the area of defending his use of tax sales to collect delinquent taxes and to protect the validity of liens and tax priority in the bankruptcy court. This has helped to procure the collection of hundreds of thousands of dollars.

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. In addition, the demand for special educational services by parents with children in the public school system continues. These special education matters are handled by outside counsel to a large extent.

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.

In conclusion, I would like to thank the members of my staff for their continued support and dedication in achieving the goals of this office. The accomplishments of this office are only realized through their tireless efforts.

John Wayne Fox
Town Attorney

**Statistics of Law Department
Schedule of Litigation
July 1, 2004 - June 30, 2005**

	<u>Pending 6/30/04</u>	<u>Commenced 2004-05</u>	<u>Concluded 2004-05</u>	<u>Pending 6/30/05</u>
Appeals from Planning and Zoning Commission	31	5	19	17
Appeals from Planning and Zoning Board of Appeals	16	6	5	17
Environmental Litigation v. Town of Greenwich	9	4	0	13
Environmental Litigation favor of Town	0	0	0	0
Foreclosures/Attachments/Garnishments favor Town	0	0	0	0
Personal Injury/Property Damage Actions v. Town	36	10	19	27
Personal Injury/Property Damage Actions favor Town	0	0	0	0
Miscellaneous Actions v. Town	18	5	7	16
Miscellaneous Actions favor Town	7	1	5	3
Appeals from Board of Tax Review	68	4	15	57
Civil Rights/Human Rights	17	10	6	21
Freedom of Information	3	3	5	1
Special Education	7	8	7	8
Special Education favor Town	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTALS	212	56	88	180

TOWN CLERK

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	8	8	7
Expenditures:			
Current	\$546,798	\$522,318	\$460,610
Capital	\$0	\$0	\$0
Total:	<u>\$546,798</u>	<u>\$522,318</u>	<u>\$460,610</u>
Revenue:	\$8,013,221	\$6,842,220	\$3,430,563

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 384 trade names, 145 maps and 25 military discharge papers. There were 2757 dog licenses and one kennel licenses issued; 1056 hunting, fishing and trapping Licenses, 20 pheasant tags, 84 Connecticut Duck Stamps and 101 HIP Permits were issued; 120 resident, 71 senior and 33 junior shellfish permits were issued. The Vital Statistics Division processed 2194 births (males 1129, females 1065; resident 542, non-resident 1652); twins, 57 sets (21 male, 19 female, and 17 male and female); 339 marriages (religious ceremonies 163, civil ceremonies 176); and 586 deaths (males 256, females 330, resident 377, non-resident 209).

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 \$7,260,572.54.

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 2004-2005 was \$23,316,519.76

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

There were 7 Regular Representative Town Meetings. There were 18 resignations 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 2003-2004 was \$16,483.

In the November 2004 Presidential Election there were 34,933 eligible to vote and 30,888, or 88 %, voted.

Land Records Statistics

The total instruments recorded upon the land records, which include deeds of conveyance, mortgages, release of mortgages, liens, releases, foreclosures, affidavits, and declarations are: 2004-2005: 19,366; 2003-2004: 26,715; 2002-2003: 26,103.

Carmella C.Budkins
Town Clerk

PLANNING AND ZONING COMMISSION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$460,170	\$425,987	\$442,880
Capital	\$0	\$0	\$0
Total:	<u>\$460,170</u>	<u>\$425,987</u>	<u>\$442,880</u>
Revenue:	\$172,698	\$174,844	\$114,048

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.

TOTALS – 784 Applications

In fiscal year 2004-05 there were 784 items handled by the Planning and Zoning Department, just six less than last fiscal year, which is a reflection of the continuing high level of applications and building activity in Town. Of the total, 581, or 74%, were approved under Administrative Review Process by staff and not reviewed by the commission. The remaining 203 applications required commission review by charter or state statutes, or Historic District Commission approval.

The commission reviewed 10 Municipal Improvements (Town projects) during fiscal year 2003-2004, which is the same number as in the prior fiscal year. Six were approved, three were denied and one was withdrawn. The following list summarizes the projects reviewed:

MI #514: North Mianus Sewer District sanitary sewer extension to serve 40 lots not presently sewered. Approved with modifications permitting sewer extension to include a number of lots in the RA-2 zone presently outside the limits proposed for sewerage on the Sewer Boundary Map.

MI #515: North Mianus Sewer District sanitary sewer extension along Cognewaugh Road and Barton Lane. Denied Town-wide sewer service; area study recommended.

MI #516: North Mianus Sewer District sanitary sewer extension to 1 Sundance Drive. Denied Town-wide sewer service; area study recommended.

MI #517: North Mianus Sewer District sanitary sewer extension to Coachlamp Lane, Jeffery Road, and Castle Court. Denied Town-wide sewer service; area study recommended.

MI #518: Extension of bathroom facilities at Baldwin Park. Approved.

MI #519: New Public Safety Facility construction of new Public Safety Headquarters. Approved

MI #520: Purchase of 180 Mason Street, a .14 acre site, for use by the Town as part of land area to house new Public Safety Complex for police and fire services. Approved

MI #521: Improvement of intersection of Greenwich Avenue and Grigg Street and Fawcett Place by the redesign of the intersection and the removal and relocation of parking spaces and modification of sidewalk area to improve pedestrian safety. Approved with modifications.

MI #522: Conversion of Pump Station to Greenwich Adult Daycare Center. Initial project submission was withdrawn and resubmitted.

MI #523: Conversion of Pump Station to Greenwich Adult Daycare Center. Initial project submission was resubmitted with additional documentation and approved with design modifications.

HIGHLIGHTS OF DEPARTMENT ACTIVITY:

- a. Department study on R-6 zone begun and almost completed. (Recommendation in POCD).
- b. Public presentation of two completed consultant studies funded by an award by State of CT DEP totaling \$45,000 for public access and landscape designs in waterfront areas and water quality studies.
- c. Department handled a total application load of 790 items; staff reviewed 581 applications or 74% of all submissions to the Planning and Zoning Office, and the commission held a total of 45 meetings.
- d. Settled several outstanding lawsuits.
- e. Sewer map updated with actual existing sewer lines and connections.
- f. Updated property base map, and draft of first GIS colored zoning map completed.
- g. Increased public access to Planning and Zoning by including the building zone regulations, the two coastal studies, and meeting agendas on the Planning and Zoning Website.
- h. Served over 2,800 people at the public counter as walk-ins who logged in for professional planner inquiries, a total of over 400 site inspections conducted by staff, and over 20 court or FOI appearances.

The two coastal grants reflect the first time the Planning and Zoning Department ever received any state grant. The studies were completed on time, within budget, and a public information meeting was held describing the results and recommendations, many of which will be incorporated into the Byram plan and zoning regulations for future waterfront development. These studies also reflect work on several recommendations in the POCD Implementation Plan for Coastal and Inland Water Resources sections.

The commission and staff continued their work on some of the other ninety-five recommendations in the Plan of Conservation and Development Implementation Plan. Staff and Law Department have spent a considerable amount of time on court cases and enforcing zoning regulations – the first recommendation of the plan.

Staff has continued working and training on GIS by creating maps of steep slopes, public drinking water supply watershed, open space, and natural resources. Staff also updated the official sewer map with actual locations of existing sewer lines in cooperation with DPW using CADD drawings. These activities also reflect other tasks listed in the POCD.

This past fiscal year represented the fifth full year of use of the new common Land Use Budget for Planning and Zoning, IWWCA and Conservation. The BET and RTM had approved a new FY 99-00 budget to pool and share common expenses, while retaining smaller individual department budgets for

professional staff and specific unique line items. This consolidation has been a success from both a management and budgetary overview, because of improved coordination and cost sharing among the three departments.

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:

- Monitor and update Town departments' implementation of the POCD's ninety-five recommendations, and report back to the RTM Land Use Committee.
- Finalize the Byram Neighborhood Plan and develop an implementation schedule. Work with Town departments to implement Byram recommendations for improvements and beautification. Construction of new intersection improvements for crosswalks, lights, and traffic signals at Mill and Water. Detailed final designs for waterfront public access boardwalk and pocket parks on South Water should be completed.
- Complete Future Sewer Needs Study - and submit new sewer map to RTM.
- Begin study on 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 Storm water best management practices required by DEP and EPA.
- Continue updating of all maps (street, property, zoning, open space, commercial, etc.) utilizing the GIS and CADD and housing and population densities, building zone maps, sewer map boundary, subdivision map, and split zone lots, as preparation for the update to the 1998 POCD.
- Do build-out studies of residential properties utilizing GIS and Tax Assessor Proval Systems. Build-out has been done for the downtown CBD study area in the parking study by DPW. Need to complete build-outs for all commercial areas.
- Implement the new software program for permit and application tracking in coordination with Wetlands and IT Departments.
- 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.

PLANNING AND ZONING COMMISSION MEMBERS AND TERMS:

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

Louisa Stone, former Chairman, retired from the Commission.

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

Raymond Heimbuch; term expires 2007.

Richard Maitland; term expires 2006.

Charles Weiss, alternate, died in office.

Frank Napolitano, former alternate, was appointed as full member to replace Mrs. Stone's term; which expires 2007.

Paul Marchese, alternate; term expires 2007 (replaced Richard Maitland who became full member).

Frank Ferricker, alternate; term expires 2007 (replaced Charles Weiss).

Harry LeBien, Chairman, Planning and Zoning Commission
Diane W. Fox, Town Planner/ Zoning Enforcement Coordinator

PLANNING AND ZONING BOARD OF APPEALS

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	5	5	5
Expenditures:			
Current	\$119,796	\$115,381	\$113,923
Capital	\$0	\$0	\$0
Total:	<u>\$119,796</u>	<u>\$115,381</u>	<u>\$113,923</u>
Revenue:	\$33,949	\$30,526	\$26,228

(Note) Includes encumbrances and improvements financed in 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 Selectmen and must be approved by the Representative Town Meeting. For an appeal to be granted it must receive four affirmative votes. All members serve voluntarily and without compensation.

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

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

Diane W. Fox
Town Planner

FOR THE YEAR 2004 – 2005

TYPE OF REQUEST	GRANTED	GRANTED W/ COND	DENIED	WITHDRAWN/ DISMISSED	CONTINUED
Use	-	-	-	-	-
Floor Area Ratio	4	-	5	-	-
Flood Hazard Elevation	2	1	1	-	-
Lot shape/size/frontage	8	-	3	-	-
# of stories	8	1	-	-	-
Yard Requirements	44	2	7	2	2
Height - Non-conforming	15	-	1	-	-
Accessway/Driveway location	2	-	-	-	-
Variance of building location	5	-	-	-	1
Special Exceptions	19	2	2	-	2
Appeal P & Z Commission Decision	1	1	3	1	-
Appeal Issuance of Building Permit	-	-	-	-	-
Other	3	-	-	-	-
TOTAL	111	7	22	3	5

CONDEMNATION COMMISSION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

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

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

Bob Tuthill
Condemnation Commission

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

CONSERVATION COMMISSION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	1.5	1.5	1.5
Expenditures:			
Current	\$156,735	\$115,395	\$109,475
Capital	\$0	\$0	\$0
Total:	<u>\$156,735</u>	<u>\$115,395</u>	<u>\$109,475</u>
Revenue:	\$0	\$0	\$0

Program Overview - The Greenwich Conservation Commission is an advisory board set up under state statute and local ordinance to assist the Town with planning and management of its natural and cultural resources. As charged, the commission provides technical assistance and guidance to the First Selectman and all other boards and agencies of the Town as needed. During fiscal year 2005, the commission held 10 regular meetings, and one 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 as Vice-chairman, and Lisette Henrey as Secretary. Renee Seblatnigg, Nancy Dickinson, Sue Baker, and Alexander Brash remained on the Commission as regular members. Bill Williams continued to serve as alternate until the fall when three new alternates were appointed to the commission filling all vacancies. The commission welcomed new alternates Gary Silberberg, Giulietta Fargion, and Suzanne Graham. The commission currently employs 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.

Commission members and staff continued a cooperative relationship with organizations both internal and external to the Town Hall, creating a successful public/private partnership for conservation work in Town. This includes working daily with Planning and Zoning, Inland Wetlands, Health, Parks and Recreation, Public Works, and the Board of Selectmen's office; and regularly attending meetings and/or working with the League of Women Voters, 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, Greenwich Point Conservancy, Calf Island Conservancy, Garden Education Center and all of the garden clubs in Greenwich, and the Connecticut Envirothon Program. This strong public relations effort has allowed the commission and staff to leverage volunteer efforts to expand conservation programs beyond what could be accomplished by staff alone. Commission staff also maintains a cooperative relationship with state and federal partners including Connecticut's Department of Environmental Protection (DEP), the federal Environmental Protection Agency (EPA), and our state and federal legislators.

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/habitat management. Priorities within these areas worked on during the past year include source water

protection, wildlife management, Cos Cob Power Plant restoration, and coordination of technical assistance to Planning and Zoning and Inland Wetlands agencies.

Water supply protection issues continued to be a top priority for the Commission. The Conservation Director serves as the lead staff for the Town's water supply team which includes the First Selectman, Director of Health, Fire Chief, and Emergency Preparedness Operations Coordinator. The past year saw adequate supplies but increased demand. Conservation education continued to be promoted, including working with Greenfingers Garden Club on a water conservation exhibit being utilized throughout Town. The Conservation Director continued to serve on the Aquarion citizen advisory board and keeps abreast of infrastructure plans as the water company develops new plans for the Greenwich/Stamford area. Staff also serves as the Conference of Connecticut Municipalities representative on the Connecticut Water Planning Council Advisory Group

Work continued with the Connecticut Fund for the Environment through the Endangered Lands Coalition and the League of Women Voters on source water protection. Strong lobbying by water companies prevented legislation that would have allowed a minimum surcharge on water utility bills to provide funding for open space in public water supply watersheds. Staff continues to work with CFE and the Water Planning Council to identify funding strategies for land acquisition in water supply watersheds including the Mianus.

Watershed Planning and Management – Conservation staff continued to work with DPW and other departments on the Phase II Storm Water Management Plan and coordinated the public relations effort for the annual report. In 2003, staff helped the Mianus River Watershed Council secure a 319 grant from CT DEP and Rivers Alliance to develop a strategic plan for the watershed. Work on this program continued throughout the fiscal year and is expected to be complete in the fall of 2005.

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 130 sites were visited and reports submitted to Planning and Zoning during the past year, a 42% increase in assistance over the previous two-year average. Several projects required ongoing assistance including the St. Agnes Church property on Stanwich Road and the Greenwich High School fields' expansion. With no let up projected in the development area, this level of assistance is expected to continue into the next fiscal year.

Open Space Protection and Management – Open space protection has been a continuing effort of both the Commission and staff. The Conservation Director prepared a comprehensive grant application in fall 2004 and the second time proved to be the charm. In May 2005, the EPA announced that the town was awarded \$200,000 from the EPA Brownfield program to be used for clean up of the Cos Cob Power Plant. This is a largest amount allowed through this program. Staff serves as the lead contact with EPA and is working closely with DPW, the Town's environmental consultants, and CT DEP to keep the project on track. PCB removal is slated for fall 2005 and capping for the following year, allowing the site to be used as a multi-purpose waterfront park. This effort involves coordinating with local, state, and federal agencies on environmental permitting and oversight. This will continue to be a significant part of workload in the next fiscal year.

The Mianus River Park is jointly owned and managed by Greenwich and Stamford. The adjoining Treetops property is owned by the State of Connecticut. In 2003, Stamford enlisted the National Park Service to help them with trails along the river. Greenwich staff and commission members continued to be involved in this effort and participated in several workshops aimed at finding ways to protect the river from erosion and other pollution sources and finding solutions to conflicts involving differing user groups.

Working in cooperation with State Representative Livvy Floren and following up on legislation passed in 2003, the Town acquired two parcels of land along the Merritt Parkway that the CT Department of Transportation slated for disposal: a 2.4 acre piece located off of Riversville Road and a 1.3 acre piece off of Round Hill Road. This is in keeping with the 2002 Open Space Plan. The parcels will be maintained as forested open space and provide a buffer between the parkway and the residential areas. These parcels serve to maintain the natural

buffer between the state highway and local residents. As forestland, they act as noise barriers, clean air pollutants, filter storm water run-off, and provide a green vista along one of Connecticut's oldest scenic roads, the Merritt Parkway.

Wildlife and Habitat Management – The Commission and staff coordinate the Town's wildlife program closely with DEP Fisheries and Wildlife. Following up on initial recommendations for the Town to consider herd reduction on public lands, the commission presented its final Report on Managing Greenwich's Deer Population to the First Selectman in October 2004. The report outlined the deer problem in Greenwich and recommended that the total deer herd be reduced to no more than 26 deer per acre. Recommended strategies include promoting hunting on private land and taking a lead by reducing herd size on Town-owned properties. In coordination with the First Selectman's Office, Police Department, and Parks and Recreation, staff conducted a sharp-shoot cull on three properties in town; the Babcock Preserve, Pomerance-Pinetum, and Griffith Harris Golf Course. Eighty deer were taken in three days and 2,400 lbs. of venison was delivered to the Food Bank of Lower Fairfield County. Additionally, the Conservation staff continued education and outreach efforts on deer management working with neighborhood associations.

The commission continued to provide technical support to the Health Department on geese management, and in late May 2005 took the lead on a 2-year pilot program working with GeesePeace, a non-profit organization that helps municipalities find acceptable solutions to geese problems. In another cooperative effort with the First Selectman's Office, Parks and Recreation, and Health, Conservation staff initiated the pilot program at Bruce and Binney Parks. This program will be expanded in 2006 to include egg oiling. Evaluation and adjustment of program goals is ongoing. This will be a significant workload for staff in the next fiscal year.

The habitat volunteer program that began in 1998 continued into its seventh year. This included staff and volunteers monitoring the Mianus River Fishway, surveying vernal pools, and counting horseshoe crabs at Greenwich Point. The fishway program was given a boost this year in two ways. First, CT DEP fisheries installed a fish counter in March 2005. Second, as part of the Greenwich Adult Day Care renovation of the pump house, staff secured a \$40,000 grant from the Long Island Sound Futures Fund to provide an access walk to the fishway, which will allow for better monitoring, maintenance, and educational use at the fishway.

Working with the Town tree warden and the P&Z, Conservation staff continued discussions with local organization of ways to better protect our tree and community forest resources. Conservation Commission has identified invasive species as an important area to be worked on. Staff review landscape plans for invasives and make recommendations on appropriate control measures. Conservation staff is monitoring two important new species to Town, mile-a-minute weed and porcelain berry.

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>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	6.5	6.5	5.5
Expenditures:			
Current	\$311,456	\$288,852	\$299,838
Capital	\$0	\$0	\$0
Total:	<u>\$311,456</u>	<u>\$288,852</u>	<u>\$299,838</u>
Revenue:	\$442,357	\$200,728	\$176,271

Mission Statement:

The mission of the Inland Wetlands and Watercourses Agency is to protect and conserve the inland wetland and watercourse resources of the Town of Greenwich by effectively implementing and enforcing the Inland Wetland and Watercourse Regulations.

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 staff consists of six full-time staff members, (four professional/technical and two administrative), 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 (shared with the Conservation Commission), 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.

Duties and Activities:

In the past fiscal year (2005) the agency received and processed applications for regulated activities, permit modifications, agent approvals, and bond releases as indicated in the table below.

July 1, 2004- June 30, 2005	New Permits	Modifications	Agent Approvals	Bond Releases	Total Actions
Totals	166	46	69	166	447

The agency's key services include review and analysis of potential wetland and watercourse impacts posed by regulated (developmental) activities; issuance of permits for authorized activities, oversight of permit conditions, and enforcement actions against un-permitted activities that impact wetland resources.

In the course of performing these services, agency staff provides guidance and technical information to the agency members, as well as Town residents and their consultants, regarding acceptable development scenarios. They also provide educational content and outreach to Town residents regarding wetland functions and values, their role in maintaining the quality of life, as well as potential impacts posed by developmental activities and measures for reduction of impacts posed by those activities.

IWWA staff routinely comment to the Planning and Zoning Department on potential wetland impacts as detailed in subdivision applications, site plans, special exceptions, and zoning applications.

Staff provides technical guidance and comments to other Town departments including the Health Department, Department of Public Works, Engineering Division, Parks and Recreation Department, Highway Division, and Department of Social Services, concerning potential impacts posed by projects carried out by the respective departments.

Compliance staff provide Town wide monitoring of activities, development and otherwise, with potential for adverse impacts upon wetlands and watercourses as well as compliance with agency issued permits and their conditions. They review and process bond release requests, bonds consisting of monetary funds posted by the applicant and used as a tool by the agency to assist in permit compliance.

Through the provision of these services, the agency helps the Town to comply with implementation of Phase Two Storm Water Management Program.

Accomplishments:

In conjunction with the Planning and Zoning Agency, IWWA made significant progress in implementing a combined land use database that consolidates and organizes land use application data to better track its permit review activities and to improve coordination with Planning and Zoning with regards to permit review.

The IWWA successfully adopted a comprehensive revision of its regulations in October 2004, a task not undertaken since 1993. The revisions incorporated a number of provisions adopted from state statutes as amended by the Connecticut Legislature. The revisions also reflect current interpretation of noteworthy court cases that have provided clarification of Connecticut's wetlands law.

Performance Outcomes:

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

1. *Implement updated IWWA regulations.*
2. *Address construction of private docks on Town-owned Mianus Pond.*
3. *Community education and outreach.*
4. *Implementation of the Phase Two Storm Water Management Program by development of a best management practices manual emphasizing low impact development and storm water management.*
5. *Increase staff and agency member knowledge by providing educational, training, and developmental opportunities.*

The agency currently has two appeals of decisions pending.

- 1) Sinowoy Road- application 04-47-an appeal of an agency denial
- 2) 44 Mayfair Lane- application 05-037- an appeal of an agency approval.

General information about the agency is available on the Town of Greenwich's web page: 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

Agency members and term expiration dates:

(July 1, 2004- June 30, 2005)

Thomas R. Baptist, Chairman- 3/31/09
Lawrence Perry, Vice Chairman- 3/31/09
Matthew J. Popp, 3/31/05
William J. Grep, Secretary 3/31/08
Christie A. Coon- 3/31/08
Martin Kagan- 3/31/08
John R. Conte- 3/31/09

Alternates:

Richard Mackool- 3/31/08

During the course of this fiscal year, the agency lost one full member and one alternate, as both Penny Low and Greg Altnauer resigned their positions. Ms. Low served for 10 years on the board and consistently lent a strong voice for wetland preservation. She decided not to serve an additional term, while Mr. Altnauer relocated from Greenwich to Maine.

