

1. Meeting Agenda - July 6

Documents:

[MEETING AGENDA - 07 06 16.PDF](#)

2. Voted Agenda - July 6

Documents:

[VOTED AGENDA - 07 06 16.PDF](#)

3. Meeting Packet - July 6

Documents:

[MEETING PACKET - 07 06 16.PDF](#)

4. Minutes Subject To Approval - July 6

Documents:

[MINUTES SUBJECT TO APPROVAL - 07 06 16.PDF](#)

5. Approved Minutes - July 6

Documents:

[APPROVED MINUTES - 07 06 16.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**BUDGET COMMITTEE MEETING  
Wednesday, July 6, 2016  
Cone Room, 2nd Floor  
5:00 P.M.**

**AGENDA**

1. Old Business
2. New Business
  - IT Progress Update
  - Budget Guideline Discussion
3. Approval of the BET Budget Committee Meeting Minutes
  - June 6, 2016 Regular Meeting Minutes
  - June 7, 2016 Special Meeting Minutes
4. Adjournment

Next regular meeting scheduled for September 13, 2016 at 5:00 P.M. in the Cone Room

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James Lash  
Budget Committee Chairman



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**BUDGET COMMITTEE MEETING  
Wednesday, July 6, 2016  
Cone Room, 2nd Floor  
5:00 P.M.**

**VOTED AGENDA**

<b><u>Purpose</u></b>	<b><u>Votes</u></b>
1. Old Business	
2. New Business	
• IT Progress Update	
• Budget Guideline Discussion	
3. Approval of the BET Budget Committee Meeting Minutes	
• June 6, 2016 Regular Meeting Minutes	4-0-0
• June 7, 2016 Special Meeting Minutes	4-0-0
4. Adjournment	

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James Lash  
Budget Committee Chairman

**TOWN OF GREENWICH**  
**BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE**  
MINUTES – Town Hall Meeting Room

Monday, June 6, 2016

Committee

Present: Jim Lash, Chairman; Mary Lee A. Kiernan, Jeffrey S. Ramer, Leslie L. Tarkington

Staff:

Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Gene McLaughlin, Ass't Town Attorney; Robert Kick, Ass't Fire Chief; Tom Greco, Business Manager Parks & Recreation; Ben Branyan, Town Administrator; Amy Seibert, Commissioner of Public Works; Jim Michel, Deputy Commissioner of Public Works; Princess Erfe, Administrator Community Development

Board:

Michael Mason, BET Chairman; John Blankley, William Drake, Elizabeth K. Krumeich, Leslie Moriarty, Arthur Norton, Jill Oberlander, Nancy Weissler

Selectmen:

Peter Tesei, First Selectman

Other:

Laura Erickson, Chairman, BOE; Barbara O'Neill, Vice Chairman, BOE; Jim Hricay, BOE Managing Director of Operations; Steven Walko, Chairman, New Lebanon Building Committee; Att'y Bruce Cohen, Bruce Museum Attorney; Suzanne Lio, Associate Director of Development, Bruce Museum

The meeting was called to order at 5:05 P.M.

Mr. Lash welcomed Committee members and attendees.

**Request for Budget Adjustments**

<u>SE-8</u>	<u>First Selectman</u>	<u>Approval to Use</u>
\$750,000	F801 57210	DECD Grant – Bruce Museum

The Bruce Museum discussed that the provisions in the state grant Assistance Agreement requiring an open ended negative pledge, use restriction, and the State's enforcement covenants had been reviewed by the Town Law Department as requested at the Budget Committee May meeting, and had been eliminated. Ms. Tarkington noted that the Law Committee had reviewed both the Assistance and Pass-Through Agreements and was satisfied that the documents were in legal order, had clarified responsibilities and reporting requirements and that the State would sign the Pass-Through Agreement as well as the Assistance Agreement. Ms. Tarkington asked Mr. Mynarski if he was satisfied with the Town's responsibilities documented in the Assistance Agreement. He replied that after his discussion with Bill Ference, Bruce Museum Director of Finance, he was satisfied that the Bruce Museum will be handling directly with the state all required reporting requirements documented in the Assistance Agreement. The Committee questioned the difference in amount between the grant of \$750,000 and the cost of \$810,000 to which the Bruce Museum replied that the differential was due to increased costs since the application for the grant was made. Ms. Tarkington commented that as a result of discussion in the Law Committee meeting about project environmental costs and absorption of any remediation costs by the Bruce Museum, that the First Amendment to the Bruce Museum Management Agreement authorized interior renovations to the science gallery only. Also, the Law Department was requested to review the insurance

requirements with the Town's Risk Manager and the State and to update the notice requirements in both the grant and management agreements.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the acceptance and use of the grant and forward the request to the Board of Estimate and Taxation as a Non-Routine Application.

