1. SUB TO APP BET Budget Comm. Dept. Review Day 2 Minutes
   Documents:
   
   SUB_TO_APP_BUDGET_DEPT_REVIEW_DAY_2_MINUTES_02-06-19.PDF

2. APPROVED Budget Dept. Review Day 2 Minutes
   Documents:

   APPROVED_BUDGET_DEPT_REVIEW_DAY_2_MINUTES_02-06-19.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE

DEPARTMENTAL REVIEW DAY TWO FOR FY19-2020 BUDGET
MINUTES
Cone Room – 9:00 A.M.
Wednesday, February 6, 2019

Present:

Committee: Leslie Moriarty, Chair; Michael Mason, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Al Cava, Director, Labor Relations Department; Angela Gencarelli, Finance Analyst, Finance Department; Roland Gieger, Budget Director; Tom Greco, Assistant Director, Parks & Recreation; Greg Hannigan, Director, General Services Division, Police Department; James Heavey, Chief, Police Department; Brian Kerzner, Superintendent, Marine and Facility Operations Division, Parks & Recreation; Mark Kordick, Captain, Operations Division, Police Department; Alan Monelli, Superintendent, DPW-Building Construction & Maintenance; Peter Mynarski, Comptroller; Joseph Siciliano, Director, Parks & Recreation; Susan Snyder, Superintendent, Recreation Division, Parks & Recreation; Charles J. Zsebik, Director, Purchasing & Administrative Services Department

Commissions: Bruce Angiolillo, Chairman, Harbor Management Commission; Susan Baker, Vice Chairman, Shellfish Commission; Frank Mazza, Commissioner, Harbor Management Commission

Board: Jill K. Oberlander, BET Chair; William Drake, Andreas Duus, Debra Hess, Karen Fassuliotis, Beth Krumeich, Anthony Turner, David Weisbrod

RTM: Lucia Jansen (D7, BOC); Roz Nicastro (D3, BOC); Dan Ozizmir (D5, BOC)

Public: Ken Borsuk, Reporter – Greenwich Time

Ms. Moriarty called the meeting to order at 9:01 A.M. She welcomed the audience and suggested that presenters provide an overview of what goals and objectives their departmental budgets were developed to fulfill during the upcoming fiscal year.

PARKS & RECREATION

Mr. Siciliano started with a discussion of the capital projects for Hamill Skating Rink and Eastern Greenwich Civic Center. Mr. Siciliano updated the Committee on the status of the planning Dorothy Hamill Skating Rink as feasibility funds were granted in the FY19 budget. He indicated they are in the process of doing the needs assessment and the FY20 request will finish the work on the feasibility study which includes the proposed scope for the project. He commented that the rink was 48-years old and annual maintenance was becoming increasingly costly. The project could take 24-months to build after the site plan, environmental testing, A&E design phase and the BET and RTM approved the plan. He shared that rental income is down by 12% due to a decline in ice time rentals and referenced other area ice facilities. Members of the Committee
asked for more information about the current public and group utilization of the rink, the reasons for the revenue decline, for an understanding of the competitive market and the site issues including the transition plan.

Regarding **Eastern Greenwich Civic Center** project, Mr. Siciliano described the project’s planning process which included community input, a professional needs assessment and recommendations and a cost estimate to accommodate the resulting proposed “wish list”. He indicated the next step would be to issue an RFP for an architect to develop one or more proposals subject to the limits of the site and budget (parking availability, building footprint, approximate construction cost now estimated to be $15 million up from $12 million) and responsive to the user needs. The working group has enough funds to complete this work, but is asking for $300,000 in the FY20 budget to complete the architectural and engineering work. The Committee asked for a copy of the professional needs assessment study to continue its due diligence and if there is potential for a public/private partnership for the project. A copy of the environmental study required by a subject to release condition on a previous appropriation was requested when available.

There was a discussion about the Town’s playing **Fields**. He indicated there have been many reports on the condition and management plan for the fields with the latest one being in 2018. He said there has been a dramatic increase in the number of people using the fields with more off-season leagues and duplicate leagues, for both youth and adults. Last year, the fields had 28,000 hours of play. He described how demand is managed. In discussing what can be done to improve the situation, he talked about improving the existing fields at GHS, Central Middle School, Cos Cob Park and other locations. He also said the unaddressed issue is lights and said other communities have implemented reasonable restrictions on the use of lights to help play through dusk. The Committee discussed if a Fields Master Plan would help identify the opportunities for improvements and expansion of fields.

Due to time constraints, the discussion of the Parks and Recreation operating and capital budget was suspended at this time and was added to the end of the day’s meeting.