Thomas R. Baptist
Chairman

Mark G. Massoud
Agency Director

GREENWICH SHELLFISH COMMISSION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Expenditures: (Note 1)			
Current	\$15,960.82	\$17,618.93	\$4,221.21
Capital	\$0	\$0	\$0
Total	<u>\$15,960.82</u>	<u>\$17,618.93</u>	<u>\$4,221.21</u>
Revenue (Note 2)	\$0	\$0	\$0

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

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

The Shellfish Commission, under the aegis of the Office of the First Selectman, is comprised of nine volunteer members, including a Chairman, Vice-Chairman and Treasurer. In addition, the Department of Health's Director of Environmental Services, the Shellfish Coordinator and approximately 25 volunteer wardens, including a warden chairman, serve the commission. The wardens spent 300 hours or more on duty patrolling shellfish areas, enforcing regulation compliance and educating permit holders. This year commission members and wardens presented several shellfish demonstration clinics, including one for the children from Community Centers, Inc.

On November 1, 1991, the Connecticut Department of Agriculture, Aquaculture Division (DAAD) permitted the Greenwich Shellfish Commission to reopen some recreational shell fishing 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. In 1994, the DAAD upgraded shellfish beds A and B so that after closure for seven 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 may close for a week or more after pollution events; however, closures for any reason are determined by the Department of Health and DAAD.

The recreational shell fishing season extended from October 1, 2004 to September 30, 2005. In fiscal year 2004-2005, 224 permits, (including 33 juniors and 71 seniors) were sold by the Town Clerk's office and the Sportsman's Den in Cos Cob bringing in revenues of \$2,546.00. Shellfish cookbooks were given with each permit and donations of \$90 were given extra cookbooks. By state law, revenues from shellfish permits and programs must be allocated solely for the improvement of the shellfish programs administered by the commission. The 2004-05 shellfish program operated on funds received from permits, as there have been no appropriations from the Town budget since fiscal 1991-1992.

In the fall of 2004, 100,000 baby oysters were purchased and deposited in Greenwich Cove near the Old Greenwich Yacht Club. In June 2005, 80,000 more oysters were purchased and deposited near the shore. However during this shellfish season, the commission still prohibited the taking of oysters, since the population has not yet recovered to a sustainable level since the oyster losses in 1997. The oyster fatalities were caused by MSX and Dermo diseases, which affect oysters but not consumers. In winter 2004-2005, the commission approved the continuation of the hard clam farming project by Atlantic Clam Farms, which entailed removing many quahogs, some of which were sold to various nature conservancies on Long Island. Revenues from the clam farming project totaled \$78,168. The clam project, which involves thinning out large clams so small clams can live and grow, was also conducted by Atlantic Clam Farms. Approximately 200,000 small to midsize clams were moved into recreational shell fishing beds A and B during the fall and spring. Future projects the

Commission plans to undertake include making an educational shellfish video and conducting an investigation on growing eelgrass in order to start a scallop population in Greenwich Cove.

The Shellfish Coordinator continued to collect water samples during the season to monitor the shellfish beds and executed closures when they were necessary. Once acceptable water quality results were obtained, the Shellfish Coordinator reopened the beds. Extensive water testing was also conducted monthly in addition to other intervals at 32 stations inside and outside Greenwich Harbor.

Lucy M. Jinishian
Chairman

COMMISSION ON AGING

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$126,962	\$118,397	\$107,088
Capital	\$0	\$0	\$0
Total:	<u>\$126,962</u>	<u>\$118,397</u>	<u>\$107,088</u>
Revenue:	\$0	\$0	\$0

The commission is the designated overall planning agency for older persons in Greenwich, and has been an official department of Town government since 1975. The Director, Samuel E. Deibler, and the Administrative Staff Assistant 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 expired 2005), James F. Lennox, Secretary (term expired 2005), Wilmot L Harris, Jr., (term expired 2005), Alan Berk (term expires 2006), Steven H. Dudley (term expires 2007), Karen LaMonica, Vice Chairman (term expires 2007), Mary Bausch, Secretary (term expires 2007), Lori Jackson (term expires 2008) and Catherine Brennan (term expires 2008).

The mission of the commission is to coordinate, support and improve existing services to the elderly, to plan and initiate new services 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.

GOALS AND ACHIEVEMENTS

Transportation

Goal: To have convenient, affordable, comprehensive transportation 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 716 books were sold, a decrease of 12 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.

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; home care services, prescription assistance and Alzheimer’s disease.
- 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, Medicare and the new Medicare Prescription Drug Discount Cards and Part D program.
- 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, was regularly updated by the administrative assistant and published. It was available free of charge at the commission office, and was posted on the Town website.
- 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. A program for professionals, Aging & Change: Double Jeopardy, was produced dealing with losses, grieving, communication with elders, and supportive long term care. Total attendance was 75 senior service agency staff.
- Older Americans Month was celebrated in May with a theme chosen by the U.S. Administration on Aging: "Celebrate Long Term Living." A series of programs celebrated and recognized older Americans who are living longer, healthier, and more productive lives with a panel on “Over 90 and Thriving,” emergency preparedness training, and a poetry program conducted in cooperation with the Greenwich Arts Council.
- A two-part workshop, Rescuing Your Retirement, was presented featuring David K. Carboni, Ph.D., CFP. Sessions dealt with financial planning for retirement, addressing the expense of long-term care, generating additional income, and dealing with the costs of medical care.

Planning

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

Achievements:

- The Commission on Aging continued to assist Greenwich Hospital in “The Greenwich Health Improvement Partnership” with staff chairing the Task Force on Access to Health Care.
- **Focus on Seniors: Vision Conference 2005** (March 9, 2005) presented a vision for challenges defined in the **2004 Greenwich Conference on Aging**, with proposed solutions and next steps to be developed by the Action Groups formed by the 2004 conference:

Housing: To provide choices and availability of housing for seniors across a range of income levels and needs using existing, new and creative solutions.

Transportation: To enhance the quality of life of seniors by providing a coordinated transportation network that operates seven days a week with some evening and out-of-town availability.

Multipurpose Center: To meet the physical, emotional, intellectual and social needs of seniors and their families using a multipurpose center as a focal point of senior life.

Health, Care-Management and Coordination of Services (Combined): To create a continuum of care for seniors and families using an integrated and interactive computer-based information system.

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 helps low-income older homeowners stay in their homes. This was the fifth and final year under the sunset provision of the ordinance, and it provided relief of \$578,214 for 687 persons.
- The commission cooperated with the Tax Assessor's Office, the Selectman's Office, and the BET to develop an Elderly Tax Relief Ordinance to replace the ordinance that "sunset" at the end of this year. The proposed ordinance was passed by the RTM, and Elderly Property Tax Relief will continue under a sunset provision.

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 40 persons were served. Special educational programs were conducted regarding Medicare Prescription Drug Discount Cards in cooperation with the Greenwich Library Health Information Center, the Greenwich Department of Health and the office of Congressman Christopher Shays.
- The Commission had the lead agency role in planning the annual Senior Health Fair in cooperation with the Greenwich Department of Health and Greenwich Hospital's Center for Healthy Aging. The event brought together more than 75 local, regional, state and federal exhibitors along with approximately 500 seniors for health education.

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 state legislators. A total of 50 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 62 persons.

Samuel E. Deibler
Director, Commission on Aging

HISTORIC DISTRICT COMMISSION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

The Historic District Commission was established in 1977 to hear applications for changes to structures in local historic districts. Its oversight has been expanded to hear applications for changes to local historic properties, Historic Overlay and Historic Residential Overlay properties, and Preservation Easement properties. In addition, we are an advisory body to the Planning and Zoning Commission on issues concerning changes to National Register of Historic Places and State Register of Historic Places properties.

The Commission supports and acts as a study committee for nominations for local historic districts and properties and provides support and assistance for nominations to the National and State Registers.

The Commission is informed of demolition applications to structures over 60 years of age and monitors these demolitions.

We are a volunteer commission with staff support from the First Selectman's office and the Planning & Zoning Department.

Christopher C. Holbrook, Chairman (until March 31, 2005)
Susan Richardson, Chairman (from April 1, 2005)

FIRE DEPARTMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	103	103	103
Expenditures:			
Current	\$10,066,391	\$9,525,204	\$9,365,115
Capital	\$735,000	\$1,079,250	\$1,388,800
Total:	<u>\$10,801,391</u>	<u>\$10,604,454</u>	<u>\$10,753,915</u>
Revenue:	\$2,120	\$1,914	\$1,120

ADMINISTRATION

The Fire Department is under the direction and control of the First Selectman. The fire chief, assisted by two deputy chiefs, was responsible for the administration and command of the department. The individual fire districts throughout Town (Central, Cos Cob, Byram, Glenville, North Street, Sound Beach, Round Hill and Banksville) are supervised by volunteer district chiefs. Overall, a combined force of career and volunteer firefighters provides fire protection.

Accomplishment for 2004-2005

- Continued program of replacing aging fire apparatus.
- Continued program to address volunteer firefighter retention and recruitment issues with volunteer recruitment coordinator.
- Addressed equipment requests from volunteer companies.
- Provided specialty training in hazardous materials emergency response, bioterrorism, fire ground operations.
- Implemented improvements in fire dispatching and fire ground communications.

OPERATIONS

The Greenwich Fire Department responded to 4166 incidents during the fiscal year 2004-2005. The department continues to respond to a high number of motor vehicle accidents requiring extrication and rescue services, along with a number of automatic fire alarm responses providing a steadily increasing burden upon our existing resources.

During 2004-2005, the department had approximately 150 volunteer and 100 career entry tag certified personnel serving throughout Town. Current career fire fighter staffing is 23 per shift, with one shift having 22.

The department took delivery of a new special operations/hazardous materials vehicle, with enhanced communications capabilities that will allow incident commanders to communicate with other municipalities in large-scale operations. This vehicle also serves as an on-site office for use in fire investigations by the fire marshal, and carries a large portion of the department's hazardous materials equipment.

The successful rehabilitation of the Cos Cob Fire Station marks the beginning of a long-term project to rehab all fire stations in Town and address major infrastructure issues that exist in these buildings. The Glenville Station is next in this program.

TRAINING

The Greenwich Fire Department Training Division, under the direction of Captain John Sabito, has worked on developing firefighter education in the areas of special hazard operations. The training division is designed to instruct entry-level firefighters in the fundamentals of fire emergency operations, broaden their vision in tactics, and elevate their educational potential to be able to develop strategies as incident commanders.

In providing support for the primary mission of the Greenwich Fire Department, the Training Division has accomplished the following training: a Volunteer Firefighter 1 Class, which certified six new firefighter and a Volunteer Firefighter 2 Program, in which six of the 12 students passed. During the combined in-service training drills, both career and volunteer instructors were utilized to deliver specialty training in the areas of cold water rescue and C.P.R. We have also worked at basic fundamentals of training in the areas of engine operations, ladder operations, and rescue functions. The items covered such training as foam suppression, ventilation techniques, and rope rescue for firefighter survival and rescue operations.

During the past fiscal year, outside vendors, such as the State of Connecticut, Stuebe Hazard Management, and Spec Rescue, delivered courses for technical rescue operations. The Fire Department, in an effort to move into the 21st century, has trained the career staff to the technical rescue level. These outside vendors have provided expert training in the areas of hazardous materials, confined space and trench rescue operations for 94 firefighters and officers. Additional mandatory annual refreshers in emergency medical care, hazardous materials, and technical rescue were supplied.

In the immediate future, the Training Division will continue to move forward by enabling our members to do more of their own in-house training and personnel management. In return, this will provide a better benefit in retention of volunteers and allow us to provide a higher quality of service to the public.

OFFICE OF THE FIRE MARSHAL

For the fiscal year 2004/2005, the Office of the Fire Marshal was exceptionally busy. Personnel vacancies and injuries hampered our efforts and placed more responsibilities on remaining staff. Fire Prevention Inspector Stanley Olszewski, after almost 27 years of service, retired in May 2005. Work related injuries to personnel resulted in significant lost time. Firefighter Christopher Doyle was promoted to fire prevention inspector in June 2005 to replace retired inspector Olszewski.

The following statistical information is a breakdown of the work performed by the Office of the Fire Marshal for fiscal year 2004/2005. The Greenwich Fire Department responded to 4,166 incidents. These incidents are broken down as follows:

Public Assist/Public Education	924
Remove Hazard	83
Assist Police	406
False/Detector Activation	588
Spills/Leaks/Carbon Monoxide	506
Fires	182
Accidental by Workmen	1217
Investigations	236
Malicious False Alarm	24
Total	4166

Forty-six working fires resulted in significant property damage and required a detailed fire investigation; 307 sets of plans were reviewed for the building official, Planning & Zoning and area architects; 85 blasting permits were issued for explosive demolition excavations; over 400 inspections were performed on building covered by the Connecticut Fire Safety Code.

Sanford W. Anderson
Fire Chief

GREENWICH POLICE DEPARTMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	182	182	182
Expenditures:			
Current	\$13,718,306	\$13,390,114	\$12,956,485
Capital	\$ 1,690,374	\$ 253,435	\$ 1,273,602
Total:	<u>\$15,408,680</u>	<u>\$13,643,549</u>	<u>\$14,230,087</u>
Revenue:	\$ 192,458*	\$ 994,862	\$ 1,083,764

Note: Includes encumbrances and improvements financed each year.

*Does not include revenue from Parking Violations

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 2004-05, the Greenwich Police responded to 40,663 calls for service.

This year began with implementation of our community policing initiatives. The Town was divided into three sectors with a captain responsible for each sector. The sectors have been designated as North, East and West, which has allowed us to tie the sectors to neighborhoods to better serve the community. With a captain in charge of each sector, the public and the department have a clearer understanding of who is responsible for policing activities in all areas of the community.

In partnership with our residents, we have formed the Community and Police Partnership (CAPP) to better facilitate communication between citizens and the Police Department. Each sector has its own CAPP group in addition to one town wide CAPP group. The groups are made up of citizen volunteers, the sector commanders and police officers. These groups have already established beneficial lines of communication that we anticipate to grow over time.

We will be adding the position of Neighborhood Resource Officer (NRO) to the department this year. Each sector will be assigned one NRO to assist the sector commander in responding to neighborhood concerns and seeking long-term solutions. We began this program on a trial basis during the 2004-2005 fiscal year and believe it shows great promise for a positive impact on the community.

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, continues to work 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. The department continues to emphasize community policing and developing positive relationships and programs to better serve the needs of our citizens. During the past year the department successfully completed two ten-week Citizen Police Academy programs allowing thirty-one of our residents the opportunity to get a behind the scenes look at our operations. This program will continue as we attempt to meet demand for the course.

I believe that our efforts at building a better relationship with our citizens are off to a good start. We will continue with our community policing initiatives in order to provide the best possible police services to all.

POLICE OFFICER PERSONNEL BY DIVISION

	<u>2004-2005</u>	<u>2003-2004</u>	<u>2002-2003</u>
211 Administration	6	6	5
216 Criminal Investigations Division	30	30	30
217 Uniformed Services Division	116	116	117
219G Parking Fund	<u>5</u>	<u>5</u>	<u>5</u>
Totals	157	157	157

CIVILIAN PERSONNEL BY DIVISION

	<u>2004-2005</u>	<u>2003-2004</u>	<u>2002-2003</u>
211 Administration	3	3	3
213 General Services Division *	11	10	10
216 Criminal Investigations Division	1	1	1
219G Parking Fund **	<u>0</u>	<u>11</u>	<u>11</u>
Totals	15	25	25

* Includes 3 permanent part-time clerical positions

** No longer part of police department operations

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, and 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.

<u>Revenues:</u>	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Auctioned Vehicles	\$ 905	\$ 0	\$ 0
Animal Control Receipts	3,420	5,975	\$ 3,903
Going-Out-of-Business Permits	1,138	0	3,578
Gun Permits	2,065	1,155	2,100
Miscellaneous: Accident Photocopies, Photos,	16,119		
Fingerprint Cards, etc.		16,532	20,731

Parking Violations	0*	864,800	1,003,254
Precious Metal/Stone Permits	20	20	10
Raffle, Bingo, Games of Chance Permits	532	495	535
State Reimbursement: Prisoner Transportation/Meals	567	702	1,168
Not otherwise Classified	21	-	-

Asset Forfeiture:

State	32,519	0	3,250
Federal	98,759	12,177	4,247

Grants:

State of Connecticut:

DUI Enforcement:

Memorial Day/July 4 th	17,118	7,980	10,150
Thanksgiving/Christmas	0	23,730	0
SU Enforcement Vehicle	0	50,000	0
Materials & Supplies	0	4,696	0
EMS Equipment Grant	2,070	0	0

Federal - Department of Justice:

LLEBG -Personal Body Armour	5,205	6,600	6,600
Cascade System for SCUBA Team	0	0	14,148
OPM Overtime	4,000	0	0

Purdue Pharma Grant (Illegal distribution of drugs)	0	0	10,000
Canine Purchase/maintenance	8,000	0	0

Totals	<u>\$ 192,458</u>	<u>\$ 994,862</u>	<u>\$ 1,083,764</u>
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*Parking Violations revenue is no longer received by the Greenwich Police Department.

Animal Control Section*

2004-05

Roaming Dog Complaints	300
Barking Complaints	77
Impounds	255
MV/DOA	14
Animal Bites	119
Welfare	110
Nuisance	65
Wildlife Rabies	<u>189</u>

Total Number of Investigations Conducted 1,129

*Data has been collected and reported under different categories effective this fiscal year.

Miscellaneous Services And Incidents

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Alarm Reports	6,602	7,134	7,395
Bingo and Raffle Permits	19	16	20
Found Property Reports	131	113	173
Gun Permits - New, Renewal	59	33	60
Lost Property Reports	204	182	314
Reports for Other Town Agencies	117	161	365

CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is comprised of one captain, 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 is above 33%. One youth officer continues to work with the Greenwich Coalition to Combat Underage Drinking.

Uniform Classification of Offenses

	<u>2004-05</u>		<u>2003-04</u>		<u>2002-03</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Arson	5	1	0	0	3	2
Assault - Aggravated	10	8	10	10	11	10
Assault - Simple	68	65	105	94	64	61

Uniform Classification of Offenses – con't

	<u>2004-05</u>		<u>2003-04</u>		<u>2002-03</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Auto Theft	47	34	44	31	49	29
Burglary	*121	34	109	35	69	25
Larceny	**50	98	449	95	496	176
	4					
Homicide	0	0	1	1	0	0
Robbery	12	5	11	6	9	6
Sexual Assaults	5	5	2	2	0	0
Sex Offenses	9	9	12	11	10	10
Totals	781	259	743	285	711	319
Clearance Rate:	33.2%		38.4%		44.9%	

Incidents - Other

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Missing Persons Reported	38	53	70
Missing Persons Located	38	51	70
Sudden Deaths Investigated	39	32	12
Suicides, Attempts Investigated	27	17	41

Classification of Arrests

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Aggravated Assault	13	19	11
Arson	1	2	2
Auto Theft	6	3	6
Burglary	*44	38	25
Criminal Homicide	0	1	0
Disorderly Conduct	152	99	145
Domestic Violence (New category)	153	171	
Driving While Intoxicated	180	167	181
Embezzlement and Fraud	17	17	6
Family Offense – non-violent	14	7	8
Forgery and Counterfeiting	22	24	15
Larceny - Theft (Except Auto)	**152	136	111
Liquor Laws	20	21	16
Motor Vehicle Violations – Summons	5,388	6,300	6,586
Narcotic Drug Laws	153	201	79
Other Jurisdiction Arrests	51		
Other Assaults	80	87	50
Robbery	8	6	2
Sex Offense	7	7	2
Sexual Assaults	7	1	6
Weapons – Carry, Possession, etc.	25	20	16
All Other Offenses	<u>219</u>	<u>82</u>	<u>230</u>
Totals	6,661	7,409	7,497

*Includes Burglary Motor Vehicle

**Includes Larceny ID Theft

Burglary Statistics

Month	Residential	Commercial	Attempts	Total	Cleared	% Cleared
07/04	4	1	2	7	2	28.5
08/04	4	0	1	5	2	40.0
09/04	6	6	0	12	4	33.0
10/04	5	3	0	8	5	62.5
11/04	8	1	2	11	4	36.36
12/04	15	4	1	20	2	10.0
1/05	8	2	1	11	0	0
2/05	5	3	3	11	7	63.63
3/05	2	5	1	8	0	0
04/05	1	2	0	3	1	33
05/05	2	2	0	4	3	75
06/05	6	0	0	6	1	16.6
TOTALS	66	29	11	106	31	29.2

YOUTH SECTION

The Youth Section is responsible for investigating crimes or offenses committed by or against juveniles. Five officers, under the command of a captain, 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, Child Guidance Center, 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-Aggravated	3
Assault – Simple	13
Burglary – Residential	4
Casualty	13
DWI	3
Disorderly	20
Disorderly (DV)	29
Domestic Non Violent	8
Drug Laws Violation	8
Found Property	2
Larceny	45
Larceny ID Theft	1
Miscellaneous Offenses	31
Miscellaneous Reports	89
Missing Persons	23
MV Laws Violation	1
Other Jurisdiction	7
Other Town Department	1
Robbery	2
Sex Offense	7
Sex Offense – Rape	3
Suicide Attempt	2
Talk – Neighborhood	2
Talk – Public Relations	4
Talk – Students	32
Tour GPD	10
Vandalism	12
Violation Town Ordinance	2
Weapons	6
TOTAL	383

IDENTIFICATION BUREAU REPORT

Fingerprints:

Criminal Processing	867
Public Service	71
Pistol Permits	49
Securities	369
Town Employment	361
Child Identification	16
Miscellaneous*	358
Total Persons Fingerprinted	2,091
Total Number of Fingerprint Cards	6,640

Photography:

8 x 10	1,990
4 x 6	3,783
Polaroids	170
Color/Black & White	3,336
Digitals	16,400
Total Photos Printed	5,773
Total Photos Taken	19,906
Total Photos Sold	206

Revenue:

Fingerprinting	\$7,845.00	- Excludes Town employees (BOE), Criminal arrests, Child Identification.
Photos	<u>2,060.00</u>	- Excludes photos for Court, Town Law Dept. and GPD Investigators.
Total	\$9,905.00	

*Included: Real Estate Licenses, DOJ, Racing Association, Auctioneer Licenses, Gaming Licenses, Government jobs, Coast Guard, Bail Bonds Licenses, Immigration/Visa, Liquor Licenses, Private School employment, Explosive permits, Insurance Licenses, Child Care Licenses, Medical Licenses, Daycare Licenses, Adoption, Nursing Licenses.

The Identification Division is open to the public for fingerprinting on Tuesdays and Thursdays. Fees are charged in accordance with Connecticut state statute. In addition, 8 x 10, 35mm, digital and Polaroids are printed for insurance investigators and attorneys to be used in civil/criminal proceedings.

UNIFORMED SERVICES DIVISION

Uniformed Services 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 Uniformed Services is currently 75 patrol officers, 16 sergeants, 6 lieutenants, and 8 police officer dispatchers in the Communication Center.