<u>ED-11</u>	<u>BOE</u>	<u>Release of Conditions</u>
\$850,000	Z680 59560	Cardinal Stadium Turf Replacement

Ms. Erickson explained to the Committee how the BOE had satisfied the conditions placed on the release of funding for the new turf. She noted that the BOE had voted to approve the choice of turf material 5-1; Susan Snyder approved the choice of material for the Parks & Recreation Department, and that Mr. Robert Carangelo, Chairman of the Board of Health, advised that the Health Department was not comfortable voting without knowing more about the impact on health of the alternative choices. Ms. Kiernan commented that a Milbrook resident was concerned about "run off" from a coating that was planned to be used and Ms. Erickson responded that the coating product would not be applied to the turf.

Mr. Ramer expressed concern that there had been an abstention regarding selection of the turf material and proposed a motion to refer the application back to the BET. The motion did not receive a second. Ms. Kiernan expressed the opinion that the intent of the conditions had been met. Ms. Oberlander, the author of the condition, remarked that the intent had been to elicit a collaborative decision from the Departments and to clarify ownership jurisdiction.

**SUBJECT TO APPROVAL**  
Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the release of conditions, which would not be referred back to the BET because the Board at its May meeting had delegated the decision to its Budget Committee.

<u>ED-13</u>	<u>BOE</u>	<u>Release of Conditions</u>
\$1,850,000	B680 59560 16166	New Lebanon School Design

Mr. Walko explained that the release of conditions on \$1,850,000 of funding for the New Lebanon School design was: "receipt and acceptance by the BET of MI and Preliminary Site Plan Approval of the Selected Scheme by Planning and Zoning," and that he expected Planning & Zoning to grant MI and Preliminary Site Plan approval in advance of the next BET meeting. Mr. Walko also discussed: 1) P&Z process for approval of design; 2) clarification of the William Street field remediation; 3) State review of installation of modulars at Western Middle School. He noted that Inland Wetlands and Watercourses had approved the plan, that the Architectural Review Committee and Planning and Zoning hearings would be held on June 8 and 7, respectively. The Committee was given an update on the Williams Street ball field remediation plan as well as the Building Committee's consideration of student body placement in order of preference: 1) installation of modulars at Western Middle School; 2) installation of modulars at Williams Street ball field; 3) students staying in place during initial construction; 4) busing students. Mr. Walko commented that the Building Committee had received State approval to install the modular units at Western Middle School, without footings, as "slab on grade". Phase 1 & 2 Soil Testing at Western Middle School property would be conducted almost simultaneously to decide if there is time to remediate, if necessary, or if the Williams Street site would be the modular location.

Ms. Tarkington requested that the BET be provided with an updated A2 survey with the building footprint and the legal parcels identified.

Upon a motion by Ms. Kiernan, seconded by Mr. Ramer, the Committee voted 3-0-1 to approve the release of conditions and forward the request to the Board of Estimate and Taxation as a Non-Routine Application. (Abstain: Tarkington)

<u>FD-2</u>	<u>Fire</u>	<u>Transfer</u>
\$74,750	A201 52150 & 52210	Year-end transfer

Assistant Chief Kick explained that a typographic error had been made during the Budget process and a transfer between accounts was necessary to cover the overage of the Fire Department's water bill.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the transfer and forward the request to the Board of Estimate and Taxation as a Routine Application

<u>CD-2</u>	<u>Community Dev.</u>	<u>Release of Conditions</u>
\$103,834	Q197 59900	CDBG FY2016 Parsonage Cottage Boiler & Hot Water System Replacement Project

Princess Erfe explained that the documentation requested prior to the release of funds had been reviewed and signed by all parties and now only required the final action by the BET. Ms. Kiernan noted that one more signature was needed on the amendment to the Parsonage Cottage Senior Residence Limited Partnership agreement, and that Assistant Town Attorney Ahmad would obtain this signature prior to the next BET meeting.

