



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
BUDGET COMMITTEE MEETING  
TOWN HALL LOUNGE – Lower Level  
Tuesday, September 15, 2009 - 6:30 PM**

**AGENDA**

**Requests for Budget Adjustments**

<b><u>Number</u></b>	<b><u>Department</u></b>		<b><u>Purpose</u></b>
ED-1	<b>BOE</b> A6200468-51060	<u>\$ 10,000</u>	Transfer Teachers - Regular Wages
CC-1	<b>Conservation</b> A172-53010	<u>\$ 500</u>	Additional Appropriation Atlantic Center for the Environment mini-grant - Supplies
PW-3	<b>DPW</b> Z312-59120	<u>\$ 215,327</u>	Additional Appropriation Vac-All

**New Business continued:**

- Workers Compensation Discussion
- Report on Status of Current Economic Conditions
- Senior Tax Deferral Program Discussion
- Accrued Sick/Vacation Payout Policy Discussion
- Review Draft Budget Guidelines for 2010 – 2011
- Approval of 2010 BET Budget Meeting Schedule

**Old Business:**

**Approval of BET Budget Committee Meeting Minutes for:**

- BET Budget Committee Meeting July 14, 2009

**Town Of Greenwich  
Request Form For Budget Adjustments**

BET Meeting Date: 

Sep-09
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Application #: 

ED 1
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Department & Division: BOE  
Action Requested: Transfer  
Date of Submission: August 20, 2009

	Fund	Dept	Object	Project	Desc	Amount
To:	A	6200468	51060		Tchrs-Reg Wages	10,000
From:	A	6200468	52090		Tuition	10,000

*Justification of Request: (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)*  
*Money budgeted for tuition will be used for same purpose but a different mode / method of training. For IB Training, Teachers - Wages Object 106 is the correct expense category.*

Department Head: 

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: \_\_\_\_\_ Comptroller: \_\_\_\_\_

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

<p>_____ Approved</p> <p>_____ Disapproved</p> <p>_____ Modified as follows:</p>	<p>Motion:</p> <p>Second:</p> <p>Clerk of the Board: _____</p>
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This form should be submitted with 38 blue copies in addition to a current Appropriation Statement

**Town Of Greenwich  
Request Form For Budget Adjustments**

**BET Meeting Date:** Sep-09  
**Application #:** CC 1

**Department & Division:** Conservation Comm  
**Action Requested:** Additional Appropriation  
**Date of Submission:** September 1, 2009

	Fund	Dept	Object	Project	Desc	Amount
<b>To:</b>	A	<del>172</del> 174	53010		Supplies	500
<b>From:</b>						500

*Justification of Request:* (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)

*\$500 was received via a mini-grant from the Atlantic Center for the Environment. This money will be used to purchase computer equipment to be housed at the Greenwich Adult Day Care to augment the equipment used to operate the fishway camera.*

Board Chairman \_\_\_\_\_ Department Head: *Dawni Savage*

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: \_\_\_\_\_ Comptroller: \_\_\_\_\_

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

\_\_\_\_\_ Approved Motion: \_\_\_\_\_  
 \_\_\_\_\_ Disapproved  
 \_\_\_\_\_ Modified as follows: Second: \_\_\_\_\_  
 Clerk of the Board: \_\_\_\_\_

**TOWN OF GREENWICH, CT – Representative Town Meeting**

ITEM NO: *Entered by Town Clerk*  
DEPARTMENT: Conservation Commission 0909CC01  
CONTACT: Denise Savageau 622-6461 denise.savageau@greenwichct.org  
REFERRED TO: *Entered by Town Clerk*  
VOTES: Board or commission name vote (y/n/a)

**RESOLVED**, that (a) the Conservation Commission of the Town of Greenwich be hereby authorized to accept receipts from the Atlantic Center for the Environment in the amount of \$500 and (b) these receipts to become appropriations in appropriate accounts upon approval of the Board of Estimate and Taxation.

