

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION

BUDGET COMMITTEE

MINUTES – Cone Meeting Room

Monday, February 10, 2003

Present: Committee members:
James Lash, Chairman, Frank Mazza, Laurence Simon, Val Storms

Staff: Ed Gomeau, Comptroller: Roland Gieger, Budget Director

Chairman Lash called the meeting to order at 1:12 PM

FY04 DEPARTMENTAL BUDGET REVIEWS, continued:

Nathaniel Witherell

Discussion of the proposed FY04 budget continued with a discussion of the 2% anticipated increase in the Medicaid reimbursement rate for the year. It was noted that revenue projections include this increase, and inasmuch as no bills currently before the state legislature call for reductions in state subsidies, this increase has remained in the most recent projections.

Medicare rates will increase October 1, 2003 and the proposed 10% cut has not been included in the budget.

Since November 1, 2002, 21 certified nurse's aides have been added to the staff on a part time basis. Utilizing these personnel in lieu of full time staff for weekend duty will reduce overtime expenses appreciably. At TNW, the hourly compensation for CNAs at \$16 per hour for a daytime shift is considerably above the market rate. As a result, adding part-time staff is not difficult.

Ray Augustine, Director of Financial Operations, distributed a summary of overtime expenditures for the last four weeks. Peter Madden, Executive Director, distributed a scheduling plan that indicated those positions that were 'must fill' in the event of a vacancy. The committee requested that total headcount figures be adjusted to show elimination of the two positions in the rehabilitation department and that the staffing schedules be quantified into labor costs by category.

A discussion followed regarding the 'holiday pay' classification and its use. The committee requested clarification from Gwynn Lamont, consultant to the facility. Based upon the information provided, it appeared that holiday hours were being double-counted as both holidays and regular salary. Holidays are part of the salary, and the coverage for holidays either comes from overtime, part time, or nursing pool.

Mr. Gieger reported that at this juncture, TNW's revenue projections are down and their expenses have increased, netting a -\$600K impact on the FY04 budget.

TNW will present their report and budget request to the committee at 9AM on Friday, February 14, with advance copies by email to the committee members.

Information Technology Department

Boris Hutorin, Director of Information Technology, plans to use a portion of the current \$800K GIS encumbrance to do a new flyover the Town of Greenwich and then to locate this flyover onto the Town's current GIS maps. Estimated expense for this activity was \$285,000.

The GPS system is now in place, and it can be utilized to add additional layers onto the town GIS maps, such as fire hydrants, lights, etc.

Mr. Simon requested that cost projections and timing be developed for the project, including anticipated start and completion dates.

Mr. Hutorin reported that a number of additional GIS projects have been identified by various town departments. These projects include the updated photos, addition of snow and leaf removal routes, sewer districts, hydrant placement, etc.

Mr. Simon requested that a list be developed of other 'wish list' items for the GIS system that were currently unfunded, such as historical wetlands information.

Mr. Lash expressed his concern that the committee had no knowledge of the anticipated or potential GIS projects, their uses, costs or priority. He requested that a spending plan be developed and that the logic behind establishment of the priorities assigned to various projects be provided.

Mr. Simon inquired as to the rationale of the Library in capitalizing its software purchases. Mr. Gomeau will research the issue and provide clarification to the committee.

Mr. Simon expressed his opinion that more application-specific specialists were required. Messrs. Gomeau and Hutorin both disagreed, stating that unless department staff took responsibility for learning and utilizing various applications, their usefulness as management and information tools would continue to be limited.

Retirement System

Mr. Simon inquired as to \$10K microfilming expense. Mrs. Benner reported that the department planned to begin making permanent copies of the historical retiree data files in response to the town-wide disaster recovery plan, and that microfilm was the title of the object code, not necessarily the method to be used to create the permanent records. Mr. Simon suggested that an indexed optical storage system might provide superior performance.

