1. SUB TO APP Budget Comm. Dept. Review Day 5 Minutes
   Documents:
   SUB_TO_APP_BUDGET_DEPT_REVIEW_DAY_5_MINUTES_02-20-19.PDF

2. APPROVED Budget Dept. Review Day 5 Minutes
   Documents:
   APPROVED_BUDGET_DePT_REVIEW_DAY_5_MINUTES_02-20-19.PDF
Ms. Moriarty called the meeting to order at 9:05 A.M. She welcomed the audience and asked departmental presenters to provide an overview of their capital and operating budgets for the upcoming fiscal year.

THE NATHANIEL WITHERELL (TNW)

Mr. Simon began the presentation with a discussion of capital needs. He presented the need to accelerate the elevator replacement project from the current placement of FY27 due to increasing maintenance costs. He updated the Committee on the Tower renovation project, which is almost complete. The current capital requests include a new furniture replacement program, painting program, resident bed replacement program, Pavilion building maintenance, chapel ceiling replacement, nurse and rehab capital, general capital, vinyl wall coverings, and tower room A/C replacement. The Committee questioned the closeout of outstanding capital projects, the confirmation of the receipt of State STEAP grant reimbursements for the rehab/ greenhouse conversion project, and whether a replacement was scheduled based on the equipment’s useful life standards. Referring to HDG’s market analysis of shrinking demand, the Committee asked which capital investments were appropriate to future markets.
Referencing the HDG report, Mr. Simon commented that TNW had plans to meet the challenge of shifting markets with a focus on offering medical rehabilitation for respiratory, cancer, heart, renal, pulmonary and dialysis services to patients being discharged from regional hospitals. It will take some changes to be competitive in the medical rehabilitation market. There was also a discussion about upcoming changes in the medical reimbursement systems, bundled care, staffing costs, overtime levels, other trends in the market. The HDG report pointed out that staff compensation and shift differential payments were higher than TNW’s comparable nursing facilities and the Committee asked management to identify economies. Mr. Simon commented that patients who would traditionally enter for long term care now have other options; he also indicated turnover is higher.

Regarding the current year’s financial results, it was noted that a shortfall as high as $2.6 million could be experienced partially due to higher vacancies from the renovation project and lower occupancy for the rehabilitation unit. Currently long term care census is 95% and rehab is 82.8%. Overall budgeted census of 92.1%. Mr. Gieger noted that the proposed budget includes a $3 million contribution to The Nathaniel Witherell Revolving Fund, which includes $300,000 due to the acceleration of the boiler system replacement in addition to the projected loss of $2.7 million to cover shortfalls in prior year.

INFORMATION TECHNOLOGY DEPARTMENT

Mr. Klein commented on the ongoing projects in the Information Technology department. The project to move land use activities from Cornerstone and Cityview to Municity is nearing completion. The new Town website was implemented, giving departments the responsibility to add specific content. Related projects include unifying Access Greenwich to the website, implementing the Health Department onto the Municity platform, and to move the separate RTM website to the Town’s website. IT is also working on a Residency Database which will be used by several Town departments, including Parks & Rec and Libraries, to determine residency. Mr. Klein discussed the new ticketing system for the HR department which will track inquiries. Noting that his FY20 budget is flat resulting from efficiencies and savings, Mr. Klein mentioned outsourcing for a fractional Chief Security Officer rather than increasing headcount.

EXECUTIVE SESSION – Discussion of Security

Ms. Moriarty called for an Executive Session to discuss IT security/cyber security.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to enter the Executive Session at 12:17 P.M.

Executive Session concluded at 12:47 P.M.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to exit the Executive Session at 12:47 P.M.

HUMAN RESOURCES DEPARTMENT (HR)

Ms Pepe, Director of HR, indicated the operating budget is increasing 2.6% due to increases in salaries and software costs. She indicated some of the departmental projects includes the upgrade of ADP to a new platform, the extension of the ADP contract, the new Avanti software for tracking inquiries, completion of the transition to payroll lag. She indicated she requested a change of 2 part-time positions to 1 fulltime position; however, it was not supported by the BET
HR Committee. She relayed the department is responsible for 3,600 paychecks every 2 weeks, 150 employees on family medical leave, 311 worker compensation claims, medical benefits for 3,000 people, assisting with employment problems, disciplinary actions. Initiatives being planned for FY20 include changes to the HRIS systems, training (harassment prevention, community first, leadership, implicit bias training), re-writing job descriptions. In response to the question about the impact of a 1% budget reduction, she indicated she would reduce recruiting advertising and look for smaller reductions in a variety of line items.