Miscellaneous Services And Incidents

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Arrests for Other Jurisdictions	51	39	3
Doors/Windows Found Open	147	157	123
Casualties (Non-Vehicular)	3,584	3615	3,434
Miscellaneous Public Assistance	1,528	2788	1,192
Reports for Other Agencies	117	161	365

MARINE SECTION

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

Operating on a seasonal basis, the division is comprised of 7 police officers, including a sergeant as supervisor, all of whom are under the overall command of a captain.

Marine Section Statistics

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Assist Other Town Departments	8	14	6
Assist Other Jurisdictions *	9	9	
Boat fires/alarms *	0	1	
Boating Accidents Investigated	7	5	10
Casualty	5	4	7
Community Speaking Engagements/Education	12	14	16
Directed Community Policing*	112		
Larceny	4	0	3
Miscellaneous Other *	30	19	
Miscellaneous Public *	21	15	
Missing Persons *	0	2	
Navigation Hazard *	14	7	
Number of Contacts with Boat Operators on Water	229	172	247
Summons Issued for Boating Violations	27	14	22
Vessel Inspections *	103	87	
Vessels Assisted (Disabled)	41	15	51
Vessels towed*	31	16	
Violation – Town Ordinances	1	2	2
Warnings Issued for Boating Violations	55	52	78

* New Categories

TRAFFIC SECTION

The Traffic Section is charged with coping with the increasing problems associated with motor vehicles and people. These problems include the safe and efficient movement of vehicular and pedestrian traffic, enforcement of traffic laws, investigation of motor vehicle collisions and the computing and analysis of collision statistics. In addition, the Traffic Section is charged with the coordination and management of large-scale special events and with the permits associated with these events. The Traffic Section is tasked with organizing and coordinating police off-duty side jobs for the department by answering the calls from the public looking to hire off-duty officers and supervising those officers working side jobs. The Traffic Section also manages and supervises the school crossing guards that work throughout the Town of Greenwich.

Personnel of the Traffic Section consist of 1 sergeant, 1 traffic technician, 5 police officers, 3 motor officers and 22 school crossing guards.

Traffic Section Statistics

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Total Motor Vehicle Collisions	2,440	2,657	2,556
Fatal MV Accidents	2	3	2
MV/Pedestrians	0	0	15
Total Arrests Traffic Violations	5,387	4,861	7,282
Total Written Warning Tickets Issued	2,869	2,137	2,774
DWI Arrests	180	167	186
Child Safety Seat Installations	347	41	0

GREENWICH SPECIAL POLICE

The Special Police Division of the Greenwich Police Department has a complement of 19 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.

TRAINING / CRIME PREVENTION UNIT

The Training Section is staffed by a training lieutenant and a training sergeant. The sergeant also acts in the capacity of crime prevention officer.

One hundred thirty-five different in-service training sessions and schools were attended by a total of 111 officers of every rank. Breakdown of training for the fiscal year:

- Seventy-four officers and 17 special officers were re-certified by the Police Officer Standards and Training Council (POSTC). Connecticut police officers are required by POSTC to attend 28 mandated hours and 32 elective hours of training every three years in order to maintain their police certification.
- Fifty-nine Greenwich police officers and 12 Greenwich special officers attended the Lower Fairfield County Review Training Sessions. This training was hosted by the Greenwich Police Department and consisted of four one-week (35 hours) sessions. In-house review training was also conducted for Greenwich officers. The in-house review training consisted of four one-week (27 hours) sessions.
 - All officers participated in the Firearm Qualification Course, which is a POSTC mandated three hours per year training.
 - Eight recruits were hired. Five recruits attended a 24-week academy at POSTC, two recruits attended the Stamford academy and as of this summary are presently attending the Stamford academy, and one recruit was a lateral transfer from the Trumbull Police Department. Five of the recruits received 75 hours of in-house recruit training, with an additional 400 hours in the Field Training Program (FTO) as mandated by POSTC. The lateral transfer recruit completed 40 hours in-house recruit training and 32 hours of in-house training with a field-training officer (FTO). Two recruits received 35 hours of in-house recruit training.
- Twenty-one officers, consisting of field training officers and recruits, attended 40-hour training on problem oriented policing, the SARA model, and community policing.
- Eighteen officers, consisting of command staff and supervisors, attended two eight-hour blocks of training in public peaking.

- Thirty-five officers were re-certified as emergency medical technicians.
- Fifty-one officers were re-certified with the Automated Defibrillation Unit.
- Sixteen officers were re-certified as medical response technicians.
- Sixty-seven officers were trained or re-certified on the Intoxilyzer 5000.
- Sixty-one officers were re-certified as MDT/Collect users.
- Fifty-eight officers completed a transitional training from the PR-24 to the ASP.
- Three officers attended a 16-hours M-26 Taser training, which certified them as M-26 Taser instructors. Nineteen officers, consisting of Special Response Unit (SRU) officers, were trained and certified with the M-26 Taser.
- Officers attended OSHA required training sessions in blood-borne pathogen and hazardous material recognition.

The Training Division once again participated in the Greenwich High School Senior Internship Program with three senior interns receiving five weeks of in-service training.

Two 10-week Citizen Police Academy sessions were held in the fall of 2004 and spring of 2005 with a total of 31 civilian graduates.

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

James A. Walters
Chief of Police

**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	15	15	15
Expenditures:			
Current	\$867,866	\$814,715	\$862,186
Capital	\$2,487,895	\$0	\$14,946
Total:	<u>\$3,355,761</u>	<u>\$814,715</u>	<u>\$877,132</u>
Revenue:	\$0	\$0	\$0

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

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

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

- **Town Aid Road Grant:** Under this program, the Town received \$244,334 from the state. These funds supplement the Highway Division's Asphalt Paving Program.
- **Federal Emergency Management Agency Grant:** On January 22, and 23, 2005, an average of 14 inches of snow fell in Town. Due to Governor Rowland's efforts, Connecticut towns became eligible for a FEMA grant. DPW applied for the grant and the effort produced a grant of \$182,437 to help defray costs of this snowstorm.
- **Local Capital Improvement Program:** The Town received a state grant of \$330,256 for road improvements made under the Asphalt Paving Program. These funds were deposited into the Town's General Fund.
- **Acquisition of 180 Mason Street:** The Town of Greenwich acquired the property adjacent to the current police/fire building at 180 Mason Street for the new public safety complex.
- **Acquisition of 1327 King Street:** The Town acquired the property at 1327 King Street for use by Greenwich Emergency Medical Services as a base, greatly enhancing their ability to provide service to the northwest section of Town.
- **Building Permits:** This year the Building Inspection Division had revenues in excess of \$5,500,000.
- **Safe Routes to School:** During fiscal year 2004-2005, the design projects for Old Greenwich Phase I and Cos Cob Phase III were completed or are currently in progress. As part of the Cos Cob Safe Routes to School, temporary speed humps were installed on Suburban Avenue, Loughlin Avenue, and Butler Street.
- **Town Wide Restroom Rehabilitation:** The renovations of the restrooms at Byram Park and Bruce Park were completed.

- **Western Greenwich Civic Center:** The contract for the rehabilitation of the Western Greenwich Civic Center was awarded.

In closing, this report will be my last as Commissioner of Public Works. These past nine years have been exciting and I would like to thank the entire DPW staff and all those involved in Town government for their continued support and hard work. Continued success and good health to all!

Marcos J. Madrid
Commissioner of Public Works

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

	<u>2004-2005</u>	<u>2003-2004</u>	<u>2002-2003</u>
Budgeted Personnel	8	7	7
Expenditures:			
Current	\$541,191	\$523,169	\$527,999
Capital	\$290,972	\$13,554	\$11,082
Total	<u>\$832,163</u>	<u>\$536,723</u>	<u>\$539,081</u>
Revenue	\$3,181	\$3,133	\$4,569

The Engineering Division has a staff of eight: chief engineer, three 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 2004-2005, the division designed in-house, numerous capital improvement projects. The design of projects consists of obtaining field surveys, coordinating consultant services as required, preparing construction drawings and specifications, soliciting competitive bids, and awarding contracts.

The following design projects were completed or are in progress with an estimated construction cost of \$4,800,000.

- | | |
|--|--|
| 1. Kennedy Garage-Sewer Pump Station and Force Main Design | Sewer Improvements |
| 2. King Street-Final Design | Roadway Construction |
| 3. Lockwood Road-Sidewalk Design | Sidewalk Construction |
| 4. Palmer Hill Road Bridge and Pedestrian Bridge - Design and Rehabilitation | New Pedestrian Bridge and Rehabilitation of Vehicular Bridge |
| 5. Round Hill Road Bridge-Rehabilitation | Bridge Reconstruction |
| 6. Safe Routes to School-Old Greenwich Phase 1 and Cos Cob Phase III | Road and Sidewalk Improvements |

- | | |
|--|--|
| 1. Stormwater Compliance-Phase 2 Regulations | Coordination of Stormwater Management Plan
Preparation of Annual DEP Report |
| 2. Barnard Property-Dredging Project | Permits for Dredging Project |
| 3. GIS | Development of Drainage Layer |
| 4. Bridge Inspections | Coordinate Consultants |
| 5. Parking Garage Study | Feasibility Study |
| 6. Greenwich Town Center-Landscape Plan | Coordination of Consultant for Development of
Town Center Master Plan and Greenwich Avenue
Streetscape |
| 7. Griffith Harris Golf Course | Parking Lot Lighting |
| 8. Pedestrian Safety Committee | Assistance with Mapping for Sidewalk Master
Plan Study |

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. Doubling Road Bridge @ Richwood Lake | Bridge Reconstruction |
| 2. Burying Hill Road-Guardrail | Roadway Improvements-Guardrail |
| 3. Grigg Street Reconstruction | Roadway Improvements |
| 4. Tomac Avenue Sidewalk Phase II | Sidewalk Improvements |

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. Doubling Road @ Rockwood Lake Bridge Reconstruction	500,000	50,000
2. North Porchuck Road Bridge Reconstruction	1,350,000	1,215,000
3. Comly Avenue-Deck Replacement	575,000	500,000
4. King Street Realignment & Drainage Improvement	950,000	950,000
5. Porchuck Road Bridge	900,000	810,000
6. Sherwood Ave. Bridge Reconstruction	900,000	810,000
7. Palmer Hill Road Bridge Rehabilitation	1,000,000	
8. Palmer Hill Road-New Pedestrian Bridge	<u>280,000</u>	
Totals	<u>\$6,455,000</u>	<u>\$4,335,000</u>

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 North Porchuck Road Bridge Project with an estimated construction cost of 1.35 million dollars. Construction is scheduled to start in late September 2005.

The division is also providing construction administration for the new Palmer Hill Road Pedestrian Bridge. Construction started on August 22, 2005, and is scheduled for completion by November 1, 2005.

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 the past year.

David P. Thompson
Chief Engineer

**DEPARTMENT OF PUBLIC WORKS
HIGHWAY DIVISION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	69	70	70
Expenditures:			
Current	\$5,237,988	\$4,801,731	\$5,064,320
Capital	\$3,535,438	\$2,175,585	\$3,322,578
Total:	<u>\$8,079,211</u>	<u>\$6,977,316</u>	<u>\$8,386,898</u>
Revenue:	\$605,075	\$1,075,738	\$1,008,809

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 69 full-time employees.

GENERAL ROAD MAINTENANCE

Leaf Collection Program: Leaf Collection was performed on all public streets in building zones R-20 and below from November 15 - December 16, 2004. Town forces collected a total of 28,331 cubic yards of leaves, at a total cost of \$290,745.

Snow and Ice Control: The winter deposited 53.5" of snow in-Town and 56.5" in backcountry during 18 snow control days. There were 9 ice control days. The procurement of 9,887 cubic yards of sand mix, 2,866 tons of salt, 11 tons of de-icer, hired equipment, and the wages of temporary and Town personnel make up a total snow and ice control expenditure of \$1,338,967.

Highway Materials: Various materials and supplies, including stone, concrete drain pipe, catch basins, manholes, masonry supplies, concrete, asphalt patching material, small maintenance tools, etc. were purchased to accommodate Highway's aggressive infrastructure maintenance and repair programs at a cost of \$247,619. Winter sand and salt was a significant part of highway materials purchased, with an expenditure of \$281,200 for materials used and \$167,400 to restock for the future.

CAPITAL IMPROVEMENTS

Asphalt Paving Program: Fifteen miles of road was overlaid with asphalt at a cost of \$2,015,968 for paving and \$137,324 for pavement milling. The State-Town Aid Grant funded \$224,334 of this program. Also included in the Asphalt Paving Program was the paving of Grass Island.

Sidewalks and Curbing: Sidewalks installation, reconstruction, and granite curbing were installed at Bedford Road, Locust Road, Delavan Avenue, Greenwich Avenue (various locations), Indian Pass, Ivanhoe Lane, John Street, Mason Street & Route #1, Old Field Point Road, and Railroad Avenue at a cost of \$154,864.

Equipment Purchased: 1 - SUV = \$15,600; 3 - dump truck = \$276,000; 1 - cab & chassis = \$88,200; and 1 - trailer = \$13,500.

COMPLETED PROJECTS OR PROJECTS UNDER CONSTRUCTION

Storm Drains: 3,065 l.f. of drainage improvements were performed by Town crews and contracted to private vendors. Town crews provided improvements on: Crown Lane and Indian Field Road at a cost of \$87,987. Private vendors provided improvements on Buckfield Lane, Steamboat Road, East John Street, West John Street, and Bible Street at a cost of \$13,035.

Maintenance of Bridges, Walks, Guard Rails, etc.: Byram River flood control; maintenance of Husted Drive flood gate, fence repairs/Installations, and guard rails: Brookside Drive, Valley Road (various locations), North Porchuck Road, Burying Hill Road, Highland Farms Road, and installation of decorative light fixtures on Greenwich Avenue at a cost of \$127,640.

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 sidewalk, steps, and handicap ramp at Riverside School,

commercial driveway ramp and asphalt road repair at Julian Curtis, sidewalk repairs at Central Middle School, and sidewalk, steps and curbing at North Mianus School at a cost of \$92,650.

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

South Water Street roundabout = \$20,000.

SUMMARY

The winter of 2004-2005 provided the Highway Division with many challenges. Snow accumulation of 53.5" in town and 56.5" in backcountry fell mostly on a weekend overtime basis. The frequency of the storms was stressful to the workers, yet they provided a high level of service, for which they should be acknowledged and complimented.

The Asphalt Paving Program resulted in 15 miles of new pavement. In the past 10 years, the cost of asphalt complete-in-place has risen 37%. This is causing the Pavement Management Program to lag behind the desirable target and may affect future budgets.

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

**DEPARTMENT OF PUBLIC WORKS
TRAFFIC ENGINEERING DIVISION**

2004-05 2003-04 2002-03

Budgeted Personnel:	9	9	9
Expenditures:			
Current	\$834,691	\$685,490	\$681,781
Capital	\$250,303	\$92,561	\$150,137
Total:	<u>\$1,084,994</u>	<u>\$778,051</u>	<u>\$831,918</u>
Revenue	\$705	\$0	\$261

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 62 traffic signals, 28 of which are located on U.S. Route 1, five flashing beacons, and 23 electronic school signs. 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. Seventy-three written complaints were received this fiscal year.

Three hundred ninety-two 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 Selectmen.

Sixty-one traffic ordinance amendments were approved during the past fiscal year. Handicapped parking was revised/established on Charles Street, Davis Avenue, and North Water Street. One-way traffic was established on Washington Avenue. Parking regulations were revised/established on Booth Terrace, Brook Crossway, Church Street (Greenwich), Cos Cob Fire House – rear parking lot, East Putnam Avenue, Fairview Terrace, Greenwich Avenue, Grigg Street, Loudon Street, Lyon Avenue, Ocean View Drive, Orchard Street (Cos Cob), Osceola Drive, Relay Place, Seitz Lane, Sinawoy Road, Strickland Road, Suburban Avenue, Suburban Avenue parking lot, Talbot Lane, Town Hall – west driveway, Walker Court, Washington Avenue, Weaver Street, West End Avenue Parking Lot, and West Putnam Avenue. Speed limits were revised/established on Bedford Road, Edgewater Drive, Fletcher Ave, Glenville Road, Hickory Drive, Nicholas Avenue, Ridgeview Avenue, Rye Lake Avenue, and Sound Beach Avenue. STOP sign control was established on Artic Street at Josephine Evaristo Avenue, Old Orchard Road at Rainbow Drive, and Riverside Avenue at Indian Head Road. Traffic regulations were revised/established on Dandy Drive and Valleywood Road. Left Turns Prohibited was established on Washington Avenue. Right Turns Prohibited was established on Byram Road at Richland Road.

This division continues to make improvements in the location-specific application of pavement markings in a variety of materials, including water-based paint, two-part epoxy, high temperature Thermoplastic, plastic pre-form, and pavement inlay.

Each of these materials has very distinct and unique qualities, the proper selection of which for a given location can provide enhanced safety and convenience for the public as well as significant improvements in service life, maintenance, and cost effectiveness for the Town.

We continue to work closely with industry leaders in the development and improvement of promising new materials and new concepts in the use of visibility enhanced colors and improved safety devices.

The division has a dedicated and continuing interest in providing Greenwich residents with the very best in both current and evolving technology for pedestrian, school, and neighborhood safety.

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 as follows:

- Temporary traffic changes at Western Middle School to accommodate Hamilton Avenue School.
- Worked with staff and parents at Julian Curtis School to establish new drop-off and pick-up operation.

As part of the Cos Cob Safe Routes to School project, the Traffic Engineering Division installed temporary speed humps on Suburban Avenue, Loughlin Avenue, and Butler Street.

Recommendations from Phase I of the Old Greenwich Safe Routes to School study were commenced.

As a continuation of the Greenwich and Rye Brook joint venture to study safety and operational issues at the King Street/Hutchinson Parkway/Merritt Parkway interchange, a presentation was made to both communities, resulting in a consensus by the stakeholders. A resolution in support of the recommendations was adopted by both communities and forwarded to New York State DOT for their consideration.

At the request of the Greenwich Housing Authority, a temporary speed hump was installed on Bertolf Road to address speed and safety issues. "Before and after" speed data were obtained and showed that speeds were reduced. The Board of Selectmen was presented this information and approved the installation of two permanent speed humps.

Working with the Information Technology Department, this division began the process of hiring a consultant to collect a traffic control sign inventory for incorporation into GIS.

We continue to replace traffic signal lamps with Light Emitting Diodes (LEDs), to provide greater visual acuity for motorists, resolve problems with sun glare causing difficulty with signal indication recognition, as well as reduce electric costs to the Town by conserving energy. All traffic signals on Route 1 have been converted to LEDs.

Traffic signal controller software was upgraded for all Town traffic signals. Existing controllers, masters, and communication modems for traffic signals on Route 1 were upgraded.

A solar-powered pedestrian activated warning signal was installed on Field Point Road in front of Town Hall to enhance pedestrian safety and heighten attention of the mid-block pedestrian crossing.

The traffic signal at the intersection of Railroad Avenue and Field Point Road was modified to include an advance left-turn signal for westbound traffic and countdown pedestrian signals for all directions, to improve safety and operation.

Vehicle detection cameras were installed and field-tested at the intersection of Sinawoy Road and US Route 1 and Glenville Road and Riversville Road. An internally illuminated street name sign was installed on Steamboat Road at Arch Street.

Traffic signal timing plan adjustments were made for Zone 1, New York State Line to US Route 1 at Harold Avenue, and for Zone 2, US Route 1 at Prospect Street to Milbank Avenue. Zone 2 was adjusted to improve operations and traffic flow on US Route 1 between Mason Street and Milbank Avenue.

The hardware and software for the Town's Emergency Vehicle Opticom Preemption System were upgraded to include a vehicle identification system for emergency vehicles, to prevent unauthorized use of the system and improve security.

We continue to pursue various applications to improve traffic operations and safety by the use of Intelligent Transportation System technology.

The Traffic Engineering Division, in response to public interest, continues to explore various traffic calming measures and techniques to address neighborhood speed and traffic concerns. 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.

Under the Local Road Accident Reduction Program, this division has submitted design plans to ConnDOT for the construction of a traffic signal at the intersection of Mason Street, Lexington Avenue, and Amogerone Crossway.

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.

Garob B. Garabedian
Traffic Engineer

**DEPARTMENT OF PUBLIC WORKS
WASTE DISPOSAL DIVISION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$6,447,308	\$6,255,422	\$6,164,823
Capital	\$0	\$7,470	\$0
Total:	<u>\$6,447,308</u>	<u>\$6,262,892</u>	<u>\$6,164,823</u>
Revenue:	\$841,269	\$847,755	\$733,068

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:

	FY05	FY 04	FY 03
Municipal Solid Waste (tons)	53,733	53,586	51,137
Organic Waste	7,801	9,257	8,867
Oversized Bulky Waste	<u>4,524</u>	<u>4,816</u>	<u>4,244</u>
Total	66,058	67,659	64,248
Municipal Solid Waste	\$3,946,070	\$3,855,946	\$3,590,523
Organic Waste	229,435	272,251	317,380
Oversized Bulky Waste	<u>377,183</u>	<u>333,710</u>	<u>331,431</u>
Total	\$4,552,688	\$4,461,907	\$4,239,334

The Town's recycling program remains one of the strongest in the state. Waste Management Inc. continued as the contractor for the Recycling Drop-Off Center. Invoicing errors by Waste Management hampered our ability to pay WM for services rendered and continue to pose problems despite our efforts to correct discrepancies. Greenwich Recycling, Inc. continues its fifteenth year as the "blue bin" recycling contractor.

Leaves were transported out of Town to Earth-Gro in Lebanon, CT at a cost of \$206,944, which was an 8% increase from the previous year's cost of \$190,612. It is planned to continue transporting leaves out of Town in the future rather than composting them.

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.

The Holly Hill Resource Recovery Master Plan is now complete. It is on hold pending Town approvals and the availability of funding.

There were 149 vehicle registrations conducted for 33 licensed garbage haulers. The inspections entail verification of registration, insurance, and safety. Revenue collected for this service was \$19,125.

The utility worker position has not been refilled. Loss of this position has impacted the bulky waste construction area by reducing the division's ability to account for tickets and loads delivered (as well as adding to physical clean-up time). Additionally, many of the jobs formerly accomplished by the utility worker are either not being accomplished or are being accomplished at the expense of another position (thus creating a cascading negative impact within the division).

Over 3,000 residential permits were administered during fiscal year 2005 with over 40,000 having been issued since the permit program's inception. The division worked closely with the Parks and Recreation Department to successfully develop and implement a decal that would serve as both the Beach Parking Permit and the Holly Hill Dumping Permit. This will reduce the amount of time, paperwork, and bureaucracy and most importantly, reduce the number of windscreen decals on private vehicles.