**EXPLANATORY COMMENTS**

The Conservation Commission has received a mini-grant from the Atlantic Center for the Environment to purchase computer equipment to be housed at the Greenwich Adult Day Care to augment the equipment used to operate the fishway camera. No matching funds are required.

Minigrants such as this require minimal effort just a short letter of intent (1-2 pages) and a quick follow-up report (1 page) indicating the project has been completed.

**ATTACHMENTS**

na

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

QUEBEC-LABRADOR FOUNDATION, INC.  
55 SO. MAIN STREET  
IPSWICH, MA 01938

FIRST NATIONAL BANK OF IPSWICH  
IPSWICH, MASS.

53-471/113

CHECK DATE

7/16/2009

9921  
CHECK NO.

9921

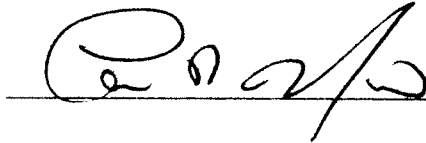
CHECK AMOUNT

\$\*\* 500.00

PAY \*\*Five hundred and 00/100 Dollars\*\*

TO  
THE  
ORDER  
OF

Brian Eltz  
Town of Greenwich Conservation Commission  
101 Field Point Rd  
Greenwich, CT 06830



MAY 15 2009  
SAFE GUARD  
MP

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈00992⑈ ⑆011304711⑆ 10517984⑈12



ATLANTIC CENTER FOR THE ENVIRONMENT

55 South Main Street • Ipswich, Massachusetts 01938  
978.356.0038 • FAX: 978.356.7322

**RECEIVED**

**JUL 20 2009**

**CONSERVATION**

15 June 2009

Mr. Brian Eltz  
Town of Greenwich Conservation Commission  
101 Field Point Road  
Greenwich, CT 06830

Dear Brian,

On behalf of the Quebec-Labrador Foundation/ Atlantic Center for the Environment (QLF), I am pleased to enclose your grant of \$500 from *The Sounds Conservancy Program*. We understand these funds are to be allocated to the program, *Flight-line analysis of the wading bird colony on Great Captains Island*.

*The Sounds Conservancy Program* will have an active summer season with, once again, more grantees this year than any other. We are interested in your research and programs, and it will be an honor to have you with us at our annual luncheon this July. The time and date will be confirmed by late-June. We hope you will be able to join us.

Again we are honored to have you with us as a Sounds Conservancy grantee.

Please feel free to stay in touch – I hope to help in whatever way possible. My number is (978) 356-5233. My email is [hhatch@QLF.org](mailto:hhatch@QLF.org)

Kind regards,

Henry Hatch  
Coordinator  
*The Sounds Conservancy Program*

Enclosure – check

QUEBEC-LABRADOR FOUNDATION



MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD

09/02/2009 15:08  
825jcolu

-- GREENWICH, CT --LIVE DB  
YTD EXPENSES\_F/Y\_2010

PG 1  
glytdbud

FOR 2010 13

JOURNAL DETAIL 2010 1 TO 2010 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
010 GENERAL GOVERNMENT							
A174 LAND USE ADMINISTRATION							
53010 OFFICE SUPPLIES							
A174 53010 OFFICE SUP	14,750	0	14,750	226.55	232.30	14,291.15	3.1%
07/01/09 BUC	14,750						
07/01/09 BUC	14,750			226.55			
08/18/09 API PO							
				226.55			
							ORIGINAL BUDGET 2010 ORIGINAL BUDGET 2010 CORE #492776
TOTAL OFFICE SUPPLIES	14,750	0	14,750	226.55	232.30	14,291.15	3.1%
TOTAL LAND USE ADMINISTRATION	14,750	0	14,750	226.55	232.30	14,291.15	3.1%
TOTAL GENERAL GOVERNMENT	14,750	0	14,750	226.55	232.30	14,291.15	3.1%
TOTAL EXPENSES	14,750	0	14,750	226.55	232.30	14,291.15	3.1%
GRAND TOTAL	14,750	0	14,750	226.55	232.30	14,291.15	3.1%