LABOR RELATIONS DEPARTMENT

EXECUTIVE SESSION – Discussion of Contract Negotiation

Ms. Moriarty called for an Executive Session to discuss Contract Negotiation.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to enter Executive Session at 2:00 P.M.

Executive Session concluded at 2:33 P.M.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to exit Executive Session at 2:33 P.M.

PARKING SERVICES

Mr. Branyan identified the department has made progress in implementing systems recommended by consultant, who will continue to review operations on a quarterly basis. These systems include improved policies, better controls, segregation of duties, new methods of operations, software implementation with analytics. The department has been shifted to the Police Department under Deputy Chief Mark Marino, which will provide opportunities for consolidated counter/window operations. The Committee questioned the reduction in revenues. The department manager responded that there was a timing problem with recording permit renewals. The capital budget includes projects for Town Hall Garage Improvements and Parking Facility Improvement Plan.

BRUCE MUSEUM

Ms. Lio indicated the museum is still excited about its planned expansion and is hopeful it can be started next year. Donations of $20.5 million and $15 million of endowment has been raised toward the $60 million Museum Renovation Project. The first phase which was the expansion of the parking lot has been completed. She indicated the museum has a need to replace the existing HVAC system which is failing and putting the artwork at risk. Cost estimates for the project, which will upgrade the system to museum quality, are $1.769 million since the project involves installing significant ductwork and structural improvements. The Committee asked about the scope of the project, whether it is targeted at only the existing building, whether the scope is impacted by the planned expansion, what would be the cost of a replacement-in-kind system. Ms. Lio responded that a replacement in kind would be possible and is estimated to be $300,000 to $500,000, although she expressed concern over its inability to control the humidity impacting the art. Ms Lio indicated the contribution to the Bruce Museum is a 1.0% increase over FY19 budget. She also gave a general update on the progress of recruiting a new Executive Director.
There being no further business before the Committee, the meeting adjourned at 4:15 P.M.

Respectfully submitted,

____________________________  ________________
Catherine Sidor, Recording Secretary

____________________________  ________________
Leslie Moriarty, Chair
Ms. Moriarty called the meeting to order at 9:05 A.M. She welcomed the audience and asked departmental presenters to provide an overview of their capital and operating budgets for the upcoming fiscal year.

THE NATHANIEL WITHERELL (TNW)

Mr. Simon began the presentation with a discussion of capital needs. He presented the need to accelerate the elevator replacement project from the current placement of FY27 due to increasing maintenance costs. He updated the Committee on the Tower renovation project, which is almost complete. The current capital requests include a new furniture replacement program, painting program, resident bed replacement program, Pavilion building maintenance, chapel ceiling replacement, nurse and rehab capital, general capital, vinyl wall coverings, and tower room A/C replacement. The Committee questioned the closeout of outstanding capital projects, the confirmation of the receipt of State STEAP grant reimbursements for the rehab/ greenhouse conversion project, and whether a replacement was scheduled based on the equipment's useful life standards. Referring to HDG's market analysis of shrinking demand, the Committee asked which capital investments were appropriate to future markets.
Referencing the HDG report, Mr. Simon commented that TNW had plans to meet the challenge of shifting markets with a focus on offering medical rehabilitation for respiratory, cancer, heart, renal, pulmonary and dialysis services to patients being discharged from regional hospitals. It will take some changes to be competitive in the medical rehabilitation market. There was also a discussion about upcoming changes in the medical reimbursement systems, bundled care, staffing costs, overtime levels, other trends in the market. The HDG report pointed out that staff compensation and shift differential payments were higher than TNW's comparable nursing facilities and the Committee asked management to identify economies. Mr. Simon commented that patients who would traditionally enter for long term care now have other options; he also indicated turnover is higher.