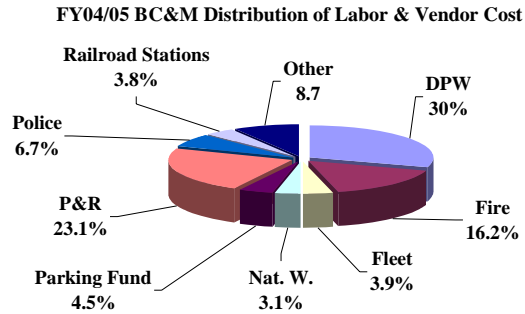
John McKee
Superintendent

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

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	23	23	23
Expenditures:			
Current	\$3,145,053	\$3,200,027	\$2,981,655
Capital	\$1,721,185	\$2,835,012	\$1,120,278
Total:	<u>\$4,866,238</u>	<u>\$6,036,039</u>	<u>\$4,101,933</u>
Revenue:	\$0	\$11,563	\$0

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

In fiscal year 2004-2005 the division received 731 individual work requests that had an average response time (reception to completion) of 7.2 days. In addition to the individual work requests received, the division also responded to 138 preventative maintenance and cost center work order tickets with multiple occurrences. The distribution of the division's manpower by customer/department is as follows:



Of the twelve capital projects approved for fiscal year 2004-2005, four were completed, six have been placed under contract, and two have been placed in the improvement reserve. The main drivers for the division this past year have been the reconstruction of the restrooms in Byram and Bruce Park, the renovation of the Building Inspection Division's offices in Town Hall, and the award of the renovation of the rehabilitation project at the Western Greenwich Civic Center.

The division focus for the upcoming year will be centered on the continuing renovation of the Western Greenwich Civic Center and the implementation of moves to facilitate the beginning of the Public Safety Complex Project, as well as the replacement of the Great Captains Island restroom.

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 at the same time we aggressively undertake capital projects normally assigned to outside contractors.

Alan M. Monelli
Superintendent

**DEPARTMENT OF PUBLIC WORKS
DPW-BUILDING INSPECTION DIVISION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	14	14	14
Expenditures:			
Current	\$1,073,872	\$1,051,300	\$1,018,716
Capital	\$40,357	\$0	\$17,445
Total:	<u>\$1,114,229</u>	<u>\$1,051,300</u>	<u>\$1,036,161</u>
Revenue:	\$5,525,543	\$3,607,940	\$3,924,126

Note: Includes encumbrances and improvements financed each year.

PERMIT STATISTICS

	No. of Building Permits	Const. Value/Estimated Cost
NEW BUILDINGS		
Residential Buildings	188	188,853,058.
Non-Residential Buildings	<u>449</u>	<u>31,958,807.</u>
<i>SUBTOTAL</i>	<i>637</i>	<i>210,718,849.</i>
ADDITIONS/ALTERATIONS		
Residential Buildings	1199	155,005,741.
Non-Residential Buildings	<u>370</u>	<u>82,325,163.</u>
<i>SUBTOTAL</i>	<i>1569</i>	<i>237,330,904.</i>
DEMOLITIONS		
Residential Buildings	176	2,511,550.
Non-Residential Buildings	<u>87</u>	<u>738,108.</u>
	<i>263</i>	<i>3,249,658.</i>
TOTAL	2469	451,299,411.

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, two electrical inspectors, two building inspectors, two plumbing/HVAC inspectors, program and operations supervisor, zoning enforcement officer, two zoning inspectors, plan examiner, and a clerical staff of five, four of which are assigned to this division through DPW-Administration. The division employs three permanent part-time employees (one zoning inspector and two clerks) and four part-time employees (two inspectors and two clerks).

Revenue generated by this division increased by 53% and totaled \$5,525,543 in fiscal year 2004-05, which is the highest total ever collected (fiscal year 2002-03 at \$3.9 million was the previous high).

This figure in recent years has consistently topped \$3 million, but 2004-05 was the first time it has surpassed \$5 million.

Building permits for fiscal year 2004-05 totaled 2469, which for the third consecutive year was the highest permit total ever recorded. This total represented a 16% increase over fiscal year 2003-04 and was the fourth time the total number of building permits exceeded 2000 (2006 in fiscal year 1999-2000, 2046 in fiscal year 2002-03, and 2129 in 2003-04).

All individual building permit categories increased. New non-residential permits increased by 5.6%, new residential permits by 16.7%, followed by non-residential additions/alteration permits by 22%, residential additions/alterations by 15%, and demolition permits increased by 31%. Residential additions/alterations continues to be the largest category of permits, representing 48% of all building permits issued.

In addition to building permits, a total of 5,149 trade permits were issued in fiscal year 2004-05, an increase of 16.7% over fiscal year 2003-04. This total includes electrical permits (2,500), plumbing permits (1,250), and HVAC permits (1,399). Added to building permits (2469), the total number of permits that were reviewed, processed, issued, and the work under each inspected was 7,618.

Total construction volume was \$451,299,411. This figure was a 37% increase over fiscal year 2003-04 and represents the highest construction volume ever recorded (fiscal year 2002-03 was the previous high at \$351,678,654) and marks the first time it has exceeded \$400 million.

Building permits for new single-family dwellings increased from 134 in fiscal year 2003-04 to 159, an 18.6% increase.

William Marr
Building Official

**DEPARTMENT OF PUBLIC WORKS
SEWER DIVISION**

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	25	25	25
Expenditures:			
Current	\$3,554,013	\$3,156,770	\$2,854,720
Capital	\$1,739,828	\$1,628,557	\$1,868,208
Total:	<u>\$5,293,841</u>	<u>\$4,785,327</u>	<u>\$4,722,928</u>
Revenue:	\$538,884	\$489,063	\$140,516

The Sewer Division is responsible for operation, maintenance, and repair of 140 miles of sewer lines, 29 pumping stations, and the Grass Island Waste Water Treatment Plant, all of which must comply with federal, state, and interstate regulations.

The Grass Island Wastewater Treatment Plant (GI) has the permitted capacity to treat 12.5 million gallons of wastewater per day. It uses an advanced activated sludge process to remove both organic material and nitrogen, resulting in excellent effluent quality. Effluent disinfection is currently accomplished using sodium hypochlorite. The plant's nutrient removal process provides environmental 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 (CTDEP). The nitrogen general permit requires GI to remove 58.5% by the year 2014. The plant process is continually monitored to optimize nitrogen removal. Because of the efficiency of the Grass Island process, the Town Of Greenwich received \$255,208 from the State of Connecticut in "Nitrogen Credits" for 2004. This was a continuation of the plant's 2002 and 2003 performance. This speaks highly of the commitment the Sewer Division staff that work hard to ensure that we preserve and protect Long Island Sound. While a current source of revenue, nitrogen credits value will continue to decrease as more plants implement nitrogen removal processes and permit limits continue to tighten.

In the fiscal year 2004-05 period, the design process began for a new ultraviolet disinfection system, as required by permit. Given project schedule extensions required as a result of CTDEP internal policy reviews, final design is occurring in 2005-06. Construction is now targeted for mid-2006. The project was to be funded under the State's Clean Water Fund (20% grant – 80% loan). The Town is pursuing this funding; however, CTDEP's project funding continues to shrink, and it is becoming more and more difficult to obtain grant money for such projects.

Work continued throughout the year on both phases of the Sewer System Evaluation Survey. Under Phase I, which reviewed Old Greenwich, Riverside, Belle Haven, and Byram, ongoing work included a sewer system rehabilitation design, work on private inflow removal, and planning for additional inspections as part of the private inflow removal program. The private inflow removal program, which is being conducted over time, consists of working with residents and property owners to remove illegal connections to the sanitary sewer, such as sump pumps, roof leaders, open cleanouts, etc. Work continued on the Phase II study, focusing on Central Greenwich and Pemberwick / Glenville, including ongoing television inspection, smoke testing, and building inspections to identify private inflow sources in these neighborhoods. The United States Environmental Protection Agency receives the reports created as a result of these activities and provides its approval for recommended repairs and programs.

During this year, improvements to Station A Pump Station and associated force main, as well as the Eugene Street Pump Station were designed, as part of the continuing force main and pump station rehabilitation plan. These assets are being replaced based on age and condition, in order to continue to provide uninterrupted service to Town residents. The Oneida Pump Station rehabilitation, begun in the latter half of 2004, has been completed.

During this period, an evaluation of the Old Greenwich Common Force Main was conducted to review its structural integrity. This main conveys wastewater from the Old Greenwich, Chapel Lane, and Cos Cob Pump Stations to the Grass Island Plant. Fortunately, the force main was found to be in reasonably good condition. The Sewer Division will be addressing the review recommendations, which include necessary capital projects to support future force main maintenance.

Throughout this period, residents continued connecting to the North Mianus East and West sewer extensions, with a few remaining stragglers for Milbrook. In 2003-2004, sewer permit volume doubled for the Sewer Division as compared to previous years, and in 2004-2005 its volume has increased even further. The level of construction in the Town has resulted in a much-increased demand for permits and utility markout services, keeping the Sewer Division field staff extremely busy in addition to their sewer maintenance activities.

Amy Siebert
Sewer Superintendent

FLEET DEPARTMENT

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	17*	17*	17*
Expenditures:			
Current	\$2,314,923	\$2,171,155	\$2,095,291
Capital	\$ 47,200	\$ 54,486	\$ 204,236
Total:	<u>\$2,362,123</u>	<u>\$2,225,641</u>	<u>\$2,299,527</u>
Revenue:	\$0	\$0	\$0

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

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 Fleet Department’s mission includes providing the Town and the user departments with comprehensive quality professional fleet management and insuring that the Town’s vehicles are reliable, safe and suitable for the job function. Through an extensive preventative maintenance program, the Fleet Department assures that the Town’s 185 light duty vehicles, 137 heavy duty vehicles (over 10,000 GVW), and 182 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 E. J. WARD automated fuel monitoring system. The first stage, to install the system and issue vehicle keys and authorized employees Personal Identification Numbers (PIN’s), was completed in November 2004. Stage two, to graduate into the fully automated fueling devices and eliminate the vehicle keys and PIN’s is well underway and should be completed in fiscal year 2005-06, or early fiscal year 2006-07.

The Fleet Department completed and submitted an Outcome Based Budget for fiscal year 2005-06. The department also defined the results and achievements to the outcome measures and program statements for the outcome based budget submitted for fiscal year 2004-05. The evaluation of the results indicated areas that were on target, while others were plus or minus what was originally projected. The department’s outcome based budget has four department wide outcome statements that include 11 outcome measures, four program segments with 11 outcome measures.

Program Segment 15.01: Vehicle Maintenance Center includes four Activities: 15.01.01-Provide Maintenance & Repairs, 15.01.02-Outsource Vender Repairs, 15.01.03-Operate Fueling Sites, 15.01.04-Operate Parts Room. Projected labor hours were 19,098; the actual labor hours were 21,104. Projected cost was \$1,790,984; actual cost was \$1,809,372.

Program Segment 15.02: Professional Fleet Management includes four Activities: 15.02.01-User Department Support, 15.02.02-Process Vehicle Replacement, 15.02.03-Accident Management, 15.02.04-Process Fleet Data. Projected labor hours were 4,350; the actual labor hours were 3,217. Projected cost was \$150,700; actual was \$114,121.

Program Segment 15.03: Regulatory Compliance includes two Activities: 15.03.01-Compliance Transactions, 15.03.02-Mandated Records. Projected labor hours were 575; actual labor hours were 73. Projected cost was \$39,231; the actual was \$17,424.

Program Segment 15.04: Department Leadership and Administration includes three Activities: 15.04.01-Administration, 15.04.02-Department Budget Preparation, 15.04.03-Training. Projected labor hours were 7,495; actual labor hours were 4,892. Projected cost was \$304,008; actual cost was \$182,701.

Examples of some of the outcome measures-

- Downtime on user department vehicles not to exceed 10% - Actual 4.98%
- Parts on demand not to exceed 90% on average - Actual 91.80%
- Repeat repairs not to exceed 5% - Actual 6.24%
- Overall User satisfaction with new vehicles at least 4.75 on a 5.0 scale - Actual 4.71
- Labor time to equate to no more than 25% of Industry standards – Actual 7.73%
- Town's fleet average MPG's to increase 3% to 9.60 MPG's – Actual 8.63 MPG's
- New vehicles placed into service within 2.5 working days from delivery to Fleet – Actual 1.58

The outcome based budget submitted for fiscal year 2005-06 included five months of actual calculated data. The fiscal year 2006-07 budget will include 18 months of actual calculated data, which will be better reflect the department's performance.

Project "Blue Seal" the ASE (Automotive Service of Excellence) Certification Program is an immense success. To date seven technicians have met the requirements for a position upgrade, and another is working toward that goal. The department has met the ASE certification requirement to be a "Blue Seal" facility and in October 2005 can proudly post the ASE "Blue Seal" designations.

A major upgrade is scheduled in fiscal year 2005-06 for the FASTER Fleet Maintenance Program that was installed in 2002. This upgrade will offer new features and improvements to the program. In the planning stage is an enhancement to the program that will have the technicians entering repair data from terminals at their workstations.

A reclassification to a position that has become vacant is being proposed. This position is that of a HD mechanic; the proposed change is to a service writer type position. The proposed change is being contemplated as a means of increasing productivity and deploys the available workforce more efficiently. The shift supervisors are spending more time on clerical functions, which is less productive and a waste of their skills. This change will allow the shift supervisors to work hands-on, and supervise their shifts.

Training to promote safety in the work place continues to be an integral part of the department's training program, as is the training required for the operation of the VMC facility to conform to OSHA Employee Right-to-Know Safety Rules, regulations and mandates of the Environmental Protection Agency (EPA), the Resource Conservation and Recovery Act (RCRA), the Occupational Safety and Health Administration (OSHA), and the Storm Water Pollution Prevention Plan for the discharge of storm water,

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

GREENWICH DEPARTMENT OF HEALTH

	2004-05	2003-04	2002-03
Budgeted Personnel*	31	31	51
*Includes permanent part-time positions			
Expenditures: (Note ¹)			
Current: (Note ²)	\$4,166,514	\$3,970,631	\$4,901,464
Capital	\$0	\$0	\$0
Total	<u>\$4,166,514</u>	<u>\$3,970,631</u>	<u>\$4,901,464</u>
Revenue	\$279,884	\$252,144	\$232,006

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

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

Organized in 1887, the Department of Health has dedicated itself to providing strong leadership for the advancement of health in the community. As the primary public health agency, the department will furnish guidance and direction to health providers in an effort to prevent disease, premature death, illness, and disability. Functioning as the statutory base for local public health activities, the Department of Health will promote individual health, work to obtain community commitment for a safe, healthier lifestyle, and advocate for health policy changes that affect quality of life. With community and political support, the department will also collaborate to identify critical health needs, allocate health resources to those who need them, facilitate the delivery of health services, and reduce disparities so that equal access to health care can be obtained by all.

ADMINISTRATION

Administered by a director of health whose authority derives from the Connecticut General Statutes and Town Charter, the position serves to oversee all events and activities that may impact the health of the Town. The director is responsible for assuring that all public health needs of the community are provided for and manages the day-to-day operation of the Department of Health. 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 health providers, individuals, and organizations so that community goals can be met.

The multi-faceted functions of the department are executed through the specialized activities of the Divisions of Environmental Services (includes Laboratory) 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 critical health needs, developing health policies, enforcing laws and regulations, allocating health resources, investigating disease outbreaks, and planning for emergent events that would require a public health response.

Since September 11, 2001 new investments in our nation's public health system have begun to reverse the trend of under funding public health in an effort to prepare for a public health emergency. This year, through federal funding, the department was able to focus on numerous preparedness activities, including developing a Pandemic Influenza Plan, conducting drills and exercises, strengthening the department's laboratory response capability, enhancing education efforts of the staff, planning for special need populations, elaborating on communication strategies, and securing some supplies and equipment that may be needed.

The department continued to maintain the Town's emergency staff contact list, which included personnel from other Town agencies responsible for emergency preparedness and response. Public

education materials on various subject matter were also developed and disseminated throughout the community.

In other areas such as emerging diseases, in 2004 West Nile Virus (WNV) affected 2,315 people from 40 states and the District of Columbia. Of these reported cases, 79 were fatal. In Connecticut, many counties harbored infected mosquitoes and/or birds; however no human cases were reported to the Center for Disease Control (CDC). Although the virus did not appear in every state, it did sweep across the United States leaving the state of California with more than 737 cases and 20 deaths. In the first six months of 2005, 25 human cases of illness were reported from 11 states with only one fatal case.

In 1997 Hong Kong confirmed the emergence of an avian influenza Type A virus in both chickens and humans. This was the first time the Type A virus (H5N1) was transmitted directly from birds to the human population. As a result, there were six human fatalities and 18 hospitalizations. To control the outbreak, 1.5 million chickens were destroyed. In 2004 eight countries in Asia reported outbreaks of the H5N1 bird-flu virus. During that time more than 100 million birds in the affected countries either died from the disease or were destroyed in order to control transmission. As of the end of June 2005, approximately 109 human cases of avian influenza A (H5N1) were reported in Southeast Asia, along with 55 deaths.

Influenza viruses are known to change and can make humans vulnerable to infection. Because avian viruses do not commonly infect humans, there is little or no immune protection against them. If an avian virus were to gain ability to spread easily from person to person, an “influenza pandemic” could begin.

In closing, the future of public health in protecting the community from illness and disease is of paramount importance. As seen in the course of history, disease outbreaks have taken the lives of millions. Therefore, without a strong public health infrastructure our country will not be adequately protected. As the demands on local public health departments increase it is essential to acknowledge their responsibility for protecting the public health system. To this end I am hopeful that the Greenwich community will render support to the Department of Health as the challenges of the 21st century are confronted.

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 that included per capita funding amounting to \$58,076.96, Preventive Health and Health Services Block Grant funds of \$10,045.00, and funding in the amount of \$105,178.00 through the Connecticut Department of Public Health for bioterrorism planning and response. The Business Office prepares grant applications and detailed expenditure reports required by the state before funding requests are approved. Grant funds from the state provide the department with an opportunity to conduct health and promotion programs that may not normally be funded through the municipal budget process. Federal grant funds have been allocated with the intent to carry out public health emergency planning activities with special emphasis on contractual items associated with bioterrorism.

OFFICE OF SPECIAL CLINICAL SERVICES
[Thomas Mahoney, Director]

The Office of Special Clinical Services is a collaborative effort of the Department of Health and Greenwich Hospital providing risk assessment, counseling, testing, referrals, education, case management, and outreach programs to reduce the morbidity and mortality associated with HIV/AIDS,

sexually transmitted diseases (STD's), and pregnancy. The program is also responsible for blood-borne 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, Stamford CARES, AIDS Alliance of Greenwich, and Greenwich Departments of Social Services and Education to provide programs and services to clients and the community. Education, coupled with behavioral modification interventions, is a key component to preventing additional cases of HIV/AIDS, sexually transmitted diseases, pregnancy, and blood-borne pathogen exposures.

This year the program conducted 241 educational programs, counseled and/or tested 353 clients for HIV, STD's or pregnancy. Of the clients served, 73% were Greenwich residents. In addition to on-site clinic counseling, 278 telephone-counseling sessions were conducted, along with 814 clinical samples collected and processed. A total of 81 clients were referred for medical, psychological and/or social services. The director also conducted 47 blood-borne pathogen training sessions in the school system, conducted three occupational exposure investigations, and collected 60 Hepatitis B titers (blood samples) from 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 for local clergy in an effort to enhance their understanding of their critical role in end-of-life care and to stress the need for an advance directive. A total of \$11,113 was provided to Greenwich clients in the form of financial support, health services, and emergency funds through the AIDS Alliance of Greenwich.

OFFICE OF COMMUNITY HEALTH PLANNING
[Stephanie R. Paulmeno, Director]

The Office of Community Health Planning provides professional consultation, leadership, technical assistance, and program opportunities in support of the department's mission to provide health planning, health needs assessment, and resource identification. The office works with public and private providers to identify, conduct, and respond to community health needs, community health assessments, data interpretation, and resource allocation in an effort to provide access to health care. This year, using the results of the 2004 National Public Health Systems Assessment, which determined the Town's capacity for public health services, the director organized a community forum to discuss the assessment's findings. Although the results indicated that Greenwich provides the *Ten Essential Services of Public Health*, the analysis identified shortfalls in areas of communication, surveillance, and access to health care services for specific populations. The outcome of this assessment, along with results from previous studies conducted, will serve as a baseline to develop a strategic plan of action. In addition, program planning and delivery strategies were designed in accordance with various public health goals, as outlined in the *Healthy People 2010* initiatives and the *Ten Essential Services of Public Health*.

Lifestyle choices continue to impact morbidity and mortality rates in the United States. Providing accessible public health education and health-risk screening programs encourages every community to make lifestyle changes to improve individual health and quality of life. Regularly, the Planning Office also coordinates emergency planning assignments for the department and maintains daily surveillance log on worldwide incidences of avian influenza.

Community partnerships are fundamental for identifying and mobilizing community health resources. The main responsibility of the Community Health Planning Office is to initiate collaboration between health system partners so that health initiatives can be achieved. Examples of these include community health conferences, workshops, programs, and projects in areas addressing underage drinking, end-of-life issues, continuum of care options for seniors, mammogram screenings, community blood drives, and prostate and skin cancer screenings. Leadership is also provided for community discussions and public forums, community health fairs (senior, employee and women's) and activities conducted through United Way's Planning and Youth Councils. This year information on various health topics was provided to Town employees, the general public and multicultural groups through public service announcements, electronic transmissions, and the media. The office also played a major role in the annual Senior Health Fair, a

collaborative project of the Greenwich Department of Health, the Commission on Aging, and Greenwich Hospital. Approximately 600 seniors were served in 2004.

In an effort to identify unmet health needs and assess community resources, the director serves on many committees, boards and task forces. The following is a list of those efforts: The United Way Youth and Planning Councils, Time For Lyme, Parents Forum, The Greenwich Coalition to Combat Underage Drinking, Hispanic Advisory Council of Greenwich and Stamford, The Connecticut Cancer Partnership, Greenwich Hospital Community Advisory Board, Greenwich Adult Day Care Community Advisory Board, The Advisory Board of the Stamford Federally Qualified Community Health Center, Greenwich Library Health Information Center Advisory Board, The Greenwich Hospital Diabetes Resource Council, The Senior Provider Network, Greenwich Health Improvement Partnership and Task Forces, The Norwalk Community College Nursing Advisory Board, and The Lower Fairfield County Regional Action Council for Mental Health and Addiction Services.

In cooperation with Town department agencies, the director authored an employee health newsletter and orchestrated an employee health fair that provided numerous health program opportunities for Town employees. Among many of the programs offered, the department's laboratory provided cholesterol testing for 38 employees. In addition, 79 summer employees were offered skin screening and public education.