**POLICE DEPARTMENT**

Police Chief Heavey presented the many programs and services the department has to engage the community and keep residents safe. His budget up 2.8% includes funds to support the new radio system, continuation of the State accreditation process, continuation of a beach patrol during the season, an organized program to counter retail theft, the drug prevention council, implementation of a fiber network for the communication system, a second school resource officer without increasing the TOO, and continuation of other community programs. He indicated the department gets about $330,000 of grants for equipment. The department also is part of mutual aid agreements among Fairfield County police departments, with an example being that the Town would utilize Stamford’s bomb squad if needed. The department has reduced the outstanding comp time from $1.2 million to $700,000 and is getting revenue from the side job coordination effort. The department’s response time is 1.44 minutes for emergency calls and 4.01 minutes for non-emergencies. Chief Heavey reported that currently 44 officers are eligible for retirement. It takes one year to train new officers, so he is concerned about recruitment. In response to a question about the impact of an additional 1% budget reduction, Chief Heavey indicated he would consider the possible elimination of Greenwich Avenue traffic officers, a modification of Marine hours and/or a reduction in the 11-car posts located in the Town’s districts. He said there may be an opportunity for savings from a combination of window hours for general services and parking services since Parking Services department has been moved to the Police Department.
In presenting his capital requests, he discussed the need to update the Pistol Range to reflect different training environments. He supported the need for an in-town location due to impact on officer availability and overtime if they needed to travel. He discussed the request for 2 replacement motorcycles to replace units with over 20,000 miles. The department has 6 purchased and 1 donated motorcycles, which are used for special events (parades, motorcades, special traffic conditions). He also reviewed the other capital requests in the budget. For the 15-year capital plan, the Department is considering the addition of body cameras, however there still are several implementation issues to address.

**PURCHASING DEPARTMENT**

Director Zsebik reported the initiatives that were improving his department's services: reduction in the number of single source contracts from 42% in FY15 to 14% in FY19; increased number of vendors responding to RFBs and RFPs resulting from advertising in a broader range of media outlets from an average 1.8 in FY16 to 4.0 in FY19; expanded vendor and services directory for internal clients to explore a wide variety of services for potential purchases or outsourcing; locked in electricity rates at a favorable level; lower pricing on Service Agreements and Maintenance contracts achieved by negotiating 5-year contracts; and, process improvements reducing preparation time to publish RFP. He confirmed the threshold for RFP and bidding process is $15,000. For projects under $2,000, bids can be solicited by phone and for projects $2,000 - $15,000, 3 bids are required. All FOI requests now go to the Law Department.

**SHELLFISH COMMISSION**

Commission Vice Chair Susan Baker commented on the mission of the Commission to protect the Town’s 900-acres of shellfish beds and support propagation on its underwater farms. The Commission maintains 36 shoreline sites visited 12-times a year by its professional boat captain to sample possible shellfish farm contamination. University of Connecticut Center for Environmental Services tests shellfish farm samples. To raise awareness of its mission, the Commission advertises and conducts educational programs. The Shellfish Commission operates as a RRR fund, so the operating budget for the Commission is funded from its revenues, which are approximately $50,000 from clam farming, and $2,000 from permits. The FY20 budget was presented to the Committee.

**HARBOR MANAGEMENT COMMISSION**

Commission Chairman Bruce Angiolillo and Commissioner Frank Mazza described the Commission's mission as maintaining and implementing the Town's Harbor Management Plan and preservation of its coastal resources. The initiatives of the volunteer Board include registration of moorings, a study of silt in the harbor, oversight of the Army Corps of Engineers dredging and monitoring harbor environmental conditions. The Harbor Management Commission operates as a RRR fund, so the operating budget for the Commission is funded from its revenues, which are approximately $45,000 to $50,000. The FY20 budget was presented to the Committee.

The Commission is supporting a $2 million capital project for the dredging of the navigation channel in Greenwich Harbor, which will be 20% funded by the Town and 80% by State DOT. The appropriation is needed this year to be ready to start the project upon the approval of the Army Corps of Engineers. There is a dredging request in the 15-year capital plan for the Arch St ferry dock portion of the channel which might be able to be accomplished as part of the navigation channel project, though that portion of the project would be 100% funded by the Town.
PARKS & RECREATION (continuation from morning’s discussion)

Mr. Siciliano continued the review of additional capital projects. These include planning funds for redesign of Roger Sherman Baldwin Park, LED lighting at paddle and tennis courts, ferry boat maintenance, Greenwich Point causeway project, Byram marina boat slip enlargement, and others.

Mr. Siciliano introduced his operating budget which is a 1.5% increase over FY19 budget. He indicated the increases are primarily due to wage contracts and the increased use of online registration which results in higher bank fees. He indicated that the revenues for field rental does not cover the cost to maintain them, but there has been a desire to keep fees affordable. In response to the question about the impact of an additional 1% budget reduction, Mr. Siciliano indicated he would consider curtailing the July 4th fireworks, staffing Greenwich Point and Byram Beach for fewer months, changing the ferry days or hours of operation. He indicated the higher use of online recreation registration increases his department’s expenses for bank fees, which is a disincentive for this productivity improvement. Mr. Siciliano briefly covered the Park Department’s tree policy, facility dude for tracking, and the trees at risk program.

There being no further business before the Committee, the meeting adjourned at 5:00 P.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

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