\*\* END OF REPORT - Generated by Jenny Colucci \*\*

**Town Of Greenwich  
Request Form For Budget Adjustments**

BET Meeting Date: 

Sep-09
PW 3



  
Application #: 

PW 3
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Department & Division: DPW  
Action Requested: Additional Appropriation  
Date of Submission: September 3, 2009

	Fund	Dept	Object	Project	Desc	Amount
<b>To:</b>	Z	312	59120		Vac-All	215,327
<b>From:</b>					Fund Balance	215,327

*Justification of Request:* (Set forth reasons the adjustment is required, the factors involved in arriving at costs, and the status of the account from which the transfer is made. Attach separate copy if necessary.)  
**Please see Attached Explanation.**

First Selectman:  Department Head: 

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: \_\_\_\_\_ Comptroller: \_\_\_\_\_

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

\_\_\_\_\_ Approved Motion: \_\_\_\_\_  
\_\_\_\_\_ Disapproved  
\_\_\_\_\_ Modified as follows: Second: \_\_\_\_\_  
Clerk of the Board: \_\_\_\_\_

This form should be submitted with 40 blue copies in addition to a current Appropriation Statement

## Interim Funding Request

Replacement Vehicle #D0167

This interim request is for additional funds in the amount of \$215,327.00 to be allocated to line item Z312-59120-219xx, "Vac-All".

DPW is requesting interim funds in the amount of \$215,327 to purchase a replacement vehicle for one Vac-All, Vehicle #D0167. This vehicle has been out of service for several months, and the necessary repairs to the body, cab and vehicle chassis are cost prohibitive.

DPW Highway Division has identified approximately 10,000 catch basins / drainage structures serving the Town's drainage system (this is not including numerous private structures within the overall system). With one Vac-all, staff can address approximately 2,000 to 3,000 structures / season. This second Vac-all is critical to Highway's drainage system maintenance program, allowing more structures to be cleaned. Such activities are essential to keep the system functioning as well as possible. In order to maintain the current cleaning/maintenance schedule, DPW has been renting a second Vac-All on a monthly basis at a cost of \$9,300.00 per month. If DPW had to lease this vehicle on a long-term basis the cost would be approximately \$112,000.00 annually.

The 15 year capital plan for Fleet has Vehicle #D0167 scheduled for replacement in FY 2010-2011 at an estimated cost of \$316,000.00. Typically this vehicle would have to be ordered and it would take up to a year for its manufacture and outfitting. Currently there is a 16 yard stock unit available from Bahr Sales which was previously ordered by another municipality and not purchased due to the current economic climate.

DPW has identified \$127,325.00 in capital equipment funding that can be returned to the fund balance in order to offset this additional appropriation request.

DPW will attend the September 15<sup>th</sup> meeting to answer any questions.

**Proposed Agenda**  
**Greenwich BET/CIRMA Meeting**  
**September 15<sup>th</sup>, 2009**

- 1. Settlement Request: Robin Miles**
- 2. Review of Annual Stewardship Loss Analysis**
- 3. Policy Cost Summary Report: Accrued Workers' Compensation Cost (as of 07/01/2009)**
- 4. Open Discussion with BET: Workers' Compensation**



**BUDGET COMMITTEE/BET/RTM MEETING SCHEDULE FOR 2010**

<b><u>BUDGET COMMITTEE</u></b>	<b><u>BOARD OF ESTIMATE AND TAXATION</u></b>	<b><u>RTM</u></b>	<b><u>RTM</u></b>
<b><u>Cone Room – 6:30 pm (unless noted)</u></b>	<b><u>Town Hall Meeting Room – 6:30 pm (unless noted)</u></b>		<b><u>SUBMISSION DEADLINES</u></b>