As an initiative to provide public health programs to the public, 70 people took advantage of a kidney disease screening. Of those participants, 2% were identified with signs indicating diabetes, 12% were found to have high blood pressure, and 53% demonstrated signs that warranted further follow-up. Other initiatives included a mini health fair for the senior population in which 17 exhibitors served 56 seniors at the Greenwich Senior Center. Of those served, approximately 30 seniors were assisted with identifying health benefits under various government programs, while a total of 22 individuals participated in a Medicare Prescription Drug Card Program, which determined the best options for pharmacy card selection.

In other programs managed by the office, two state-funded series were presented on Diabetes and Heart Health. A total of 64 participants were served, which in turn resulted in positive lifestyle changes. Cholesterol testing was also provided to 17 participants by the department's laboratory in the Heart Health Program. As a result of this screening, each participant developed a plan of action to address identified risk factors.

Finally, the Office of Community Health Planning analyzed the Town's mortality reports. Reviewing these records monthly allowed the department to track any trends of disease and/or illness in the community. Of the total deaths reported in Greenwich (425), cancer seemed to be the leading cause of death, followed by heart and circulatory disease. Lastly, the department received recognition from various publications and organizations, including *The Nation's Health* for its efforts toward health initiatives and the American Public Health Association (APHA) for its efforts in conducting a successful community public health system assessment and a mass vaccination clinic.

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 2004, the West Nile Virus was not isolated from birds or mosquitoes in Greenwich. The division received 58 dead bird reports from residents. There were no human cases identified in the state for this season. The division managed the Town's larvicide program, which ran from June through September. Information was distributed to the public at various locations throughout Town.

The division continued to assist the director of health in preparing the Town's Bioterrorism Response Plan, and staff training continued in a variety of areas relating to bioterrorism response. The director and staff also assisted with implementing the influenza clinics during the months of November and December. Staff continued to attend courses both classroom and online in order to maintain a basic knowledge of bioterrorism preparedness functions.

The 2004 beach season experienced a number of closings due to rainfall events: Byram Beach was closed for a total of 12 days; Greenwich Point was closed for a total of six days, and Great Captain's Island and Island Beach had one day of closure due to heavy rainfall. All beaches have closure policies that relate to either the amount of rainfall or circumstantial conditions.

In 2004-2005, 60 animals were sent to the Connecticut Department of Public Health Laboratory for rabies testing. The majority of animals submitted for testing, 40 were bats found in the home. Of the total submitted, six were positive (four raccoons and two skunks).

Assistance was provided to the Department of Public Works in its effort to sponsor two Household Hazardous Waste Days. Approximately 350 vehicles were served in November 2004 and 345 vehicles in May 2005. A mercury thermometer exchange program was also offered at both events and approximately 113 thermometers were collected.

The division continued to work with the Department of Public Works Sewer Division and Planning and Zoning in an effort to assess the need to expand the sewer map envelope. In order to achieve this effort, a consultant was hired by the Town.

As a result of a consultant's (Payne Environmental LLC) investigation, conducted at Hamilton Avenue School in 2003, the Town this year began to plan for a new school facility. In June 2005, the school was closed and construction began. It is anticipated that the project will take one year to finish. This year there were no significant environmental issues in the school system.

The director continued to work with several government agency officials from Westchester County, the Village of Port Chester, and the Interstate Environmental Commission (IEC), a joint agency of New York, New Jersey, and Connecticut) on issues relating to elevated bacteria levels in the Byram River. Westchester County Department of Health and the Village of Port Chester conducted a follow-up on problem areas in New York, while the division continued to monitor the river on the Connecticut (Greenwich) side.

The division continued to enforce food service regulations in the 290 food service establishments that are licensed with the department. A considerable amount of time was spent reviewing more than 268 building plans, along with 303 well and septic system permits. Approximately 293 soil tests were conducted to determine septic system suitability, while 70 body care facilities and 32 massage establishments were inspected for licensure.

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 tick testing program, which 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 2004-2005, 799 ticks were submitted and identified as deer ticks. Of these, 207 were sent to the Connecticut Agricultural Experiment Station (CAES) for analysis, and 592

were tested in the department's laboratory. A total of 24.5% of the ticks tested were found to be positive for *B. burgdorferi*. The laboratory distributes current public health education literature about Lyme disease, other tick-borne diseases, and a variety of environmental topics. The occurrence of tick-borne disease is rising, not only within the Town, but also throughout the state.

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

One hundred ninety-one blood 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. Twenty-six of these were for lead in blood, and the remainder were hemoglobin/hematocrit tests. 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 cooperation with the Connecticut Department of Public Health, the laboratory accepted and evaluated specimens of corvids (i.e., dead crows, ravens and grackles) 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 dead birds tested positive in the community. 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 Bioterrorism 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. The laboratory continues to certify and maintain its Level 2 biological safety cabinet, which would allow for the safe handling of biological specimens should it be needed. The laboratory is expected to upgrade its layout so that limited testing and repackaging of suspected samples could be done. In addition, laboratory staff attended several training sessions on bioterrorism response offered by the state. In November 2004, the laboratory participated in a bioterrorism agent identification drill that was organized by the State Department of Public Health. After performing the required tests to identify the organism *Yersinia pestis*, the result was negative. In addition, the laboratory participated in a biodosimetry drill in February 2005, which tested the ability of laboratories to prepare blood specimen evaluations during a radiation exposure.

The laboratory continued to use the Cholestech LDX cholesterol testing device, which measures a complete cholesterol profile including triglyceride levels. As part of the Town's Employee Health Program, a total of 38 employees were tested during the employee health fair in March 2005. In addition, 23 tests were performed as part of several nutrition programs sponsored by the department and 55 tests were offered to the public.

The weather station, which is installed at Town Hall, is operated by the laboratory. The station continues to be an asset and provides data about rainfall, temperature, wind speed, and direction. Connected to the laboratory's computer, the station reports current conditions and prepares reports as necessary. These data are critical when determining beach and shellfish bed closures. This year, the total rainfall measured 49.66 inches, which was a 2.2% average rainfall (48.59 inches) increase.

DIVISION OF FAMILY HEALTH
[Jennifer Johnson, Director]

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

The Adult, Maternal and Child Health Program 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 Blood-borne Pathogen Standards and provides epidemiologic and surveillance support when a disease outbreak is suspected; 5) Immunization Program, which provides residents and employees with vaccination services; 6) Maternal and Child Health Program, which provides preventive health assessments 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 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. This year the department successfully met the challenge of coordinating the distribution and administration of a limited supply of influenza vaccine. To ensure that residents at highest risk for complications of influenza received first priority, a pre-registration process was put in place for all residents eligible for vaccination. In November 2004 at a mass vaccination clinic, a total of 54 workers and 47 medical staff vaccinated 2,475 high-risk individuals.

In addition, a second clinic was held in December 2004 serving approximately 500 high-risk residents. In total for the 2004-2005 influenza season, approximately 165 elderly residents were vaccinated against pneumococcal pneumonia, and 3,415 residents were vaccinated against influenza. Among those who received vaccine, 120 elderly were served through home visits. The department was also successful in providing approximately 1,000 doses of vaccine to community medical providers as part of the redistribution effort throughout the state. Without the assistance and dedication of the Department of Health staff, Board of Health members, volunteers from the medical community (nurses and doctors), and community organizations, the program would not have been successful.

The Office of Dental Health applies the principles and practices of preventive dentistry to community programs in support of child, adult, and community health. Working collaboratively with the professional dental community, the Dental Center of Stamford, and the Greenwich Hospital Dental Clinic, the program strives to prevent oral disease in persons of all ages and identifies those who do not appear to have sufficient 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, three middle schools, and four preschools; Head Start Center Programs 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 is the prevention of oral disease, which is mainly directed to children in the public school system. Despite dramatic successes in the reduction of caries in children over the past twenty years, oral diseases still appear in young children. A staff of two public health dental hygienists implement program objectives by providing screenings for early detection of dental health problems and conduct educational sessions to stress the importance of preventive health care

measures. This year, a total of 213 educational sessions were taught, and 5,347 student examinations were conducted. Of those examined, 1,051 were found to be in need of dental care and were referred to a dentist for follow-up.

As an ongoing objective, the dental program strives to provide oral health screening to 90% of the children entering school for the first time. This year, 760 entrant forms were distributed, and 385, or 47%, were returned, indicating that those students had received dental exams.

Fluoride has long been recognized as the most effective, economical, and practical preventive measure for dental caries (cavity) control. Despite scientific facts, there is a perception that fluoride supplements are not necessary due to the presence of fluoride in toothpaste and water. In Greenwich, as many as 7,000 residences utilize private wells for their water supply and do not receive fluoride from a water source. In addition, bottled water is fluoride-free, and toothpaste provides minimal fluoride amounts. The weekly fluoride rinse initiative is offered to students in first through fifth grades in all 11 elementary schools. Of the 3,537 eligible students, 2,704 children participated, or 76%. Overall, the program participation rate was up 3% from last year.

This year, successful efforts were achieved by providing one child from Julian Curtiss School with free orthodontic treatment by a local orthodontist. In addition, a partnership was formed with the Greenwich Hospital Task Force in an effort to provide affordable dental health care to those who need it. Through collaborative efforts, the hospital clinic succeeded in hiring a part-time pediatric dentist and adopted a program to accept HUSKY insurance. To promote access to quality oral health care, the staff encouraged participants to file for insurance and make appointments with the hospital's clinic.

In addition to the public school curriculum, seven pre-school programs were serviced with a total of 160 exams conducted and 17 educational classes taught. Assistance was given to two Head Start programs so that compliance performance standards could be met for federal funding. A total of 33 children from these programs were also examined.

Lastly, the program served over 300 seniors through community outreach efforts. Because the Greenwich community continues to age (approximately 16% of the total population is over 65 years of age), it is important to continue to serve the senior population.

Caroline Calderone Baisley, MPH, RS
Director of Health

GEMS REPORT NOT AVAILABLE AT TIME OF PRINTING

THE NATHANIEL WITHERELL

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	223	236	234
Expenditures:			
Current	\$14,076,042	\$14,418,963	\$13,421,801
Capital	\$93,822	\$80,340	\$511,976
Total:	<u>\$14,169,864</u>	<u>\$14,499,303</u>	<u>\$13,933,777</u>
Revenue:	\$17,604,045	\$17,327,787	\$16,816,511
<i>Note:</i>			

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 high quality nursing care, rehabilitation services, and a wealth of activities for residents through the efforts of its staff and families. More than 200 volunteers from The Nathaniel Witherell Auxiliary actively give of their time in addition to the Greenwich Chaplaincy Services providing 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:

- Ronald B. Dreskin, Chairman
- David Ormsby, Vice Chairman
- Leslie L. Tarkington, Secretary
- David Ayres
- Donald G. Fritz
- Ellen Isidro
- Kurt Krauss
- Frederick E. Siefert, M.D.
- Christopher Ann Thurlow

PROGRAM STATISTICS

During the 2004-2005 fiscal year, there was a 17.5% increase in admissions from the previous year and a 28% increase in the number of patient discharges and deaths.

	<u>2004-2005</u>	<u>2003-2004</u>	<u>2002-2003</u>
Admissions	160	132	-
Discharges	90	50	51
Deaths	<u>72</u>	<u>67</u>	<u>61</u>
Total Death and Discharge	162	117	112

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

<u>Source of Admission</u>	<u>2004-2005</u>	<u>2003-2004</u>	<u>2002-2003</u>
Greenwich Hospital	125	90	76
Other Hospitals	13	14	11
Skilled Nursing Facilities	9	11	11
Assisted Living Facilities	2	5	4
Home	<u>11</u>	<u>12</u>	<u>15</u>
Total Admissions	<u>160</u>	<u>132</u>	<u>117</u>

MAJOR ACCOMPLISHMENTS AND ACTIVITIES

- Significant progress was made in increasing the number of short-term rehabilitation admissions and discharge returns to the community. A concerted effort to cohort the short-term stay patients on the same nursing unit resulted in 25 beds dedicated to short term stays. The average daily Medicare census was 10.5% for the year, and Medicare revenues continue to grow.
- We had a very successful state survey process, demonstrating significant improvement from the previous year.
- Cost containment and improved operating efficiencies led to Nathaniel Witherell ending the year \$950,000 under the budget for Town appropriated spending.
- A plan to restructure the supervision of housekeeping/laundry and maintenance services resulted in the development of a facility operations management position. This position will be critical in properly maintaining the current facility, acting as a liaison to the Town building committee and in managing the transition to a new facility.
- The Board of Directors initiated a business plan and a fundraising feasibility study for the CON rebuild project, and established a 501(c)3 for fundraising purposes.
- The State of Connecticut Department of Social Services approved the Board of Directors' request for extension for the Certificate of Need for a new 190-bed skilled nursing facility in June of 2005.

Christine L. Clark
Executive Director

DEPARTMENT OF SOCIAL SERVICES

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	71	72	81
Expenditures:			
Current	\$3,060,906	\$2,734,539	\$2,542,457
Capital	\$0	\$0	\$0
Total:	<u>\$3,060,906</u>	<u>\$2,734,539</u>	<u>\$2,542,457</u>
Revenue:	\$92,716	\$117,325	\$191,225

Note: 1. Of 71 Department positions in '04-05: 35 were full-time (49%), 36 (51%) part-time, seasonal, or temporary. The 21% reduction in revenue from FY03/04 to FY'04/05 is a result of the Board of Social Services decision to transfer Southwestern Connecticut Agency on Aging clients to local agencies that provide similar services.

Statement of Department Mission, Goals, and Target Population

Mission: To protect and promote the welfare of the most vulnerable individuals in the community, through support and services of the highest quality, that maximize competency, independence, and quality of life.

Goals: To provide for basic human needs; maintain the integrity of families; strengthen residents' self-reliance and self-sufficiency; and promote positive social development and emotional adjustment for residents unable to access these services elsewhere.

Target Population: Greenwich's economically-disadvantaged residents; children and youth at risk of poor social or emotional adjustment; residents with confusion, dementia, and other declining abilities due to age and health conditions; those with intellectual disabilities and chronic mental illness; and those of limited income with physical and medical needs whose needs are not fully met by other agencies.

The department is assisted and overseen by the seven-member, policy-making **Board of Social Services**. Board members serve three-year terms. Officers this year were, led by Co-Chairpersons, Mr. J. Booth-Office Term Expires – 9/30/2005 and Ms. P. Geismar – Office Term Expires - March 31, 2006. Other members were Ms. D. Chiappetta – Fox – Office Term Expires – March 31, 2006, Ms. A. Drake – Office Term Expires – March 31, 2006, Ms. K. Harsany – Office Term Expires – March 31, 2007, Dr. R. Turk – Office Term Expires – March 31, 2007, Ms. K. Terrenoire – Office Term Expires – March 31, 2008.

Key Department Operational Activities in '04-05

- **Assessing the Efficacy of Department of Social Services.** The Board of Social Services decided this year to contract with a consulting firm, Brody, Weiser & Burns, (BWB) to analyze management performance and departmental functioning. BWB was also charged to make restructuring and outsourcing recommendations that will address the department's strengths and weaknesses. A secondary objective of the BWB report was to review services provided by the department and to determine if other agencies provide comparable services.
- The key findings of BWB report include identified issues in the areas of board governance, departmental management leadership, systems, structure and human resources, program services, finance and general operations. For a more detail review of the specific findings, please refer to the Brody, Weiser, & Burns – Final Report Assessing the Efficacy of the Town of Greenwich Department of Social Services: Dated June 6, 2005.

- **BWB Recommendations Approved by the GBSS.** The Board of Social Services approved most of the recommendations made by BWB in several of the areas identified in their report of June 6, 2005. For example, the GBSS engaged BWB to immediately conduct a needs assessment study. The GBSS also requested that the Board of Selectmen nominate a board member who has knowledge of social work field, to fill any upcoming GBSS vacancies. These are a couple of examples of the GBSS approved recommendations derived from BWB. For more detailed approved recommendations, in other areas within the Department of Social Services, please refer to the BWB Final report, dated June 6, 2005.

Key Services to the Community in '04-05

- **General Casework and protective services to the elderly:** General casework services to the elderly age 65 and over is aimed at a special target population related to and identifying problem upon referral. The Senior Division served 717 households, in 2004-05. Most of the referrals relate to housing needs, state and federal benefits applications, planning for an elderly relative's care, referrals for assistance with medical and transportation, and Homemaker referrals. The Adult & Family Division also help eligible Greenwich households resolve a variety of problems and crises that affect the housing, medical, mental health, legal, educational, family relationship, financial, and employment areas of their lives. These services often prevent more financially expensive and serious social problems from developing. This year there were 1,268 unduplicated Adult & Family Division households that received casework services.

Protective services to the elderly and the handicapped include the prevention of abuse, exploitation, and serious self-neglect to residents of the community. There were 35 cases. The goals are to sustain and improve quality of life and ensure that residents receive health care and proper living conditions.

- **Escorted Transportation and Errand Service:** The department provides to its clients transportation for medical appointment, prescription delivery, and shopping. In addition, the department provides assistance to clients who lack transportation to or need support with court, and state and federal agencies such as Department of Social Services, Department of Children and Families, and Social Security. When necessary, we pick up food from the local food bank and deliver it to our clients. These are clients who are unable to access other Town transportation and need door-to-door assistance.
- **Elderly /Disabled Renter's Program and Energy Assistance Program:** In 2004-05, 331 unduplicated households with clients age 65 and over and disabled received grants from the Renters Program. Another 323 households received funds through the Energy Assistance Program, which covers eligibility for families, single adults, and seniors. **Operation Fuel Program** granted \$5,000 to 30 households.
- **Homemaker:** The Greenwich Homemaker Service provides light housekeeping, laundry, and meal preparation to clients unable to manage these tasks themselves due to frailty or illness. In 2004-05, the **Greenwich Homemaker Service** provided 14,194 hours of in-home service to 189 unduplicated cases.
- **Youth Programs:** The department manages two programs, The **Byram Recreation and Arts Program**, an after school program for children in kindergarten – 8th grade and the **Greenwich Youth Conservation Project**, a summer socialization, education, employment program for 14 and 15 year-olds. One hundred forty-five unduplicated children received prevention services through these programs this year.

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- **Town Financial Aid:** \$152,291 was disbursed to 270 Greenwich households to prevent evictions and utility shut offs, help deal with health emergencies, provide transportation to work and essential appointments, supply services and devices needed to keep seniors safely in their homes, and to help pay basic bills during periods of low or no income.
- **Community Gifts Program** The following programs are provided through Town and private sector collaboration: The **Holiday Aid Program** distributes donated toys, cash, food, and clothing to eligible households during the Thanksgiving and December Holidays. The **Campership Program** provides partial scholarships to summer camps for children ages three to fourteen whose parents cannot afford summer child care or camp experiences. The **Boots and Shoes Program** provides families with vouchers toward the purchase of back-to-school footwear for children, ages five to fifteen. **Salvation Army Emergency Aid Program** distributes funds donated by the Salvation Army to department clients and programs who meet the Army's criteria for assistance.
- **Energy Assistance, Operation Fuel, and Elderly and Disabled Renters' Tax Relief:** Six hundred eighty-four income eligible households benefited from these programs that help residents with their energy and rental costs
- **Work, Education, and Beginnings Program (WEB):** A total of 96 clients were served this year. Thirty-one participated in our ESL classes, and twelve enrolled in the computer literacy program we co-sponsored with CTE. Our job developer saw many of the WEB clients.
- **Food Insufficiency:** The department screens and refers clients to Greenwich's food and clothing bank, Neighbor to Neighbor. This year, between 208 and 271 households received food each month. We also maintain a satellite food pantry at Town Hall to meet emergency needs. This year 301 households including 624 members made 339 visits to the pantry. We also serve as registration center for community dinners hosted quarterly by Christ Church volunteers. This year 301 people attended the four dinners.

Department Accomplishments in '04-05

- **The Department satisfied the BET Budget Committee requirements for quarterly release of Department budget funds in '04-05.** The department satisfied the BET requirements by providing to the BET acceptable program cost/benefit summaries for each of the department's programs. Consequently, the BET removed all conditions placed on the department.
- **Friendly Visitor Program:** In 2004-05, the Friendly Visitor Program was outsourced to the Family Centers, Inc. in January 2005. Family Centers, Inc. provides similar programs for homebound seniors who tend to be isolated in their own homes. Therefore this program was outsourced to reduce duplication of services that another similar agency could provide. Family Centers is receiving a three-year grant from the department, after which Family Centers will assume full fiscal responsibility for the program.

Special Project Plans for 2005-06

- **In 2005-06, the board will work in conjunction with the Board of Selectmen's office to continue its search for a board member who has social work experience.** BWB believed it important for the Board of Social Services to have a board member with experience in social work to bring insight and perspective to the department.
- **In 2005-06, the department will continue to work in conjunction with other Town departments to develop a plan for Town compliance with State Uniform Relocation Assistance Act requirements.** The plan and its procedures are under development. Since the Town intends to continue to pursue complaints about illegal housing, coordination with other Town departments is essential.

In 2005-06, we will further develop the new department program of Relocation Advisory Assistance under the Uniform Relocation Assistance Act by serving as the Town's relocation officers, administering mandatory payments to displaced households and training staff in emergency response and program financial procedures.

- **Eliminate the WEB (Work, Education and Beginning) Program.** In meeting the board's mission fit and by identifying other local agencies in the community that can provide the same or better service the program will be eliminated.
- **To prepare for eventual conversion to Town outcome-based budgeting, in 2005-06.** GDSS will continue its approach to enhance our database software, Evolv for Windows; develop a simplified program structure, outcome measures, and a method for tracking staff time in each program or service category, in order to obtain accurate costs for each program and service. The department will begin migration to outcome budgeting in April 2006.
- **Implementation of the approved reorganized department structure.** The Board of Social Services approved, as recommended by BWB, the implementation of the multidisciplinary team approach to the department structure. Under this approach the casework staff will be divided into teams whose members have expertise in adult, senior, mental health, family, and youth services. This structure promotes a team concept within the department and encourages improved communications among the specialty, in order to promote cross training.

Ray Butler, *MBA*
Acting Commissioner of Social Services
Greenwich Department of Social Services

BOARD OF EDUCATION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	1342.8	1326.4	1308.3
Expenditures:			
Current	\$106,176,292	\$101,757,797	\$96,815,226
Capital	\$6,182,300	\$1,984,431	\$1,268,552
Total:	<u>\$112,358,592</u>	<u>\$103,742,228</u>	<u>\$98,083,778</u>
Revenue:	\$5,615,769	\$5,050,932	\$5,310,288

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 sets **strategic directions** and specific indicators of success as a means of measuring progress toward achieving this vision and mission and providing focus for improvement efforts. These indicators track performance across key “leveraged” measures in the areas of student achievement, whole student development, resource management, internal processes, staff learning and growth, and community engagement.