**SUBJECT TO APPROVAL**

Upon a motion by Ms. Kiernan, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the Release of Conditions and forward the request to the Board of Estimate as a Non-Routine Application.

**Capital Carry Forward Requests**

<u>FD-3</u>	<u>Fire</u>	<u>Capital Carry Forward</u>
\$1,200,000	B206 59120 161100	Aerial Apparatus

Assistant Chief Kick explained that the bids for the Aerial Apparatus were due on June 22 and the purchase decision would be made on June 30. The purchase was delayed so that the equipment would not arrive until it could be housed in the newly completed firehouse, and that the Town's new Purchasing Department head could be involved.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0 to approve the request to carry forward funds and forward it to the Board of Estimate and Taxation as a Non-Routine Application.

Mr. Lash asked the Committee which items they wished to discuss further. Ms. Kiernan asked about the three Parks & Recreation items, which originated in three different fiscal years.

<u>PR-4</u>	<u>Parks &amp; Recreation</u>	<u>Capital Carry Forward</u>
\$ 25,000	Z832 59260 14193	Replace Steel Work Boat

<u>PR-5</u>	<u>Parks &amp; Recreation</u>	<u>Capital Carry Forward</u>
\$ 20,000	B832 59260 15195	Work Boat Outboard Motor

PR-6	Parks & Recreation	Capital Carry Forward
\$15,000	Z834 59260 16222	Steel Work Boat

Mr. Greco explained that a Capital Carry Forward was necessary because of a delay assembling the bid specification that would delay the delivery of the boat until Fall. Mr. Ramer expressed concern that continuing a carry forward request after 2-3 years was not consistent with the Town Charter. Mr. Mason remarked that the 2014 encumbered money would lapse as of July 1 if not applied against the project.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0 to approve the request to carry forward funds and forward it to the Board of Estimate and Taxation as a Non-Routine Application.

PW-4	DPW	Release of Conditions
\$20,000	Z312 59600 15130	Frontage Road Intersection Improvement

The Committee voted 4-0 to approve the request to release and carry forward funds and forward it to the Board of Estimate and Taxation as a Non-Routine Application.

PW-5	DPW	Capital Carry Forward
\$2,625,000	Z312 59620 16139	Baliwick Road Bridge Rehab

The Committee voted 4-0 to approve the request to carry forward funds and forward it to the Board of Estimate and Taxation as a Non-Routine Application.

PR-3	Parks & Recreation	Capital Carry Forward
\$35,000	Z822 59140 15185	Pinetum Gate

The Committee voted 4-0 to approve the request to carry forward funds and forward it to the Board of Estimate and Taxation as a Non-Routine Application.

**Old Business**

- Further Discussion of FY2018 Budget Guidelines** – Mr. Lash suggested that the Committee should have the Draft FY2018 Budget Guidelines ready to distribute to departments for their planning purposes shortly after the full BET’s September meeting. He suggested that the regular July Budget Committee meeting include a discussion of a 2% or smaller increase in the operating budget, to signal departments and Schools of the Budget Committee’s thoughts as early as possible. Mr. Gieger distributed four budget scenarios ranging from 0.0% (no increase) to 2.5% for the Committee’s consideration. He noted that FY18 Capital Improvement Projects were estimated to be \$51 million; that the Capital Tax Levy would increase by 6.69%; that healthcare would increase from \$58 million to \$61 million; that OPEB would require \$6.1 million, depending on performance, to fund its ARC; if the Retirement System experiences the projected 2% loss, an increase in the ARC of \$640,000 is estimated until the Actuary completes the annual valuation of the Retirement System as of July 1<sup>st</sup>. Mr. Lash commented that it was premature to know what the Special TNW Committee would recommend and the Committee discussed the deficit of \$851,000 currently in the TNW Fund.



Mr. Lash noted that the RTM signaled its interest in longer-term borrowing. He reminded Committee members that the July Budget Committee Meeting would be followed immediately by the full BET meeting and would discuss Guidelines. Mr. Mason asked the Committee members to bring their suggestions for new initiatives and changes to the meeting. Mr. Lash explained a timeline of presentation to the BET in September for a first read and voting by the BET in October.