Tuesday, January 12, 2010	Monday, January 4, 2010 - BET Organizational Meeting Wednesday January 20, 2010 (Monday, January 18 – Martin Luther King Day)	January 19, 2010	December 24, 2009
Tuesday, February 9, 2010	Tuesday, February 16, 2010 (Monday, February 15 – President's Day)		
Tuesday, March 9, 2010	Monday, March 15, 2010	March 8, 2010	February 12, 2010
Tuesday, April 13, 2010	Monday, April 19, 2010	April 12, 2010	March 19, 2010
Tuesday, May 11, 2010	Monday, May 17, 2010	May 10, 2010	April 16, 2010
Tuesday, June 15, 2010	Monday, June 21, 2010	June 14, 2010	May 21, 2010
Tuesday, July 13, 2010	Monday, July 19, 2010		
Tuesday, August 10, 2010	Monday, August 16, 2010		
Tuesday, September 7, 2010	Monday, September 13, 2010	September 20, 2010	August 27, 2010
Tuesday, October 12, 2010	Monday, October 18, 2010	October 25, 2010	October 1, 2010
Tuesday, November 9, 2010	Monday, November 15, 2010		
Tuesday, December 14, 2010	Monday, December 20, 2010	December 13, 2010	November 19, 2010

As of 09/10/09

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE  
MINUTES  
Cone Room  
Tuesday, July 14, 2009

Committee:

Present: Michael S. Mason, Chairman; Laurence B. Simon, Robert S. Stone, Edward T. Krumeich, Jr.

Board: Nancy Barton, William Finger, William Kelly, Art Norton, Jeffrey Ramer, Leslie Tarkington, Stephen Walko

Ex-Officio

Board Member: First Selectman Peter Tesei

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director  
John Crary, Town Administrator  
Caroline Baisley, Director; Deborah Flynn, Business Office Manager, Health Dept.  
Amy Siebert, Commissioner, DPW  
Tom Greco, Manager, Business Services Operations; Fred Walters, Superintendent, Marine and Facility Operations, Parks & Recreation  
Raymond Augustine, Director of Financial Operations; Lynn Bausch, Acting Executive Director, Nathaniel Witherell

Others: Jonathan Asch, Harbormaster  
Leslie Moriarty, Board of Education

SUBJECT TO APPROVAL

The meeting was called to order at 6:30 P.M.

**Requests for Budget Adjustments**

**PR-1 Parks & Recreation – Additional Appropriation - \$24,692**

Mr. Greco explained that this request is to replace the inoperable marine sewage disposal facility, which is the only pump-out in Greenwich Harbor. Mr. Greco stated that the Connecticut Department of Environmental Protection, under the Connecticut Clean Vessel Act, will reimburse seventy-five percent of the cost of the project, and has issued a purchase order for the amount of \$18,519.00 in a show of good faith. A discussion followed regarding the approval process, the impact of potential cost over-runs, and installation.

Additional Appropriation:

\$ 24,692	to	Z834-5970-20961	Marine Sewage Disposal Facility
\$ 24,692	from		Capital Non Recurring

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

HD-1 Health – Approval to Use - \$61,030

Ms. Baisley explained that this request is to run two Flu Vaccine programs, one for seasonal and one for H1N1. A discussion followed regarding timing, distribution of vaccine, unused funds, and any unemployment liability to the Town when the grant ends.

Approval to Use:

\$ 56,593	to	F4034-51300	Temporary Salaries
\$ 4,337	to	F4034-57050	Social Security
\$ 61,030	from		Emergency Preparedness Grant

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

PW-1 DPW – Interim Appropriation - \$40,000

Ms. Siebert explained that this request is for additional funds needed for design scope, since that bridge started out as a repair in 2007 and then became eligible for federal funding from the State as a major rehabilitation. A brief discussion followed regarding the timeline, design process, construction, location of the bridge, and reimbursement.

Interim Appropriation:

\$ 40,000	to	Z312-59620-28007	Round Hill Road Bridge Repair
\$ 40,000	from		Capital Non Recurring Fund Balance

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

PW-2 DPW – Release of Conditions - \$250,000

Ms. Siebert explained that this request is to start the design of two critical projects, Brothers Brook restriction south of Rt. 1 and Church Street. Ms. Siebert provided the committee with a spreadsheet, developed by the DPW and the Flood Erosion Control Board, identifying proposed drainage projects in rank order. Ms. Siebert explained that some of the issues that influence the priority of a project are emergency access routes, major arteries, safety, and/or possible structural failure. A lengthy discussion followed regarding the master plan, public and agency input, prioritizing, the different types of projects, data collection and documentation, drainage rights, and identification of the source of the problems.