Strategic Direction 1: Maximizing achievement for all students and closing gaps in achievement among students.

The Connecticut Mastery Test and the Connecticut Academic Performance Test are state-mandated measures of core academic skills. After improving steadily during the 1990’s, the percentage of students performing at or above the goal in reading, writing and mathematics on the CMT in grades four, six and eight has remained stable over the last four years. The percentage of tenth grade students performing at or above goal on the CAPT in tenth grade increased from 2004 to 2005 in Mathematics (+2%), Science (+8%), Reading (+2%) and Writing (+4%). Despite the recent gains On CAPT, spring 2005 scores have improved slightly from spring 2002. In response to this “leveling off” of improvement in scores over the last four years and disparities in performance among disaggregated subgroups of students, the district has adopted a strategic direction of maximizing achievement for all students and closing gaps in achievement. Key initiatives to improve student achievement in 2005-2006 include implementing new mathematics and literacy programs at the elementary level, redesigning the middle school writing program, and improving monitoring of students performing below grade level standards.

On other standardized measures of academic achievement, Greenwich students continued to perform above national norms and within expected ranges on the Stanford Achievement Tests administered annually in grades three, five and seven. In 2004, students exceeded expected performance on mathematics in grade three and on mathematics, reading and language in grade seven. The Scholastic Assessment Test is a measure of developed verbal and mathematical abilities important for success in college. While this testing program is voluntary, generally over 90% of the senior class at Greenwich High School elects to participate. 91% of the members of the graduating class of 2005 took the SAT 1. The mean mathematics score increased seven points from 576 in 2004 to 583 in 2005 and the mean verbal score increased eight points from 555 in 2004 to 563 in 2005. The 2005 mean mathematics, verbal and total scores were the highest in the last fifteen years.

Strategic Direction 2: Developing greater capacity and systems for improving teaching and learning.

Two key strategies have been identified as the district addresses Strategic Direction 2. First, the district will support staff members with comprehensive, systematic professional development which is aligned with instructional priorities. Second, the district will provide the necessary resources and tools to support teaching and learning.

Several initiatives have been undertaken this school year that will support staff and provide necessary resources:

- The district has implemented a comprehensive Professional Learning Program which is directly linked to the priorities detailed under Strategic Direction # 1 above. The “PLP”, which utilizes current technology as a management tool, provides professional staff members with the high-quality, targeted training they need to maximize instruction for all students.
- Student achievement data drives instructional decisions. The newly developed “Data Dashboard” utilizes current technology to provide historical and current assessment and achievement information about each student to professional staff members to facilitate these decisions.
- Direct supervision and dialogue about classroom teaching are the best way to improve practice and increase the professional capacity of both teachers and administrators. While periodic, extended observations of classroom teaching provide valuable information to administrators, daily monitoring of classrooms, focused through the lens of specific objectives, is also important. This year, all administrators will be trained in and will participate in Focus Walks and Walkthroughs, two research-based supervisory protocols that place administrators in classrooms for express purposes of examining and improving practice.

Strategic Direction 3: Aligning adults in support of improving teaching and learning.

In order to make continuous progress toward achieving the Greenwich Public Schools’ mission, aligning adults (teachers, administrators, parents, staff, and members of the community) in support of improving teaching and learning is essential. It is important to clarify roles and responsibilities, support common goals, and to communicate effectively.

To that end, The Greenwich Board of Education, with support from the district and school administration, has worked over the last two years on researching, developing and implementing a new governance system. They have significantly streamlined Board Policies, clarifying roles, responsibilities and outcomes. A district-wide approach to measuring success on key performance measures has also been implemented. As the new school year begins, additional initiatives are in progress:

- The Board of Education will hold three series of “Linkage Meetings” with stakeholders; parents, teachers, administrators, students, support staff and members of the community. The Board will facilitate discussions with representatives from each of these groups on at least three topics this year: closing the achievement gap, constructing a whole student development program, and implementing a comprehensive student performance assessment system.
- School District administration will coordinate a district-wide survey aimed at collecting information from stakeholders on various aspects of their experience with the schools, including school atmosphere, facilities, technology, curriculum, communications, parental support, etc. This important feedback from the staff, students, parents and community will inform our planning on an annual and/or biennial basis.
- District administrators are updating, consolidating, re-writing and/or clarifying school system procedures to accompany all Board Policies. They are consulting with varying groups, office staff, teachers, principals, PTA, etc., for feedback and input as applicable.

Strategic Direction 4: Maintaining facilities and aligning resources with instructional priorities.

The Superintendent provides the Board of Education with annual monitoring reports which certify full or progress toward compliance with policy provisions related to resource allocation and facilities management. Board of Education Policy E-051 requires the District to provide for the effective design, staffing and management of District Administrative Operations in areas including Facilities. . The

District Facilities Standards are the measure against which effective and efficient facilities management is assessed. The following initiatives were undertaken in 2004-05:

- Major capital projects included the Hamilton Avenue modular facility, North St. heating system (phase 1), Greenwich High School kitchen scramble, and a new Parkway well.
- Draft Glenville School educational specifications were developed.
- The District began the process of improving handicapped accessibility to the middle schools in response to a complaint filed with the Federal Office of Civil Rights.
- The District developed and prepared for the implementation of a new system for the use of school facilities by outside groups and organizations.
- A new on-line maintenance and repair request/reporting system was developed and implemented for all K-8 locations. Data can be sorted and analyzed by location, by specific mechanic or outside contractor to whom a project has been assigned, the amount of time required to complete a project, etc. Among the many benefits to the new tool is the ability to identify problems that need to be addressed through the capital planning process.

Significant progress was made in 2004-05 toward aligning resources with instructional priorities. The 2004-05 Year End Financial Report gives special consideration to reporting not only “what happened last year,” but informing future decisions based on the allocation of resources in support of strategic goals. 78.24% of all expenditures were for direct program requirements, 6.96% were related to facilities maintenance, and 14.8% related to all other educational support service areas. These percentages have remained relatively constant over the past three years. The resource allocation model now in place improves the District’s capabilities to monitor resource allocation as compared with goals and initiatives.

Dr. Larry Leverett
Superintendent of Schools

GREENWICH LIBRARY

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	67	67	67
Expenditures:			
Current	\$7,005,793	\$6,787,454	\$6,832,521
Capital	\$26,334	\$516,828	\$1,835,208
Total:	<u>\$7,032,127</u>	<u>\$7,304,282</u>	<u>\$8,667,729</u>
Revenue:	\$1,378,918	\$1,384,786	\$1,317,587

Greenwich Library consists of the Main Library in central Greenwich, and the Byram Shubert and the Cos Cob branches. The book van delivery service continues to grow in importance; it services older adults at housing complexes and senior residences.

The Town of Greenwich funds its annual operating and maintenance budget. The Trustees Development Office raises private monies for new capital projects and to incubate new programs. A capital fund drive is currently underway for expansion of the Byram Shubert Library branch building. Membership contributions to the Friends of the Greenwich Library fund programs and other projects.

The Clementine L. Peterson Foundation was established under the will of Clementine L. Peterson. Foundation trustees, as distinguished from the Greenwich Library Board of Trustees, govern it. Mrs. Peterson’s bequest enabled the construction of the 32,000-square foot Peterson Wing, and annual interest from the funds are used for maintenance, operation, and staffing for the area as well as for enhancing business and music materials and services.

Mission and Vision

The Greenwich Library mission 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. Its constant vision 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.

Another record-breaking year – 1,407, 570 items borrowed

The library again surpassed the previous year’s borrowing activity records. 1,407,570 items were checked out. Careful selection and marketing of materials were crucial to this accomplishment, and the diligent library staff handled the volume with its familiar high level of energy and aplomb.

In the area of collection development, staff put particular focus on adding materials of special interest to senior-residence patrons. It also expanded collections of materials in Spanish and Chinese.

Once again, over 730,000 visits were registered in the library door count. Visits were up at all three locations. It was notable that 125,000 items were checked out by patrons via the self-service checkout system. The increase in materials borrowed via the book van and homebound service was also significant: up 43% over the previous year.

Technological Improvements

The library’s homepage and WebOPAC were redesigned to make it easier to find information about our many collections and services. Website visits were up by 26%. Database visits, including those to the several comprehensive business databases, have increased by over 52% due to an expansion of remote availability. The major Wireless Internet Access Project at the Main Library and the Byram Shubert and Cos Cob branches was

nearly completed by the end of the fiscal year and will have been up and running for several months by the time of this printing. Not apparent to the public is increased security software, anti-spam filters and antivirus software that help to maintain a secure technology infrastructure. More and more, patrons opted to take advantage of automated call or email notification to receive status on materials. Via email, individuals can receive information on holds, be reminded of imminent due dates, and renew items where applicable.

Another new online enhancement is WebBridge. It electronically allows searches to be passed directly from the library catalog to selected full text databases.

Activities for all interests and ages

While patrons came to the library to borrow nearly 1.5 million books and tapes, they also came for diverse educational, cultural, and entertainment activity. Across the board programming initiatives produced extraordinary results. From infants nestled for “Lapsits” in the Children’s Story Room, to business workshops, to Chinese dance, and “Poetry and Memory” circles held at the Senior Center, something illuminating seemed to be going on at all times. Nearly 52,000 people enjoyed programs at Greenwich, Cos Cob, and Byram during the year. They chose from 1,438 different offerings ranging from films, magic shows, junior book clubs, and festive and crowd pleasing open houses at the Cos Cob and Byram Shubert branches.

The Peterson Music series presented contemporary music such as the rocking Jim Payne Band and the phenomenal jazz drummer Cindy Blackman. Classical fare in the Friends Cole Concert series this year included pianist Joel Fan, who appears with Yo-Yo-Ma’s cultural “Silk Road” Project.” Cellist Edward Arron offered his third “Fun with Classical Music” series that introduces elementary school age children to orchestral music. It is sponsored by the Henry A. Ashforth Children’s Music Fund. A musical day-night doubleheader in late spring offered the percussive dance of “Tap Team Two” and an operatic recital by Greenwich resident and internationally acclaimed soprano Pamela Kuhn. There was a resurgent interest in Arturo Toscanini when the Library was asked if it would become the repository of the Toscanani Wave Hill tape collection of the Maestro’s live NBC Symphony broadcasts.

Best-selling author Sue Monk Kidd drew nearly 400 fans. Greenwich was her second stop in a national tour to launch *The Mermaid Chair*. Renowned Shakespeare scholar Bob Smith led a fully subscribed monthly series on “Hamlet.” Current events aficionados gathered for a new series on foreign affairs, and nostalgia buffs relived the early years of the small screen with “Classic and Cult TV.” The Friends Selective Eye Book talk series completed a third year, while a much younger crowd turned out to mark the venerable Dr. Seuss’s birthday on “Read Across America Day.”

Recognition and Awards, State and National

The Health Information Center received a National Commission on Libraries and Information Science (NCLIS) Blue Ribbon Consumer Health Information Recognition Award for Libraries. One of the results from the *Advocate/Greenwich Time* “Quality of Life Survey” conducted by UCONN’s Center for Research and Analysis in February was “96% of Greenwich residents ranked their library as either good or excellent.” The library received a 2005 Connecticut State Library Award for Excellence in Public Library Architecture. Cesar Pelli, who designed the Peterson Wing, spoke at the ceremony. The newsletter, “Keep Posted,” received top awards for the second straight year from the Connecticut Library Association. The Clementine Lockwood Peterson Foundation won an American Library Association/Association for Library Trustees Award for Outstanding Contributions to America’s Libraries.

Adult and Children’s Services

Overall reference assistance was up 5% during the year with a notable increase in technical assistance, mostly from helping library users with computer hardware and software. Business programs included Mary Ellen Bates, information industry expert, on the subject *Getting down to business: Finding business information on the web*, and a day long Foundation Center proposal writing seminar for the nonprofit community. The YWCA joined the library as co-sponsor of another informative series, “Best Practices for Women Leaders.” Children’s Room program activity, mentioned above, expanded to include targeted programs for specific age groups ranging from infants to teens. New book discussion groups are geared toward elementary school and middle school readers. During summer break “Dragons, Dreams, and Daring Deeds” inhabited the Children’s Room and Byram Shubert for the two-month Summer Reading Program, while creative artists at Cos Cob constructed

a carnival setting complete with boardwalk and Ferris wheel for children to enjoy as they marked their reading progress.

Branch Libraries

The building campaign to expand the Byram Shubert Library is well underway. Through its concentrated efforts, the Board of Trustees has raised \$1.9 million of a \$3.9 million goal through private gifts, and federal, state, and Town funds. Building plans for the 5,000 square foot addition are nearly complete. Friends groups at both branches mounted rotating exhibits of student and adult artists. The brightest light at Cos Cob was a retrospective exhibit and tribute to longtime Cos Cob Library supporter, John Cullen Murphy. It was attended by 400 of the late artist's staunch admirers. At the branches, book discussions and film series remained favorite activities. Overall 19,307 neighborhood patrons enjoyed programs arranged by both staff and Friends groups.

Friends Activities

The Friends Head Start program is an outreach effort in conjunction with Children's Room staff and Community Centers, Inc. New groups of youngsters joined their elders in regular visits to the Children's Room for stories, new library cards, and introduction to the library world.

The Flinn Gallery mounted six widely varied exhibits ranging from a whimsical multimedia show of boats, "Sea Worthy," to a holiday season Folk Art show and sale of works by 250 U.S. and Latin American Artists. Friday Films, the longest running free entertainment in Greenwich, remains the most popular Friends cultural series. The Gallery hosted summer exhibits by the Art Society of Old Greenwich and the Greenwich Art Society.

Adopt-A-Shelf-ers, Book Brigade-ers, numerous special program committees, Oral History Project members, and mailing coordinators are among hundreds of Friends volunteers who provide special support and organize a myriad of free programs and events. The Friends annual membership appeal makes this possible. Membership dollars also enable the Friends Education fund to make partial scholarships available to staff pursuing higher education.

The library's extended family is comprised of full and part-time staff plus volunteers who serve important roles as members of the Board of Trustees and Friends boards. Together, these strong component links form a chain that deserves a great deal of recognition for its accomplishments during the challenging, rewarding, and highly productive year past.

Mario M. González
Director

PERROT MEMORIAL LIBRARY

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	44	44	44
Expenditures:			
Current	\$1,244,274	\$1,137,185	\$1,125,015
Capital	\$0	\$0	\$0
Total:	<u>\$1,244,274</u>	<u>\$1,137,185</u>	<u>\$1,125,015</u>
Revenue:	\$14,025	\$10,844	\$13,505

Centennial Celebration

The photograph of the 2005 Memorial Day Parade speaks volumes about the library and the community that has generously supported us for 100 years. A replica of the cupola, proudly and prominently displayed in full color on the front page of the "Greenwich Neighbors" section of the June 5, 2005 edition of *Greenwich Time*, symbolizes the untiring efforts and devotion of legions of people that have built this institution and the community we treasure. Happy 100th Birthday to the Perrot Memorial Library!

The Board of Directors of the Perrot Memorial Library has provided "presents" for our year-long birthday party - a series of special programs, lectures, author book talks, family events, and storytelling concerts, etc.

- Bookmarks each month commemorating special events and popular literature for each decade.
- A "Fireside Chat" with Greenwich Historian Anne MacDonald On "Perrot: The Early Years" in January
- "Savage Summit", Book talk by author Jennifer Jordan in February
- The 1920s - Radio Play, *Flash Gordon*, performed by the Acting Company of Greenwich in March
- The 1930s - "Greenwich in the 1930s", Panel discussion in conjunction with the Greenwich Historical Society in April
- The 1940s - Book talk and music program with Mort Frank, author of Arturo Toscanini: The NBC Years in May
- Float featured in the Firemen's Memorial Day Parade on May 30
- A "Family Fun Event" featuring Storytelling by Tom Callihan and Ann Shapiro along with entertainment and refreshments in Binney Park
- Sidewalk Fair table and display on Sound Beach Avenue in front of our first free-standing building

Other wonderful events and programs are scheduled this fall including a "Gala Celebration" on October 15 and a family storytelling concert featuring one of America's finest storytelling performers, Bill Harley on November 10. For a complete listing of all events, see the Perrot Library web page at www.perrotlibrary.org.

Programs and Services for Children

All of our Children's programs continue to be fully subscribed and highly popular. The staff provided 322 program sessions for a total audience of 8,606 children this past year.

Statistics

Library Visits:	190,519
Items Borrowed:	235,856
Days Open:	333
Reference Questions:	19,123
Public Internet Use:	19,619
Program Attendance (Adult and Children):	12,106
Number of Items in the Collections:	
Adult Books	27,585
Children's Books	30,974
Recorded Books – Audio	1,904
Music on Compact Disk	2,568
Movies on Video/DVD	5,023
Magazine and Newspaper Subscriptions	118
Serial volumes (back issues)	1,894
Total	71,959

Finance

Budgeted Personnel:	44
Expenditures:	\$1,244,274
Revenues:	\$14,025

Kevin McCarthy, Library Director
Bradley G. Fisher, Library Board President

BRUCE MUSEUM

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	32	32	31
Expenditures:			
Current	\$4,280,226	\$4,290,479	\$4,125,749
Capital	\$373,324	\$477,422	\$313,358
Total:	<u>\$4,653,550</u>	<u>\$4,771,901</u>	<u>\$4,438,107</u>
Revenue:	\$4,271,095	\$4,541,144	\$4,028,590

The Bruce Museum of Arts and Science once again had a very successful year. We recommitted ourselves to our core mission by providing no less than sixteen different exhibitions and more than 600 educational programs. Our shows attracted strong attendance as well as national critical acclaim, while the sheer numbers of participants in our educational programs attest to vitality of the Bruce: our educators offered 388 classes to more than 7,000 students, the Brucemobile provided 309 classes to 6,213 children.

Our after-school Neighborhood Collaborative Program for at-risk children brought about 700 students to the museum for four repeat visits, adult tours were attended by 1,200 individuals, and our lecture series brought world-class speakers on art and science to our packed lecture hall for the popular Hascoe Lectures and the Science Lecture series.

Highlights of the exhibition schedule included *Drawn by the Brush: Oil Sketches by Peter Paul Rubens*, the nationally touted first show of this ravishingly beautiful and important material ever mounted in the U.S., which was organized by the Bruce and shared with the museums in Berkeley, CA and Cincinnati, OH.

We also once again took advantage of the peerless strengths of local private collections in greater Greenwich, featuring no less than five shows drawn from the private holdings of our neighbors, including one of the finest Contemporary collections of David Hockney’s art, Old Master paintings from the collection of Suzanne and Norman Hascoe, Danish 19th Century paintings from the collection of Ambassador John Loeb, American prints on the theme of music from the collection of Dave and Reba Williams, and vintage photography from the Mattis-Hochberg collection.

Non-Western art also figured in our schedule with shows on Aboriginal art, Tibetan images of Female Buddhas, and a show of China Trade objects. Our Science shows featured an especially timely show celebrating women scientists entitled *Great Women, Great Science*, and an exhibition of meteorites and comets called *Messengers from Space* – both family-friendly exhibitions complemented by interactive displays. Annual attendance once again approached the 100,000 mark. Memberships for the year totaled 3,091.

The museum was proud to once again achieve a balanced budget and even post a modest surplus. The Year-End-Appeal was on budget and the Renaissance Ball, our premier fundraiser, was once again a glittering success. However the most gratifying financial news of the year was the breathtaking success of an Endowment Campaign that we quietly undertook. Eighteen months ago, in the course of doing long range planning for the future stability and growth of the institution, we benefited from a study by Community Partners, a local group of Harvard Business School alumnae.

Their study provided third-party validation for our long-standing assumption that we needed to raise our endowment substantially even in the absence of any further growth. In less than one year’s time through

the generosity of only fourteen individuals we received donations and pledges of \$12 million, in effect tripling our endowment and permanently altering the fortunes of this institution. In an age when many cultural institutions are struggling, this news not only made the front page of the *Greenwich Time* but also the *New York Times*. While the museum still must raise about 61% of its operating budget (this year about \$4.6 million) each year, it is in a much stronger and more stable position than it was only one year ago and can now reasonably plan for its future and explore ways to relieve the museum's growing pains.

Petter Sutton
Director

**DEPARTMENT OF PARKS AND RECREATION
ADMINISTRATION**

Department Summary

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:			
Full Time	135	135	136
Perm Part Time	11	11	11
Expenditures:			
Current	\$11,575,270	\$11,225,143	\$10,846,902
Capital	\$1,940,575	\$1,129,611	\$1,250,900
Total:	<u>\$13,515,845</u>	<u>\$12,354,754</u>	<u>\$12,097,802</u>
Revenue:	\$4,802,998	\$4,605,985	\$4,318,554

MISSION STATEMENT

The Department of Parks and Recreation consists of a team of Recreation Professionals who provide high quality leisure opportunities within a healthy and attractive environment. We foster a sense of community spirit and civic responsibility through the use and preservation of the town's natural resources for the enjoyment of current and future generations.

The Department of Parks and Recreation was established on January 9, 1971, by a home rule amendment approved by the Representative Town Meeting on April 27, 1970. The department, under the direction and control of the First Selectman, is headed by a Director of Parks and Recreation and includes the Division of Recreation, the Division of Parks and Trees, the Division of Marine and Facility Operations, and the Division of the Griffith E. Harris Golf Course.

The primary responsibility of the Department of Parks and Recreation is to provide leadership, planning, and direction in identifying, implementing, and administering the finance, personnel, areas, and facilities that are made available for leisure services. The primary objective of the department, in cooperation with other private and public agencies and departments, is to create wholesome and beneficial use of leisure for all Greenwich residents through recreational opportunities in our parks, programs, and facilities.

**ACCOMPLISHMENTS FOR THE DEPARTMENT OF PARKS AND RECREATION
FOR THE YEAR 2004-2005**

Fiscal year 2004-2005 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:

- Built and tested 10 newly designed finger slips and a 20' x 6' float at the Cos Cob marina. These will be prototypes for the beginning of a dock replacement program in our ten-year capital plan. Styrofoam floatation will be phased out with plastic billets, and the docks will be designed with access for future power and water lines.
- Began the Grass Island boat yard renovation, completing milled surfacing, newly planted trees, and fencing. New guardrail will be installed and continue along the waters edge of the north and south docks.
- Continue to install new boat racks at the marinas to meet demand.