Ms. Kiernan asked if there was new information about the CIP process, including any changes in prioritization, rating methodology or decision process Mr. Mason said that he had received no indication yet and could not comment.

### **New Business**

- **Review and Approval Bond Resolutions 2016-2017**

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0 to approve the 2016-2017 Resolutions.

### **Approval of BET Budget Committee Meeting Minutes**

Upon a motion by Ms. Tarkington, seconded by Mr. Lash, the Committee voted 4-0 to approve the Minutes of the Budget Committee's Regular Meeting May 10, 2016.

### **Adjournment**

Upon a motion by Mr. Ramer, seconded by Ms. Kiernan, the Committee voted 4-0 to adjourn at 6:21 P.M.

Next regular meeting will be July 6, 2016 at 5:00 P.M. in the Cone Room.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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James A. Lash, Chairman.

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
SPECIAL BUDGET COMMITTEE MEETING**

MINUTES – Town Hall Meeting Room

Tuesday, June 7, 2016

Committee

Present: Jim Lash, Chairman; Mary Lee A. Kiernan, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller

Board: Michael Mason, BET Chairman; John Blankley, Bill Drake, Elizabeth K. Krumeich, Leslie Moriarty, Arthur Norton, Jill Oberlander, Nancy Weissler

Other: John Wayne Fox, Town Attorney; Mary Pepe, Director of Human Resources; Peter Tesei, First Selectman

The meeting was called to order at 4:08 P.M.

Mr. Lash welcomed attendees.

**1. Discussion in Executive Session of Pending Case in Litigation**

Mr. Lash called for an Executive Session to discuss a pending case in litigation.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0 to enter Executive Session at 4:08 P.M.

**The Committee exited Executive session at 6:14 P.M.**

**2. Adjournment**

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0 to adjourn at 6:14 P.M.

Respectfully submitted,

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Peter Mynarski Jr. Recording Secretary

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James A. Lash, Chairman.

**TOWN OF GREENWICH**  
**BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE**  
MINUTES – Town Hall Meeting Room

Monday, July 6, 2016

Committee

Present: James A. Lash, Chairman; Mary Lee A. Kiernan, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Tom Klein, Director Information Technology; Jay Hellas, Solution Specialist, IT Department

Board: Michael Mason, BET Chairman; John Blankley, William Drake, Elizabeth K. Krumeich, Leslie Moriarty, Arthur Norton, Jill Oberlander, Nancy Weissler

BOE: Dr. Salvatore Corda, Interim Superintendent of Schools; Laura Erickson, BOE Chair

Other: Lucia Jansen, RTM Member BOC Chair; Ken Borsuk, Reporter, *Greenwich Time*

The meeting was called to order at 5:00 P.M.

Mr. Lash welcomed Committee members and attendees.

**Old Business**

None.

**New Business**

- **Information Technology Progress Update** - Mr. Klein reported that the department's focus on architectural infrastructure projects and the health of TOG's IT operations, would enable reaching 29 TOG sites; changing service providers to the State of Connecticut, would save the Town \$50,000 per annum. Federal support for disaster recovery was assisting in planning the sequence of restoring services in the event of disaster: 1) The Nathaniel Witherell, 2) RTM, 3) Boards & Commissions; 4) Police & Fire; and then the balance of TOG management. Mr. Klein proposed future expansion of the IT department to defend TOG from cybercrime. Ms. Kiernan asked if outsourcing was being considered for cyber security, which was recommended by the Town's BerryDunn study of IT, to which Mr. Klein responded that his preference would be a full time in-house position. Voice-over IT is being scheduled for implementation at the Library, TNW, Police/Fire and other departments.

When Mr. Klein suggested that the Building Department's City-View database system would be enhanced with online permitting, Ms. Kiernan asked about the timeframe required and potential staff reductions or other cost savings for the process change, to which Mr. Klein responded that it was too early to know. Mr. Klein emphasized that to successfully implement individual department and town wide solutions it was necessary to have support and involvement of Town leadership. Mr. Klein projected future capital requests for the redesign of the Town website and other projects including application upgrades and document management. Mr. Lash asked for a clarification of how the conversion to reliance

on the State as the Town's Internet provider would impact TNW and TOG disaster recovery; Mr. Klein remarked that the State would have the scale to invest more heavily in fail-safe back-up systems in the cloud.

