1. SUB TO APP BET Budget Comm. Dept. Review Day 3 Minutes
   Documents:
   SUB_TO_APP_BUDGET_DEPT_REVIEW_DAY_3_MINUTES_02-08-19.PDF

2. APPROVED Budget Dept. Review Day 3 Minutes
   Documents:
   APPROVED_BUDGET_DEPT_REVIEW_DAY_3_MINUTES_02-08-19.PDF
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.

**PLANNING & ZONING**

In introductory remarks, Ms. DeLuca commented on improvements expected in online capabilities facilitated by new software, MUNICITY, that tracks the Town’s permitting and inspection processes. Other customer service initiatives included improved website information, coincident hours, and queue analysis of the building/zoning window lines. She discussed the budget to support the preparation of the POCD. The Committee asked questions about the POCD neighborhood “community character” capital project. There was a discussion of the Municipal Improvement (MI) process and the site planning information needed for P&Z action. She indicated...
the information required equates to what is needed for a preliminary site plan approval (surveys, drainage studies, traffic studies, elevations, and footprint information.) She recommended the New Lebanon School subject to release conditions process as a good process to follow. Ms. DeLuca indicated the P&Z operating budget is a 1.2% reduction from FY19 due to changes in personnel. She expressed a concern over the .35 part-time FTE position who reviews the 830G/affordable housing applications and requested an additional $25,000 to increase the number of hours dedicated to this area. In response to the question about how a 1% budget reduction would be implemented, she commented that she would reduce the consulting budget which contains funding for the review of certain aspects of applications, like traffic, the review of proposed zoning regulations, and the POCD development. She might also consider reducing the digital documentation effort, which would impact customer service levels.

**HUMAN SERVICES DEPARTMENT**

Dr. Barry, Human Services Director, introduced his remarks commenting that the Department’s operating budget has an 0.3% increase based on proposed streamlining of staff. The budget includes the conversion of 2 part-time case management positions into 1 full time position. The contributions to external entities is $874,000 versus $1,179,000 requested, and includes a $60,000 increase in the contribution to the YWCA’s Domestic Violence education programs. The Department’s priorities are for child and adult mental health and drug issues. A need has been identified to assist a third-party program of college touring for under-privileged teens. The department is also looking at an expansion of Teen Talk to elementary schools to establish rapport earlier in childhood development, which is not included in the FY20 budget. Dr. Barry indicated that stimulants and substance abuse are more of an issue in Greenwich than opioid abuse. The Prevention Council is helping to coordinate the response to the issues. He indicated depression and suicide are also big issues. The Youth Services Department’s survey of 4,000 students brought new issues such as vaping, alcohol and marijuana to the attention of the Board to formulate programming. The Committee asked about the cost of roll-out of Teen Talk to elementary schools and for a list of all fees paid by the Town to Transportation Association of Greenwich (TAG).

**FLEET DEPARTMENT**

Mr. Domesek introduced his budget of $2.9 million, which is a 6.3% increase due to higher prices for motor fuel and lubricants; however, the budget is an estimate since the contract for fuel is due in September. He commented on the success of the outsourcing of the parts room. In response to the question about how a 1% reduction would be implemented, he indicated he would take a little from each line item, but he wasn’t sure it could be accommodated.

He reviewed the capital budget for vehicles. He indicated all but 1 line item were replacement vehicles, determined by a review of maintenance records and age of equipment. In response to a question, he indicated the police department has 61 vehicles plus 6 bicycles; they include 25 marked cars, 16 unmarked cars, 7 motorcycles, 13 unique/special vehicles. At any time, there are usually 4-6 cars in for repair. The marked cars have about a 3-year life. The one new vehicle is for a DPW pickup truck. There is also a project for a replacement of the oil/water separator and a second propane filling station to be placed at Holly Hill. His strategy is to increase the use of propane fuel in the Town’s fleet.

**HEALTH DEPARTMENT**
Director Baisley introduced her FY2019-2020 budget that includes a 2.34% increase. This increase is mainly due to contractual salary increases and the addition of a part-time Emergency Preparedness Coordinator. The majority of the cost for the Emergency Preparedness coordinator will be covered by a State grant, but the budget includes $15,608 to cover the Town’s portion for the position. In response to a question about how a 1% budget reduction would be implemented, Ms. Baisley indicated she would take a little from each budget line, but believes service levels would be impacted. It might impact fluoride dental healthcare; preventative mosquito program; reducing flu clinic hours; or, senior pneumonia inoculation delivery.

**GREENWICH LIBRARY**

Ms. Ormerod-Glynn introduced Library Board of Director members who accompanied her to the presentation, including Joe Williams, Rob Marks, Tom Heagney, Nancy Klein, Gina Cravello, and asked Mr. Heagney, Chair of the Library’s Building Committee, to present the Library Master Plan under development since 2015. The proposed renovation would be on essentially the same building footprint but would capture under-utilized space for meeting rooms, renovate the auditorium, expand the Children’s Room, increase the size of the Teen Center, the Café and expand ADA accessibility. The plan includes a new lower level entry to the Café and a new meeting room for up to 100 people. The total cost estimate is $17,925,000 including a State supplement of 50% of the cost of expansion of the Children’s Room ($600,000). The project is expected to start construction in July 2019 and will take 15-18 months to complete. They expect to remain open throughout the construction period. The project is being funded primarily through private donations. The pledges already in hand, approximately $10 million, combine with the Library’s capital fund to bring the project close to the total required. The Library’s capital plan includes $984,000 of maintenance projects which are part of the Master Plan. The plan was developed by Peter Gisolfi Associates, who worked on the Byram Shubert Library and the contractor is Gilbane. Andy Fox is the owner’s representative.

Ms. Ormerod-Glynn indicated the operating budget is a 1.5% increase over FY19 budget. In response to the question about how a 1% budget reduction would be implemented, she responded that they would reduce acquisitions, reduce leased computers and/or cut hours.

The Library’s capital plan includes the start of the repair of the steel structure, which was investigated as part of last year’s budget. The Library’s construction consultant described the aggressive deterioration of current steel infrastructure and active corrosion requiring the need to stabilize with new structural steel. The Committee discussed the aggregation of the seven individual maintenance projects into one Renovation project, as was done for the Byram Library project. Ms. Ormerod-Glynn confirmed that that Library does not have a generator, which would take up too many parking spaces.

**PERROT LIBRARY**

Mr. McCarthy indicated his budget has an increase of 0.9% over FY19 budget, which required squeezing all line items to accommodate salary increases. He discussed the request in the capital budget for an emergency generator. He reminded the Committee that the Perrot Library is an emergency heating/cooling center. In future years, there will be requests for drainage and parking lot improvements and carpet replacements.

There being no further business before the Committee, the meeting adjourned at 3:40 P.M.
Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Leslie Moriarty, Chair
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.

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