- Designed a winter storage program to be available at the Byram marina. Projected revenue is \$10,000.
- Purchased a replacement Landing Craft. This replacement vessel has an increased carrying capacity over the previous vessel, which enables the maintenance division to transport larger, and more equipment in a single trip. We anticipate a decrease in vendor labor costs due to this increase in capacity and a reduction in shipyard maintenance due to its aluminum construction.
- Continue to work with the United States Coast Guard to implement new requirements in accordance with vessel and dock security plans established in the summer of 2004.
- Rest-room renovations were completed at the Arch Street Ferry Landing in the summer of 2004, Byram Beach is anticipated in the late spring of 2005 and plans have been approved for Great Captain Island for 2006.
- The "cruise to nowhere" had 11 of its 12 cruises sold out for the second year in a row.
- Completed a comprehensive Athletic Field Inventory and Management Plan to guide the maintenance and renovation of all athletic fields.
- Renovated and enlarged patio at the Griffith E Harris Golf Course.
- Instituted acceptance of credit cards at the Griffith E Harris Golf Course.
- Investments in playground improvements were made at Hamill Rink, Pemberwick and Christiano Parks.
- Installation of indoor turf system at the Hamill Rink.
- Replaced wooden paddle court at Loughlin Avenue with a new aluminum court.

Joseph A. Siciliano
Director, Department of Parks and Recreation

GRIFFITH E. HARRIS GOLF COURSE

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:			
• Full Time	9	9	9
• Perm Part	1	1	1
Time			
Expenditures:			
Current	\$1,440,235	\$1,403,691	\$1,210,212
Capital	\$93,000	\$123,286	\$263,225
Total:	<u>\$1,533,235</u>	<u>\$1,526,977</u>	<u>\$1,473,437</u>
Revenue:			
Rounds Played	43,794	43,953	42,115

[Dave D'Andrea, Operations Manager]

The newly renovated and enlarged patio is now capable of handling all outings instead of having to erect tents on the premises. This has proven to be very beneficial.

Our irrigation system is paying dividends in dealing with this season's very hot and dry conditions.

The new mowing machine obtained this year to provide a first-cut of fairway has produced a very professional look to the course.

Our survey, which was conducted May-July on key issues as formulated with golfers, Board of Parks & Recreation members, and user groups, had a very good amount of responses and will be tabulated in September.

The new medal play format for the Men's Town Tournament was very successful, and participation was doubled. The Women's Town Tournament also was very successful and was held over two days, which are normal playing days for the women's clubs. The Town Tournament for the Juniors was terrific with over 100 aged 10-17 participants and had many spectators and its own live radio coverage on WGCH.

There is no doubt that "The Griff" is a premier municipal golf course and, with fund raising for a new Administration/Pro Shop taking place, will complete our major needs.

David D'Andrea
Manager, Golf Course Operations

MARINE & FACILITY OPERATIONS DIVISION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:			
• Full Time	20	20	20
• Perm Part	1	1	1
Time			
Expenditures:			
Current	\$2,069,120	\$1,997,874	\$1,941,412
Capital	\$1,334,080	\$199,735	\$235,300
Total:	<u>\$3,403,200</u>	<u>\$2,197,609</u>	<u>\$2,176,712</u>
Revenue:	\$1,860,772	\$1,682,512	\$1,292,478

[Fred Walters, Superintendent]

The Marine and Facility Operations Division of the Department of Parks and Recreation is accountable and responsible for all municipal beaches, ferry services, off-shore islands, boating facilities, all harbors, and use of and traffic in the waters of Long Island Sound and elsewhere, subject to the jurisdiction of the Town.

The division is responsible for the planning, construction, development, service, maintenance, alterations, repair, and storage of all physical properties under the control of the Department of Parks and Recreation. Its superintendent acts as a local enforcement officer in implementing Town, state and federal policies with regard to all marine activities, both private and municipal. Staffing consists of 20 permanent, full-time positions and 80 seasonal positions.

BEACH ATTENDANCE July 1, 2004 thru June 30, 2005

Byram Beach	89,480
Greenwich Point	477,929
Great Captain Island	3,742 *
Island Beach	42,995 *

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

PARK PASSES

A total of 44,070 park passes were issued to the residents of Greenwich. The breakdown is as follows:

<u>Pass Type</u>	<u>Number Issued</u>
Adult	29,374
Child	7,602
Senior	6,931 *
Nanny	160
Summer Adult	3
Summer Child	0
*Card good for 3 yrs.	
Total	44,070

For fiscal year July 1, 2004 - June 30, 2005 operating expenses, exclusive of fringe benefits for full-time permanent staff for all beaches, totaled \$972,618. The revenue totaled \$1,295,548, an increase of \$106,897 or 9%.

HARBOR AND BOATING FACILITIES

Use Permits are required for each vessel using our municipal boating facilities. The Marine Facility Operations Division issued 1,884 permits from July 1, 2004 through June 30, 2005. The Harbor and Boating Facilities consist of four marinas. They are located in Byram, Cos Cob, Grass Island, and Greenwich Point. For the 2005 season the division issued 668 boat slips, 406 out water moorings, 386 trailer launch permits (including 30 non-resident launching permits), 73 dry sail spaces, 331 boat rack spaces, 58 lockers, 401 boats in winter storage, and 142 trailers in summer storage.

For fiscal year July 1, 2004 - June 30, 2005, operating expenses, exclusive of fringe benefits for staff, for all boating facilities totaled \$258,963. Receipts for use of facilities totaled \$565,064, an increase of \$77,067 or 15%.

Frederick J. Walters
Superintendent, Marine & Facility Operations

PARKS AND TREES DIVISION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:			
• Full Time	81	81	82
• Perm Part	0	0	0
Time			
Expenditures:			
Current	\$4,535,430	\$4,394,876	\$4,283,640
Capital	\$368,700	\$433,040	\$727,125
Total:	<u>\$4,904,130</u>	<u>\$4,827,916</u>	<u>\$5,010,765</u>
Revenue:	\$17,007	\$10,771	\$17,129

[Bruce Spaman, Superintendent / Tree Warden]

The character of a community can be defined by its people and culture. Greenwich is uniquely fortunate to have those attributes set against the backdrop provided by its extensive collection of parks, shade trees, street trees, beaches, and Long Island Sound. The quality of life in Greenwich is greatly enhanced by well-designed and maintained formal parks, passive and natural recreation areas, delightful 'pocket parks', floral streetscape gardens, and scenic beaches.

The Parks and Trees Division is responsible for the maintenance of all parks, playgrounds, school campuses, athletic fields, passive recreation areas, beach parks, traffic circles, public cemeteries, shade trees, roadside trees, and public grounds under the jurisdiction of other departments of the Town (i.e. fire and police stations, Town Hall, libraries, etc.).

PARKS DEPARTMENT

[William Burgess, Parks Operations Manager]

The Parks Division provides professional grounds maintenance services to all areas within our realm of responsibility, paying particular attention to formal parks and streetscapes in high use areas. Plants are selected that are attractive and pleasing, yet reasonable to care for and hardy enough for urban growing conditions. Maintenance responsibilities also include the collection and removal of leaves in parks and Town properties and assisting the Department of Public Works with ice and snow removal.

The Parks Division operates from five regional locations:

- Bruce Park (located at the Roger Sherman Baldwin Park complex),
- Binney Park,
- Byram Park,
- Montgomery Pinetum

Each area has a foreman and staff who maintain parks in their district as well as fire stations, libraries, traffic islands, and abandoned cemeteries. In addition, over 300 neighborhood cul-de-sac 'islands' are landscaped and maintained by the Parks Division.

The Parks Division continues to work cooperatively with community groups on various special park improvement projects that are in accordance with the Master Plan for the Department of Parks and Recreation.

TREE DEPARTMENT

[Steven Gospodinoff, Tree Operations Manager]

The Tree Department is responsible for the care and maintenance of all trees on roadsides, in parks, and all other Town owned properties. The Tree Department is trained and equipped to provide a complete range of tree care services for the Town of Greenwich. Tree care services include tree removal, stump grinding, safety pruning, maintenance pruning, bracing, cabling, tree planting, insect & disease control, hazard tree evaluation, and tree value appraisal. The Tree Department is equipped with dump trucks, crane hoists, wood chippers, aerial lift trucks, high pressure tree sprayers, and stump grinder.

The Tree Department removes dead and dangerous trees along public roads promptly in order to limit the Town's liability and to provide for the public's safety and convenience. Tree crews are on call at all times for trees damaged during occurrences of extreme weather. Trees and limbs are cleared from streets and Town properties to provide access for emergency services and to restore normal traffic conditions.

Trees are systematically inspected and pruned in parks, school campuses, roadsides, parking lots, and other Town facility properties to remove dead limbs for purposes of public safety. Ornamental and shade trees are also pruned to promote health and vigor as well as to enhance aesthetic appearance.

Town trees are also inspected and monitored for damaging insect and disease problems. Historically, insects and diseases have devastated some important shade tree and street tree species. All but a few American Elm trees have succumbed to the 'Dutch Elm Disease'. There is currently a program to attempt to save some remaining significant elm trees in Greenwich with injections of fungicide. The American Chestnut tree has been eliminated from our streets, parks, and forests as a result of the 'Chestnut Blight' disease imported into this area in the early 1900s. Other trees similarly endangered are the White Ash (Ash 'Yellows' disease), Eastern Hemlock (Hemlock Woolly Adelgid insect), and Butternut tree (canker disease). These trees will be inspected, monitored and treated if feasibly possible.

Although many trees are removed for reasons of public safety and scheduled management, many new trees are planted to replenish our Town's tree population. The Tree Department crews planted 177 shade trees and street trees in the spring of 2004. Trees were selected that would conform to the limitations of a specific site. Trees planted under utility lines were selected so that their mature form would fit that site without any significant conflicts with overhead utility lines in the future. Small, medium, and large size shade trees were placed where they would fit the site and develop to their natural form while being compatible with the buildings, sidewalks, utilities, and the infrastructure around them. Diversity of the tree population with regards to tree species, form, function, and aesthetics was also considered when planting trees. This is important so that the town tree population would not become a monotonous collection of similar trees or become vulnerable to tree damaging insects or diseases.

TREE WARDEN

[Bruce Spaman, Superintendent / Tree Warden]

As Tree Warden, the Superintendent of Parks & Trees is responsible for the enforcement of state and local laws pertaining to trees and plantings on all Town properties. This includes state mandated posting of trees for removal for public safety purposes or unavoidable conflicts with infrastructure improvements. Every city and town in Connecticut is required to have an appointed tree warden (Connecticut General Statutes, Section 23-58). The legislative intent of this statute is to assure that municipalities maintain, care for, and protect a valuable and essential natural resource -- municipally owned trees. It is the responsibility of the tree warden

to ensure that public trees are properly maintained, removed if deemed hazardous to the public, and replaced with appropriate species for the location.

TURF OPERATIONS

[Timothy Coughlin, Turf Operations Manager]

Since 1999 the Parks and Trees Division has assumed the responsibility of the care and maintenance of all school campuses and athletic fields. The Turf Operations Department of the Parks and Trees Division is now responsible for the management and care of all athletic fields in the Town of Greenwich.

There are 59 public athletic fields in Greenwich located on 15 school campuses and in parks. Over 4.5 million square feet (104 acres) of athletic turf are maintained. A variety of field sports are played on Greenwich's athletic fields including baseball, softball, football, lacrosse, soccer, little league baseball, cricket, rugby, tee-ball, field hockey, lawn bowling, and croquet. Recently Cardinal Stadium was surfaced with artificial sports turf and is maintained by the Turf Operations Department. This is the first artificial sports turf facility in Greenwich.

Turf Operations also maintains the Lawn Bowling / Croquet green in Bruce Park. Turf Operations is located at the North Street maintenance facility adjacent to North Street Elementary School.

The superintendent of parks and the turf operations manager have drafted a comprehensive Athletic Field Inventory and Management Plan to guide the maintenance and renovation of all athletic fields. Standard routine management practices for the athletic fields include fertilization, aeration, insect & disease control, mowing, lining, seeding, sodding, weed control, irrigation, drainage, fencing, and complete field reconstruction.

Bruce Spaman
Superintendent, Parks & Trees/Tree Warden

RECREATION DIVISION

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:			
• Full Time	15	15	15
• Perm Part	8	8	8
Time			
Expenditures:			
Current	\$2,108,824	\$2,022,393	\$2,036,231
Capital	\$95,000	\$275,000	\$25,250
Total:	<u>\$2,203,824</u>	<u>\$2,297,393</u>	<u>\$2,061,481</u>
Revenue:	\$1,338,116	\$1,341,563	\$1,292,478

[Peter Mandras, Superintendent]

The Recreation Division is responsible for the implementation of both active and passive recreation and leisure programs to meet the needs and interests of Greenwich residents. Approximately 200 part-time employees and a multitude of volunteers supplement the full-time staff. The division has several facets of operation that include organized recreation, senior services, and specialized recreational facilities.

ORGANIZED RECREATION

The division works to provide safe and pleasurable recreational services. A wide variety of programs are offered at facilities throughout Town.

RECREATION DIVISION HIGHLIGHTS IN 2004-2005

- Supervised tennis and basketball court repairs at Byram, Pemberwick, Central Middle, Bruce Park, Bible Street, Loughlin Avenue, Eastern Greenwich Civic Center, Binney, and Christiano. Eastern Greenwich and Bruce Park were patched.
- Griffith E. Harris Charity Golf Tournament raised over \$12,000 for Parks and Recreation Scholarship Fund.
- Greenwich Skatepark for inline skaters and skateboarders completed its second full year of operation. Ran a successful summer camp, clinics, and competition.
- Replaced wooden paddle court at Loughlin Avenue (circa 1970) with new aluminum court.
- Playground improvements were made at the following locations: Hamill Rink (\$15,000), Pemberwick Park ((\$35,000), and Christiano Park (\$20,000).
- The new artificial turf field at Greenwich High School provided an opportunity for field use during March for the first time. In addition to GHS activities, a number of local sports groups utilized the “turf” as well.
- A new board and dasher system was installed at the Hamill Rink.
- New indoor turf system was installed during the spring 2005 at the Hamill Rink for \$95,000.
- Accepted gift of a newly refurbished kitchen area through the Parks and Recreation Foundation from the Friends of Bible Street Community Center in the amount of \$7,500.

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 & CAMBERSHIPS

A gift of \$22,500 was accepted by the RTM and received by the Recreation Division from RBS Greenwich Capital Markets 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 \$2,500 from the Second Congregational Church all helped to support scholarships for needy residents.

The Recreation Division also provided partial scholarships for youth programs in Town. The Scholarship Fund is supported by local donations and applicants are screened by the Department of Social Services to ensure confidentiality. The amount of \$18,612 in partial scholarships was given to 121 Greenwich children in the past year.

An additional 39 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 22,900 field hours were scheduled by permit this past year, an increase of 500 hours. Over 650 individual field permits were issued during the year for the 53 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 12,500 field users were registered for the past year, an increase of 1,500 over the previous year.

SPECIAL EVENTS

Fourth of July Fireworks	Jim Fixx Memorial Day Road Race	Town Men's Golf Tournament
9/11 Ceremony	Wednesday Concerts in the Park	Jazz on the Sound
Kite Flying	Sand Blast Sand Sculpture	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	Touch-A-Truck
Island Beach 2-Mile Swim	Town Holiday Tree Lighting	Jingle Bell Jog
Chamber of Commerce Tree Lighting	Safe Cycling The Ride	Hospice Tree Lighting
Red Cross 5k Run	Old Greenwich Pumpkin Patch Festival	Septemberfest
Democratic Rally	Byram Memorial Day Service	Glenville Memorial Day Parade
Kids Triatthalon	Cos Cob Community Ice Cream Social	Sound Beach Fireman's Parade (100 years)

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. 618 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 (101) are offered a variety of activities that include cookouts, games, special trips, and craft projects.
- Music & Art Program had 188 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.

The Recreation Division continues to offer a variety of youth programs and sports clinics during school holidays and vacations. Our participants are given the opportunity to work on honing their skills and parents are relieved of childcare worries for a portion of the week. Examples of these clinics are Doyle Baseball Clinic and Indoor Soccer Clinics. 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	763
SOCCER	1,059
GIRLS SOFTBALL	262
TENNIS CARDS & GUEST TENNIS CARDS	3,229
TENNIS CLINICS	279
PADDLE TENNIS	91
CO-ED VOLLEYBALL	180
MEN'S BASKETBALL	380
WOMEN'S SOFTBALL	465
MEN'S SOFTBALL	1,575
INDOOR GOLF	70
GYMNASTICS	56
GIRL'S BASKETBALL	88
CO-ED BASKETBALL (CHILDREN)	229
DROP-IN GYMNASIUM	1,851
SPRING SWIM	101
PRESCHOOL PLAYGROUPS	24
FIELD HOCKEY	27
SUMMER SWIM	228
FAMILY SWIM	128
TBALL	104
SKATEPARK (10 day passes and annual members)	76
SKATEPARK CLINIC & CAMPS	38
RAMP CAMP	55
SKATEPARK COMPETITION (2 PER SUMMER)	65
SKATEPARK TOTAL ATTENDANCE	3,833

SERVICES FOR SENIOR CITIZENS

As the Greenwich Senior Center enters its 32nd 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: SeniorNet Computer Classes, Games, Arts/Music Program, Language and Fitness Classes and 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 and department stores. There are on-site

social workers, a public health nurse, Utilize Senior Energy (USE), which is an employment agency for seniors, and AARP. Energy/Rent Rebate and Tax Preparation Assistance are offered seasonally. The Senior Center is open Monday through Friday, 9:00 a.m. to 4:00 p.m. Lunch is served daily from 12:00 noon to 12:30 pm., along with daily transportation to and from the center provided by the Transportation Association of Greenwich (TAG).

HIGHLIGHTS 2004-2005

- A “To Go” meal program was initiated.
- The hours of operation were extended for those riding the bus home from 2:00 to 3:00 pm.
- A bi-monthly bowling group was formed.
- Our partnership with other agencies continued:
 - Boys & Girls Club Senior Swim Program (will begin 10/05).
 - The Junior League and Greenwich Library sponsored “An Afternoon at The Opera” for Senior Center members.
- A Photo ID card program was initiated providing our members with a second form of picture identification.
- A mailed “Save The Date” postcard program was implemented, which has resulted in sell-outs of programs/trips since it began.
- A Music Director (15 hrs PT) was hired to direct the Silver Tones Choir and run musical programs/activities.
- A Senior Center Task Force consisting of staff, seniors, and community leaders was formed to develop an operational plan for the center.
- The following new programs were realized:
 - News Currents (discussion group)
 - Group piano lessons
 - Ballroom dance
 - Scene Study (drama group)
 - Chair Yoga
 - Tai Chi
 - Cardio Walking Group
 - Musical bingo
 - Watercolor class
 - History Alive
 - Conversational Italian
 - Art appreciation

SPECIALIZED RECREATIONAL FACILITIES

Dorothy Hamill Skating Rink – In its thirty-fourth year of operation this fully enclosed facility offers a wide variety of winter programs including group lessons, hockey clinics, youth and adult hockey leagues, a Town-wide figure skating competition, general skating sessions, stick and puck sessions, birthday parties, school lessons, school fund raisers, and more. The rink is home site for a number of school teams; youth travel hockey and home rink for the Windy Hill Skating Club.

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, Halloween Happenings, and oldies dances. The center serves as home for the Kamp Kairphree summer day camp program. The center also serves as home for the Old Greenwich Riverside Community Center.

Western Greenwich Civic Center – The center’s renovation project commenced in June 2005. With the parking lots closed due to construction, Family Movie Nights were moved to Roger Sherman Baldwin

Park, and the T-Ball program moved to Glenville School. Different programs that were in the building were relocated to other Town facilities. The Just Wee Two, Playgroup, and Real Estate classes were moved to the William Yantorno Community Center. The Summer Karate and Summer Theater Camp were moved to the Cos Cob Community Center.

Greenwich Skatepark – The Greenwich Skatepark continues to meet the needs of inline skaters and skateboarders in Town. Open daily year-round, weather permitting, the Skatepark provides a safe, supervised, fun facility for Greenwich youths six years old and older. This year 4,000 youths in Greenwich and the surrounding area used the Skatepark on a drop-in basis, clinics, camps, or birthday parties.

Owned and operated by the Parks and Recreation Department, the Skatepark is located on Arch Street in a section of the Roger Sherman Baldwin Park Parking Lot, designated for Town employee parking and the Arch Street Teen Center. The Skatepark consists of a series of ramps and rails two feet to five feet high. Some of the pieces include a four-foot half pipe, a series of quarter pipes, a fun box, different height ramps, and rails. The park is always supervised with at least two trained and first aid certified staff on duty. We will be open year round – weather permitting. The fees to use the park – \$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 knee-pads 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. The Skatepark was a gift from the Junior League of Greenwich in 2003.

Neighborhood Community Centers – The William A. Yantorno (Pemberwick) Community Center and the Cos Cob Community Center are used for numerous social and family activities throughout the year. The Cos Cob Center is used for the Preschool Playgroup Program. The William A. Yantorno Community Center is the home of Greenwich Green & Clean.

Dundee School Gymnasium – The gymnasium is available for a variety of recreational activities. The activities include volleyball, indoor soccer, basketball, and birthday parties. The recreation division supervises evening and weekend activities.

Tennis Courts – Monitored courts that can be reserved with a valid tennis card are at Bruce Park, Loughlin Avenue, Binney Park, Eastern Greenwich Civic Center, Eastern, Central and Western Middle Schools, Byram Park, and Greenwich High School. Courts that are not supervised and available on a first-come, first-served basis only are available at Lyon Avenue and Pemberwick Park.

2003-2004 Fiscal Year Revenues

Organized Recreation	\$574,011
Senior Center	55,212
Eastern Greenwich Civic Center	146,660
Neighborhood Community Centers	24,015
Dorothy Hamill Skating Rink	429,521
Western Greenwich Civic Center	74,637
Greenwich Skatepark	34,060
Totals:	\$1,338,116

Peter J. Mandras, Jr.
Superintendent of Recreation

HOUSING AUTHORITY OF THE TOWN OF GREENWICH

	<u>2004-05</u>	<u>2003-04</u>	<u>2002-03</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Revenue:	\$0	\$0	\$0

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.	Health
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
Girl Scout Council of Southwestern Connecticut, Inc.	

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. Financed 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>2005-05</u>	<u>2004-04</u>	<u>2003-03</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$ 94,560.46	\$ 184,019.81	\$160,711.58
Capital	\$282,374.40	\$ 858,932.75	\$666,786.85
Total:	<u>\$376,934.86</u>	<u>\$1,042,955.56</u>	<u>\$827,498.43</u>
Revenue:	\$38,718	\$38,718	\$38,718

Note: The CDBG Program Year is from January to December. Current Expenditures represent annual program monies spent for Administrative budget while Capital Expenditures represent annual program monies expended as they are paid out to CDBG program recipients.

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 participates in the Community Development Block Grant program. The CDBG program is designed to leverage CDBG (federal) dollars with local, State, and/or private funds.