Regarding the current year's financial results, it was noted that a shortfall as high as $2.6 million could be experienced partially due to higher vacancies from the renovation project and lower occupancy for the rehabilitation unit. Currently long term care census is 95% and rehab is 82.8%. Overall budgeted census of 92.1%. Mr. Gieger noted that the proposed budget includes a $3 million contribution to The Nathaniel Witherell Revolving Fund, which includes $300,000 due to the acceleration of the boiler system replacement in addition to the projected loss of $2.7 million to cover shortfalls in prior year.

INFORMATION TECHNOLOGY DEPARTMENT

Mr. Klein commented on the ongoing projects in the Information Technology department. The project to move land use activities from Cornerstone and Cityview to Municity is nearing completion. The new Town website was implemented, giving departments the responsibility to add specific content. Related projects include unifying Access Greenwich to the website, implementing the Health Department onto the Municity platform, and to move the separate RTM website to the Town's website. IT is also working on a Residency Database which will be used by several Town departments, including Parks & Rec and Libraries, to determine residency. Mr. Klein discussed the new ticketing system for the HR department which will track inquiries. Noting that his FY20 budget is flat resulting from efficiencies and savings, Mr. Klein mentioned outsourcing for a fractional Chief Security Officer rather than increasing headcount.

EXECUTIVE SESSION – Discussion of Security

Ms. Moriarty called for an Executive Session to discuss IT security/cyber security.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to enter the Executive Session at 12:17 P.M.

Executive Session concluded at 12:47 P.M.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to exit the Executive Session at 12:47 P.M.

HUMAN RESOURCES DEPARTMENT (HR)

Ms Pepe, Director of HR, indicated the operating budget is increasing 2.6% due to increases in salaries and software costs. She indicated some of the departmental projects includes the upgrade of ADP to a new platform, the extension of the ADP contract, the new Avanti software for tracking inquiries, completion of the transition to payroll lag. She indicated she requested a change of 2 part-time positions to 1 fulltime position; however, it was not supported by the BET
HR Committee. She relayed the department is responsible for 3,600 paychecks every 2 weeks, 150 employees on family medical leave, 311 worker compensation claims, medical benefits for 3,000 people, assisting with employment problems, disciplinary actions. Initiatives being planned for FY20 include changes to the HRIS systems, training (harassment prevention, community first, leadership, implicit bias training), re-writing job descriptions. In response to the question about the impact of a 1% budget reduction, she indicated she would reduce recruiting advertising and look for smaller reductions in a variety of line items.

LABOR RELATIONS DEPARTMENT

EXECUTIVE SESSION – Discussion of Contract Negotiation

Ms. Moriarty called for an Executive Session to discuss Contract Negotiation.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to enter Executive Session at 2:00 P.M.

Executive Session concluded at 2:33 P.M.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to exit Executive Session at 2:33 P.M.

PARKING SERVICES

Mr. Branyan identified the department has made progress in implementing systems recommended by consultant, who will continue to review operations on a quarterly basis. These systems include improved policies, better controls, segregation of duties, new methods of operations, software implementation with analytics. The department has been shifted to the Police Department under Deputy Chief Mark Marino, which will provide opportunities for consolidated counter/window operations. The Committee questioned the reduction in revenues. The department manager responded that there was a timing problem with recording permit renewals. The capital budget includes projects for Town Hall Garage Improvements and Parking Facility Improvement Plan.

BRUCE MUSEUM

Ms. Lio indicated the museum is still excited about its planned expansion and is hopeful it can be started next year. Donations of $20.5 million and $15 million of endowment has been raised toward the $60 million Museum Renovation Project. The first phase which was the expansion of the parking lot has been completed. She indicated the museum has a need to replace the existing HVAC system which is failing and putting the artwork at risk. Cost estimates for the project, which will upgrade the system to museum quality, are $1.769 million since the project involves installing significant ductwork and structural improvements. The Committee asked about the scope of the project, whether it is targeted at only the existing building, whether the scope is impacted by the planned expansion, what would be the cost of a replacement-in-kind system. Ms. Lio responded that a replacement in kind would be possible and is estimated to be $300,000 to $500,000, although she expressed concern over its inability to control the humidity impacting the art. Ms Lio indicated the contribution to the Bruce Museum is a 1.0% increase over FY19 budget. She also gave a general update on the progress of recruiting a new Executive Director.
There being no further business before the Committee, the meeting adjourned at 4:15 P.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie Moriarty, Chair