Human Resources Committee Report

Mr. Walko reported that despite reinforcement of the budget guidelines calling for a hiring freeze or headcount reductions, no reduction in the table of organization had been provided by the First Selectman. He also reported that the departments with current position vacancies did not communicate any intent to leave those positions vacant.

Affirmative Action Officer - The addition of one full-time Affirmative Action Officer has been offset by the elimination of one part-time position of Affirmative Action Officer and elimination of one position of Park Gardener I from the Bruce Park Shed.

Mr. Walko expressed concern that there appeared to have been little oversight over the AA officer to date and that the Board of Education has not agreed to increase their contribution toward this position once it is expanded. At this time the position is under the Office of the First Selectman, but the HR committee feels it would be more effective if placed under the HR Director. The potential for a dual reporting structure was discussed.

Assistant Inland Wetlands Compliance Officer(AIWCO) – The addition of one full-time position of Assistant Inland Wetlands Compliance Officer has been offset by the elimination of one part-time position of Assistant Wetlands Compliance Officer and one additional part-time position to be identified. Additional reductions of \$25,000 in consulting expenses going forward had also been identified as source of funding for the position.

Social Services – Downgrade (reclassification) of one vacant full-time position and one filled full-time position and upgrade of one part-time position to full-time on the Human Service staff. The offsets identified for this position and the AIWCO are from the reductions taken in the rehabilitation staff at Nathaniel Witherell. Mr. Walko expressed serious reservations about the appropriateness of these offsets, as TNW staff was going to be reduced irrespective of these two additions to the TO.

With regard to the AIWCO, Mr. Walko reported that upgrading the position from part- to full-time should result in better employee retention, as trainees tended to go to other local municipalities after a few months in the part-time position. He also noted that the major sources or workload backlog appeared to be in the resolution of outstanding compliance bond accounts.

Medical Records Clerk - Nathaniel Witherell – It was noted that the Coffee Shop Manager position remains vacant at this time. This position had been added to the TO on request of the facility last year and has never been filled.

The reclassification of one Medical Records Clerk from part-time to full-time at TNW is offset by the reclassification of one Cook I from full time to part-time at the facility, and elimination of one part-time Medical Records Clerk.

Perrot Library – Librarian I - Request to reclassify one position of Children's Program Assistant, to a Librarian I. LIUNA Grade level F was also approved.

Parks and Recreation – Golf Course Turf and Grounds Manager - Request to create one new position of Golf Course Turf and Grounds Manager, LIUNA C-1, and eliminate one position of

Golf Course Maintenance Supervisor, Teamster B-13, was approved. Funding for this change will come from the Revolving Fund.

Board of Education – Interpreter/Tutor - Request to create one new 10-month position of Interpreter/Tutor at Greenwich High School LIUNA grade C was approved.

Board of Education – Administrative Assistant I - Request to create one new position of AAI (12 months) at Greenwich High School. GMEA W-08. The offset to this position would be the elimination of a comparable position of AAI in the Havemeyer Building. It was noted that the position to be eliminated had been added to the TO last year at the request of the Board to support the Asst. Superintendent of Schools.

Board of Education – Administrative Clerical Assistant II - Request to create one new position of ACAII (10 months) GMEA W-06. The offset to this position was to be a one Custodian position at Western Civic Center, which would become vacant as a result of the planned renovation of the facility.

Planning and Zoning – Transportation Planner - Request to create a new position of Transportation Planner LIUNA C-1 (\$45,948 - \$68,928 – midpoint \$57,436.). This request has been denied due to lack of substantiating documentation and identification of an appropriate offsetting position in the current TO.

CALENDAR

The next meeting of the Budget Committee will be held on Tuesday, February 11 at 4PM in the Town Hall Meeting Room. The presentation from the Board of Education will follow at 6:00 PM.

Budget Consolidation will begin at 9AM in the Cone Room on Friday, February 14, 2003.

There being no further business before the Committee, the meeting was adjourned at 5:10 PM.

Respectfully submitted,

Charnel K. Benner, Recording Secretary

James A. Lash, Chairman