To receive the CDBG Entitlement funds (annually), the Town of Greenwich is required to submit a Consolidated Plan (3 to 5 years) and an Annual One-Year Action Plan. The CDBG Office has developed a Citizen Participation Plan and Calendar to provide an opportunity for citizens to participate in the development of and advise on the CDBG program. The Community Development Advisory Committee (CDAC) consists of a member from each Representative Town Meeting (RTM) Districts, Board of Estimate and Taxation (2 members), 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 consists of Year 2005 Annual One-Year Action Plan, covering January 1st 2005 – December 31st 2005. Note: The Year 2005 Annual One-Year Action Plan is the 1st increment of the Five-Year Consolidated Plan (January 1st 2005 – December 31st 2009) and prior year activities that have been completed or have started work during year 2004. A notice of CDBG funding availability for the upcoming year is announced in May each year preceding the beginning of the program (program year). This is followed with a community-wide mailing and public notices inviting interested people/agencies to apply for the anticipated grant funds. Completed proposals (received by the due date) are then evaluated and ranked by the CDBG staff for eligibility (per CDBG regulations). Copies of each proposal with CDBG staff comments are then provided to the CDAC for further review. CDAC members meet with applicants to discuss the merits and feasibility of submitted proposals and arrange for site visits. After further CDAC discussions, they make their funding recommendations to the First Selectman. The First Selectman then holds a public hearing during the month of July/August on the Proposed One Year Action Plan to solicit public comments/suggestions. The Board of Estimate and Taxation (Budget Committee) grants budget approval in September and the “Community Development Block Grant Proposed Annual One-Year Action Plan” is placed on the RTM Call for action at their October meeting. The Final One-

Year Action Plan is submitted to the Housing and Urban Development (HUD) in November for action by January.

Prior Year Program Activities.

HDF, Inc. – Adopt-A-House program (from PY2001) was able to complete their proposed service by the end of year 2004. A total of ten (10) Greenwich households were assisted in purchasing their first homes using the 2001 CDBG grant. Byram Archibald Neighborhood Center (BANC) had completed its renovation project proposed during PY2003. Work done are as follows: installed new gym floors (rubber), replaced front and rear doors, replaced boiler manifold, replaced bath stalls, installed computer desks in the computer room. The Housing Authority of the Town of Greenwich (HATG) – Day Care rehabilitation project proposed during PY2003 that was postponed during 2004 due to mercury spill, is now underway and HATG is anticipating the project to be completed by the end of 2005. The Pathways, Inc. Rehabilitation project at 509 East Putnam Ave is now underway. Pathways, Inc. was approved to receive CDBG grants from three program years (1997, 1999 and 2000) for a total of \$875,000. Project was delayed due to litigation by the Neighborhood Association but was settled in Pathways’ favor. Project is due for completion in fall of 2005. The LMG – Bathroom rehabilitation for ADA compliance project was delayed due to lack of expected State funding. LMG applied to the City of Stamford CDBG program for additional funding. The City of Stamford Community Development Office is the lead agency for the rehabilitation. Contracts have been executed and construction is due to start in September of 2005.

2004 Program Activities.

The Year 2004 CDBG entitlement for Greenwich, Connecticut was \$1,115,000. All of the public service programs planned for PY2004 were completed as of December 31st 2004. Public Service programs include the following; Boy and Girls Club of Greenwich – Character Development and Project Learn programs, Dental Center of Stamford – Dental Services program, Family Centers – Head Start and RITE programs, Food Bank of Lower Fairfield County – Food Services program, Greenwich Adult Day Care – Nursing and Transportation programs, Greenwich School Age Child Care – Before and After School program, Jewish Family Services – Super marketing for Seniors program, Kids in Crisis – TLC program, Shelter for the Homeless – Food Services program, St. Luke’s Community Services – Women’s Housing program, TAG – Transportation program and Greenwich YWCA – Domestic Abuse Services program. On the other hand, not all rehabilitation projects were completed as of December 31st 2005. Completed rehabilitation projects are as follows; Domus Foundation – Passage Group Home renovation project, ARC of Greenwich – Kitchen renovation project, LMG – Kitchen Equipment project, Pathways – Kitchen Renovation at Davis Ave Group Home project and Shelter for the Homeless – Pacific House renovation (phase I) project. Underway projects are; Family Centers – Roof replacement project (stopped due to weather condition), Housing Authority of the Town of Greenwich – Hollow Wood Development project (waiting for CO from the Town’s Building Dept.) and St. Luke’s Community Services – Development of a Supportive Housing project (project is currently in the pre-development phase that includes finalization of architectural plans, a demolition plan, and applications for zoning and financing).

2005 Program Activities.

The Year 2005 CDBG entitlement for Greenwich, Connecticut was \$1,054,272. Following please find the activities, approved for CDBG funding, that provided services benefiting persons and families/households of low- and moderate-income (per CDBG income limits) Greenwich residents:

Approved and Underway as of June 30, 2005:

1. Boys and Girls Club of Greenwich - \$9,450 for the Project Learn and Character Development Programs.
2. CTE - \$25,000 for the Greenwich Individual Development Account Program
3. Dental Center of Stamford - \$12,300 for the partial cost of a Dental Hygienist.
4. Family Centers, Inc. - \$18,950 for the Head Start child day care & \$5,000 for RITE (job-training) Programs.
5. Greenwich School Age Child Care - \$18,900 for its Scholarship Fund (Before and After School Programs).
6. Housing Development Fund - \$50,000 for its Adopt-A-House Program.

7. Kids in Crisis - \$14,200 for the Nursing and Psychiatric Care Program.
8. Shelter for the Homeless - \$9,448 for the Food Services Program.
9. St. Luke's Community Services - \$14,200 for partial administrative cost of the Women's Housing Program.
10. Transportation Association of Greenwich - \$14,400 for partial administrative cost (Transportation Program).
11. YWCA of Greenwich - \$12,300 for the Domestic Abuse Services Program.
12. ARC of Greenwich - \$45,715 for the Installation of a Fire Suppression System Project.
13. Family Centers, Inc (Acquisition) - \$250,000 for the Gateway Preschool acquisition Project.
14. Shelter for the Homeless - \$20,000 partial cost of their Renovation Project (Phase II).
15. CDBG Administration - \$189,807.00

Activities with Pending Contract as of June 30, 2005:

1. Bridgeport Health Center - \$11,800 for the Stamford Community Health Center Outreach Worker Program for Greenwich residents.
2. Greenwich Hospital Assn. - \$23,000 for the Outpatient Dental Clinic Program.
3. Greenwich Adult Day Care - \$500,000 for the development of an adult day center Project.

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 conducts 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 Year 2004 is on file and the CAPER for Year 2005 will be submitted to HUD in March of 2006.

PY2005 Projects.

Family Centers was approved to receive \$250,000 to support their acquisition of the Gateway Preschool property. Acquisition of this property is an important investment to secure the future of the childcare center, which is a necessary and needed service for the Greenwich community. Greenwich Adult Day Care (GADC) was approved to receive \$500,000 to support the rehabilitation of the Pump House located at 850 East Putnam Ave, Cos Cob into a Day Care Center. This project, once completed, will be a great opportunity for GADC to extend and improve their adult day care services to the Greenwich community.

New Laws/Statutes Affecting CDBG Program.

HUD implemented the use of Outcome Performance Measurement System, a system that now requires all CDBG grantees to report the outcome of each of the programs and projects proposed in the One-Year Action Plan using specific terminology (from nine uniform outcome choices). In addition, new screens have been added to the online system/database (IDIS) that now requires all CDBG grantees to identify the types of organizations carrying out CDBG activities, the names of those organizations, and the amount of CDBG funds expended by those organizations (in response to a request from the White House Office for Faith-based and Community Initiatives).

New Activities.

The CDBG program anticipates that Greenwich, Connecticut will receive an entitlement of \$900,000 (+/-) and an annual loan repayment of \$38,718. The total amount of funds expected to be available for Year 2006 is \$938,718.00. New funding activities (for the 2006 program year) will be undertaken per the application/citizen participation process described in the first section of the Annual Report.

Staffing.

There are two full-time employees in the Community Development Office and the director reports directly to the First Selectman.

Nancy C. Brown
CDBG Director

TOWN OFFICERS
(as of 6-30-2005)

BOARD OF HEALTH* (4-year term)

(Terms expire March 31)
Lisbeth S. Beck (2006)
Joan Gyesky (2008)
Ira Bloom (2006)
Scott Johnson (2008)
Gary Oztemel (2006) **CHR**
Winston Robinson (2006)
Robert Oca (2008)
William Finger (2006)
Richard Wellington (2008)
James A.Lash, Ex-Officio

Director:
Joseph Siciliano

BOARD OF SELECTMEN (2-year term)

(Terms expire November 30, 2005)
James A. Lash, 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)
Kathy Harsany (2007)
Diane C Fox (2006)
Patricia Geismar (2006)
Anne Drake (2006)
Karen Harsany (2007)
Kimberly Terrenoire (2008)
Russell Turk (2007)
James A. Lash, Ex-Officio

ALARM APPEALS BOARD* (4-year term)

(Terms expire March 31)

Charles T. Coyle (2006)
Romano Orlando (2006)
Sean Turpin (2008)
Robert Fogg (2006)
Domineck DeFranco (2008)

ARCHITECTURAL REVIEW COMMITTEE* (4-year term)

(Terms expire June 30)

Paul Pugliese, Co-Chairman (1998)
John Dixon (2002)
Kenneth Deck (2002)
Gerald Mylroie (2001)
Mary Jo Bridge Palmer (2002)
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 (2007)
Virginia Gwynn (2007)
William G. Kelly (2007)
Stephen Loparco (2007)
Sandra Walters (2005)
Paul A.Toretta (2005)

Superintendent of Schools:
Larry Leverett

Deputy Superintendent:

BOARD OF ESTIMATE AND TAXATION* (2-year term)

(Terms expire December 31, 2005)

Peter Tessei, **CHR**
Valeria P. Storms
Michael S Mason
Stephen Walko
Robert Stone
Jara Burnett
Laurence Simon
Stephen Walko
Kathryn K. Guimard
Edward T. Krumeich, Jr.
Peter E. Berg
Alma Rutgers

BOARD OF ETHICS* (3-year term)

(Terms expire March 31)

Victor R. Coudert, Jr., **CHR** (2007)
Jeffrey Ramer (2007)
Robert Curtis (2006)
Miles McDonald (2006)
Rev Susan M Craig (2008)
James A. Lash, Ex-Officio

BOARD OF HEALTH* (4-year term)

(Terms expire March 31)

Robert L Ailleo (2008)
Peter Arturi (2008)
Marilyn R. Cahn (2008)
Robert Carangelo **CHR** (2006)
Elaine M Suchman (2008)
Forbes Delany (2006)
Dr. Naomi Tamerin (2006)
James A. Lash, Ex-Officio

Director of Health:

Caroline Baisley, Director

BOARD OF PARKS AND RECREATION* (4-year term)

BOARD OF ASSESSMENT APPEALS (2-year term)

(Terms expire December 31, 2005)

Richard Kriskey
Jeff Reardon
Bill Bambrick
Mary McNamee
Rowland Harris

COMMISSION ON AGING

(Terms expire April 1)

Betty Hauptman (2006) **CHR**
Alan Berk (2006)
Karen T LaMonica (2007)
Catherine Brennan (2008)
Steven Dudley (2007)
Mary Bausch (2008)
Lori Jackson (2008)

**BUILDING CODE BOARD OF STANDARDS
AND APPEALS** (5-year term)

(Terms expire March 31)
Karen Cuscina (2004)
Thomas Cholnokoy (2003)
Michael J. Franco (2005)
William Lavalette (2006)
Harry E. Peden, Jr. (2007)

Lawrence Perry (2009)
John R. Conte (2009)
Christine Ana Coon (2008)
Thomas R. Baptist (2009) CHR
Mathew Popp(2005)
Christie A Coon (2008)
William Grempp (2008)
Lawrence Perry (2009)
Inland Wetlands Director:
Mark G. Massoud

Coordinator of Commission on Aging:
Sam Deibler

CONSERVATION COMMISSION (4-year term)

(Terms expire March 31)
Alexander Brash (2005)
William Rutherford,CHR(2005)
Lisette Henrey(2004)
Nancy Dickinson(2007)
Eric Brower (2007)
Sue Baker (2005)

CONSTABLES (2-year term)

(Terms expire December 31, 2003)
James E. Clifford
Stephen J. Paulo,Sr
Anthony Hayden
Siegrun K. Pottgen
Dominick R. Romeo, Jr.
James Fahy

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:

Ted Gwartney

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)
James A. Lash,,Ex -Officio

HISTORIC DISTRICT COMMISSION* (5-year term)

(Terms expire March 31)
Phyllis Sheridan (2007)
Christopher Holbrook (2008)CHR
Joan L Faust (2009)
Elizabeth (Anne) Maletta (2008)
Susan Richardson (2007)CHR
Paul F. Hopper (2010)
James A. Lash,Ex-officio

HOUSING AUTHORITY* (5-year term)

(Terms expire July 31)

James Himes (2007)
Darlene Gerald (2005)
George Yankowich (2004)
Bernadette Settlemeyer (2008)
Jonathan D DuBois (2006)

INLAND WETLANDS AND WATER COURSES AGENCY*

(4-year term)

(Terms expire March 31)

JUSTICES OF THE PEACE (4-year term)

(Terms expire January 5,2005)
Fred Baker
Rocco Benvenuto
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

**DEMOCRATIC TOWN
COMMITTEE**

(6-30-05)

As on file with the Town Clerks Office

District 1

Cornelius Grealy
Patricia Greene
Judith A Greene
Alma Rutgers
Mary B. McNamee
Penny Monahan
Pamela Frederick

District 2

Stuart Coan
Walter H Liebman
Thomas Nacinovich
Brad Markowitz
Linda Loftus

District 3

Stacy Mortenson
George VonTobel
Mary Lou VonTobel

District 4

Dominick DeFranco
Anne Blumensaadt
Sharon Vecchiolla
Elizabeth Shopvick

District 5

Susan Anderson
Patty Auchincloss
Sarah Dickinson
Tamiko Pittocco
Elizabaeth Bonsal
Shirley Jankowich

District 6

Gerald Pollack
William Kelly
Anthony Hayden
Elizabeth Harkins
Barbara Hegarty
Isabel Rodriques
John Driscoll
John Harkins

District 7

Edward Krumeich
Richard V Bergstresser
Phyllis Matthews
Winston Robinson
Elizabeth Krumeich

District 8

Judith Berg
Peter Berg
Peter Close
Merrick Alpert
James J. Fahy
Mary Ellen Fahy
James Himes
Virginia Gwynn
John Whalen

District 9

John Booth
Donald Sargeant
Roberta Nickerson
Howard Richman
Barbara Rosenthal
Leo Rosenthal

District 10

Michael Sandifer
William Grad
Charles Lee

District 11

Sigmund Beck
William Finger
Joseph Huley
Harry LeBien
David Singer
Edmond Kavounas

District 12

William Bambrick
Polly Franck
Sandra Bendfeldt
Don Abbasi
Seymour Polansky
Elaine Suchman
Dominick Romeo
Florence Spool

**REPUBLICAN TOWN
COMMITTEE**

(6-30-05)

As on file with the Town Clerks Office

District 1

Carl G. R. Carlson, Jr.
Mary G. Pellegrino
Robert J. Oca
Edward D. Dadakis
Carol A. Zarrilli

District 2

John Toner
Peter K. Joyce
Cecilia Morgan
Paul Toretta
Suzanne Geiss-Robbins

District 3

Francis R. Musca, Jr.
Louise T. Bavis
Veronica Baron Musca
David J. D'Andrea

District 4

Alfred F. Camillo, Jr
Mary Ann Mullen
Linda deSeife
Peter D. Millard

District 5

Carol Shattuck
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
Michael Barnaby

District 7

James Campbell
Leslie T. Tarkington
Robert S. Searle
Winona S. Mullis
Marianne Gattinella

District 8

Michael Mason
Randy Caravella
Anthony Tod Laudonia
Linda Moshier
David Theis

District 9

James E. Clifford
Lucy A. Macaluso
Dorothy Waurishuk
Anthony Medico
Joseph A. Ricciardi

District 10

Robert J. Richardson
Sandra N. Waters
William H. Nickerson
Adalbert VonGontard

District 11

Bea Crumbine
Christa Hartch
Stu Reider
Jack Kriskey
George Schiele

District 12

Richard Perri
Paula Corrado
Nick Fortunato
Mary Romeo

REPRESENTATIVE TOWN MEETING MEMBERSHIP
(as of 6-30-05)
Term Expires December 31, 2005

District 1, South Center

Carl G. Carlson, Jr.VC
George F. Chelwick
Mary Ambrogio
Norman R. Collins
Edward D. Dadakis
Pamela Frederick
Margaret W. Frey, SEC
Gregory S. Frumin
Nora Gentry

Hans A. Helbig
Dean L. Goss, CHR
Richard P. Holleran
Patrick F. Maher
Sue A McClenachan

Richard A. Muskus
Mary G. Pellegrino
Julie L. Ray
Timothy Schipper
Najm Shams
Carol A. Zarrilli

District 2, Harbor

William C. Andersen
Kevin J. Brogan, CHR
Duncan G. Burke
Nancy B. Burke
Carlo F. Cantavero
Donald R. Conway
Forbes Delany
Nancy A. Fogwell, VCHR

Cecilia H. Morgan
Wilma Nacinovich, SEC
Meredith Relyea

Mark Schroeder
Paul Settelmeyer
John F. Toner
Douglas J. Wells

District 3, Chickahominy

Michael Aurelia
Louise T. Bavis, SEC
Mercedes Blackson
Laurel G. Colombo
Thomas P. Conelias, VCHR
Holly Delohery

Lisa J. Hoffman
Murray S. Paroly
J. Robert Tuthill, CHR
M. Michael Warner

District 4, Bvram

Felix Andreoni
Steven B. Anderson
Frances Avery
Russell Bowman
Linda R. DeSeife, VCHR
Thomas J. Greco

Robert J. McKnight, Jr CHR
Dustin K. Manocha
Maria M. Popp
David C. Rupert
Josiane Schaffner-Parnell

Donald R. Vitt

District 5, Riverside

Frederick L. Baker, III
Franklin H. Bloomer, Jr.
Robert K. Brady
Edward T. Broadhurst, III
Elizabeth C. Campbell
James H Daine
Jennifer A. Dayton
Kara S. Donahue, SEC
Laura B. Erickson

Mary S. Ferry, CHR
James W. Innes
Gerald S. Isaacson
Jacqueline M. Jodi
Lucy B. Krasnor
Karen S. Oztemel

Walter C. Slack
Samuel T. Telerico
James W. Vaughan
Nancy Weissler VCHR

District 6, Old Greenwich

Michael J. Barnaby, VCHR
Jeanne A. Barr
Thomas J. Byrne
Abelardo S. Curdumi
Carol C. Ducret
Richard F. Grieb

Robert Guerrieri
Kelly J. Houston
Walter K. Howe
Coline Jenkin, CHR
Claudia M. Keeler
Arline Lomazzo, SEC

Edward M Manganiello
Stephen Meskers
Stephanie R Paulmeno
Barbara T. Rudd Nucci
Karen A. Sadik-Kahn
Charles Spiess
John Winthrop

District 7, North Center

David P. Agnew
Eleanor S. Bloom

Patricia G. Elsaesser,
Patrick J. Gillis

Susan M. Morton
Winona S. Mullis

Michael K. Burke
James Campbell
William J. Clark
Alice B. Duff
Robert S. Dustin, Jr.

Randall Huffman
Angela M Hyland
Mary A. Jacobson
Janet K. Lockton
Roger H. Lourie, VCHR
Ralph M. McDermid, Jr

Robert S. Searle, SEC
Valerie Stauffer, CHR
Joseph L. Williams

Susie L. Anderson, SEC
Nikos Adovasio
Peter Basilevsky
James G. Boutelle
Joshua H. Brown
Francis J. Burgweger, Jr
William F. Carlson
Nancy P. Chapin
Jeffrey A. Cooper
Mark W. Dawson
Janet Lynn DeLuca
Charles L. Edwards, III

District 8, Cos Cob
Christine L. Edwards
Gordon A Ennis
Caroline A. Frano,
Richard Kral, Jr, CHR
Anthony Tod Laudonia
Sally M. Mackenzie
David Melick
R. Blair Murphy

James J. O'Brien
David S. Ornstein
Mark A. Samuel
John A Shulman
Stephen M. Soler
Christopher R. vonKeyserling

Robert L. Beerman
Meredith C. Braxton, CHR
Christopher Cole
Paul F. Curtis
Evan L. Delman
Vicent A. DiMarco, VCHR
Robert C. Dobbs, Jr.
Betsy S. Frumin
Donna Guadoso-Zeale

District 9, Pemberwick-Glenville
Richard A. Kontos
Arthur D. Norton
Frank P. Petise
Alexander J. Popp, Jr
James C. Reilly
Adele Rota

Frank C. Rota
Michael J. Tedesco
Dorothy M. Waurishuk

Gerald L. Anderson, VCHR
Robert M. Byrnes
ZJoan E. Caldwell, CHR
Robert Chiappetta
Jean Pierre Diels
David W. Detjen
Brian D. Forrow
Swan M. Grant
Gale Hartch

District 10, North West
Lloyd N. Hull
William B. James
Lawrence E. Larson
John M. Lucaarelli
Madeleine R. Marchese
C. Hooker O'Malley

Robert J. Richardson
Howard Roitman
Gary J. Rothman
Alan A. Small
Richard J. Stefani
Beverly S. White

Mary H. Bruce
Richard D. Bruce
Vincent M. Buonanno
Peter A. Clauson
Joseph P. Coleman
Steven M. Drexler
Despina K. Fassuliotis

District 11, North East
Gina F. Higbie, CHR
David L. Hoffman
Joseph Huley
Todd Kennedy, VCHR
Stanley J. Klein
Robert V. Lardon
Mary Hope Lewis
Fern M. Lindsay

Joseph L. Pellegrino
Homer Rees
Sabine Schoenberg
Christopher D. Smith
Cynthia L. Smith
Sheilah T. Smith
Michael L. Spilo
Mary S. Waldron

Bill Bambrick
Thomas E. Bancroft
Fred A. DeCaro, III, SEC
Richard S. DiPreta
Ryan A. Greene
Christopher T. Harris
Barbara G. Hindman

District 12, Havemeyer
James B. Hoffman
Robert C. Kavee
Robert T. May, CHR
Peggy B. Moore
David J. Norton
Robert Perri, VCHR
Hope Polidoro

Gerald J. Porricelli
Michael E. Pouliot
Robert F. Robben
Sandra A. Romaniello
Mary Romeo
Peter M. Sherr
Claire S. Simonelli
Jane S. Sulich

**REPRESENTATIVE TOWN MEETING DISTRICTS
BOUNDARIES - REGISTERED VOTERS**

(6-30-05)

As on file with the Town Clerks Office

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.