Release of Conditions:

\$ 250,000	to	Z312-59660-29032	Drainage
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The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a non-routine application.

NW-4 Nathaniel Witherell – Transfer - \$120,000

Mr. Augustine explained that this request was for FY 2008-2009 close-out. Mr. Augustine gave a brief overview of revenues and expenditures.

Transfer:  
\$ 120,000 to A450-51420 Prof Medical Dental  
\$ 100,000 from A450-53250 Medical Surgical Lab  
\$ 10,000 from A450-52220 Electric Service  
\$ 10,000 from A450-54050 Maint Building Supplies

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

FI-2 Finance – Administration – Transfer - \$25,000

Mr. Mynarski explained that this request was for FY 2008-2009 close-out. Mr. Mynarski gave a brief overview of the accounts involved. A brief discussion followed regarding fee comparison surveys and the costs of changing banks.

Transfer:  
\$ 25,000 to A130-52030 Bank Fees  
\$ 25,000 from A130-51010 Regular Salaries

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

SE-3 First Selectman – Approval to Use - \$20,370

Mr. Mason stated for clarification of the Harbormaster, new this year, and that there has been a miscommunication. This item was postponed from June because the BET did not have the authority to appropriate the funds until the new fiscal year begins on July 1, 2009.

Mr. Tesei gave an overview of the items requested and stated that the Harbormaster is a State appointed official through the town and the funding control will continue through the Selectman's office. Mr. Cray stated that this budget is for Coastal Resources, of which the Harbormaster is but one element and the Harbormaster is also member of the Coastal Resources Committee, which is an advisory body to the First Selectman. Mr. Mason stated that the BET can only release the funds to a Town entity. Mr. Tesei then gave an overview of the Coastal Resources Advisory Committee's focus.

Mr. Walko stated, for clarification, that the citizens of the town are taxed, through the mooring fees and the like. Money then is appropriated through both the BET and the RTM budget process and not until those monies are appropriated, which in future years will be done through the regular budget process, will then monies will be afforded to be used by the Harbormaster.

Because this was the first year, this sequence of events that did not occur until after July 1<sup>st</sup>. This will not be an ongoing problem.

A brief discussion followed regarding moorings.

Approval to Use:

\$ 1,500	to	F834-51300	Temp Salaries
\$ 250	to	F834-52110	Mileage
\$ 3,500	to	F834-52360	Software Maintenance/Rental
\$ 1,000	to	F834-53010	Office Supplies
\$ 3,000	to	F834-53500	Fuel
\$ 3,000	to	F834-53520	Boat Parts
\$ 8,000	to	F834-54300	Maint of Boats & Marinas
\$ 120	to	F834-57050	FICA
\$ 20,370	from	F834-35005	RRR Coastal Resources

The Committee voted 4-0-0 to approve the request and forward it to the Board of Estimate and Taxation as a routine application.

**NEW BUSINESS**

Report on Status of Current Economic Conditions

Mr. Gieger gave an explanation and overview of current fund balance and revenues. A discussion followed regarding expenditures, retiree benefits, fund balance including cash and accruals, salary savings, and the review and re-authorization of positions.

2010-2011 Budget

Mr. Gieger gave an explanation and overview of budget projections. A brief discussion followed regarding salary savings, bond and note rates, revenues, and BOE enrollment projections.

**APPROVAL OF MINUTES**

The Committee voted 4-0-0 to approve the minutes from the June 9, 2009, Regular Budget Committee Meeting.

There being no further business before the committee, the meeting was adjourned at 8:41 P.M.

Respectfully submitted,

\_\_\_\_\_  
Maria Bocchino, Recording Secretary

\_\_\_\_\_  
Michael S. Mason, Chairman