- **Budget Guideline Discussion** – Mr. Gieger distributed multiple spreadsheets based on various FY2018 expenditure scenarios reflecting assumptions ranging from 1.5% to 2.75% in the operating budget (before fixed charges and capital) to better understand the prospective budget cuts and use of fund balance that would be required to achieve various mill rate increases. He offered examples of the impact of a 2% operating budget assumption increase guideline with a 2.75% mill rate increase and a 1.5% operating budget assumption increase guideline which would require an approximately \$900,000 budget cut to achieve a 2.75% increase in the mill rate.. Ms. Tarkington asked Mr. Gieger to provide both a 1% operating budget assumption scenario, as well as the RTM / Budget Overview proposed budget assumption scenario to determine the consequences of the RTM's lower spending solution.

Ms. Kiernan noted that the only options for cutting the overall budget were to cut headcount and/or services out of the operating budget, cut items in fixed charges or cut the size of the fixed \$3 million annual increase in the capital tax levy, noting that cutting specific capital projects does not reduce the fixed annual increase in the capital tax levy set forth in the Town's capital model. Mr. Lash explained that when the model was developed in the early 2000's, the model assumed an annual mill rate increase of 2-4%. The fixed \$3 million capital tax levy increase equaled a 1% increase in the mill rate in those years, and this model is still being used today.

For discussion, Mr. Lash circulated two examples of alternative scenarios for the Town's 15 year capital budget model starting in FY2018 with several changes to the capital budget model contained in the FY 17 budget books approved by the BET and the RTM as background information; 1) the first model reflected a budget of \$35 million as both a capital maintenance expenditure cap and a total capital project cap, showing reductions in capital projects anticipated in departmental budgets; and, 2) the second model reflected a budget of \$35 million as a capital maintenance expenditure cap plus \$10 million more in capital projects, for a total of \$45 million in capital spending .

Ms. Kiernan raised the following concerns about the sample capital models presented: 1) projects continue to move around in the out years, raising questions about credibility of the data; 2) the entire 15 year model lacks inflation adjustments; 3) both models are out of compliance with the BET's Debt Policy (as is the schedule now contained in the FY17 budget books); 4) both models reduce capital projects anticipated by department heads without explanation as to why or how; 5) the models continue the old system of underinvestment with high debt service on short term bonds pushing out projects in time.

Ms. Tarkington pointed out in a chart that she had prepared that \$189 million had already been appropriated for Capital Projects both for past years' unspent and encumbered appropriations and the addition of the current FY 2016-2017 appropriations. She commented that over the years the number of and intensity of lobbies for certain expenditures had increased. Also, Ms. Tarkington recommended that a review of all Capital Projects should be instituted because multiple Capital Projects seemed to be more appropriately classified as Operating Expenditures and should be re-categorized. In addition, she emphasized that future expenditures are not inflation adjusted. Mr. Lash reminded the Committee that BOE would be conducting its \$400,000 Master Plan review

that would provide better estimates for future repairs, maintenance requirements and possible new construction.

Mr. Lash reminded Committee members that stretching out Capital Projects would not impact the Capital Tax Levy. Ms. Kiernan commented that introducing flexibility in the maturities at which the Town borrows to fund capital projects would provide extra cash to be used for several potential purposes including financing both newly approved and existing capital projects, lowering off-balance sheet liabilities, and/or lowering taxes.

### **Approval of BET Budget Committee Meeting Minutes**

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the Minutes of the Budget Committee's Regular Meeting June 6, 2016.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the Minutes of the Budget Committee's Regular Meeting June 7, 2016.

### **Adjournment**

Upon a motion by Mr. Ramer, seconded by Ms. Kiernan, the Committee voted 4-0 to adjourn at 6:43 P.M.

Next regular meeting will be September 13, 2016 at 5:00 P.M. in the Cone Room.

Respectfully submitted,

\_\_\_\_\_  
Catherine Sidor, Recording Secretary

\_\_\_\_\_  
James A. Lash, Chairman.

**TOWN OF GREENWICH**  
**BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE**  
MINUTES – Town Hall Meeting Room

Monday, July 6, 2016

Committee

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Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Tom Klein, Director Information Technology; Jay Hellas, Solution Specialist, IT Department

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**Old Business**

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Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0 to approve the Minutes of the Budget Committee's Regular Meeting June 7, 2016.

**Adjournment**

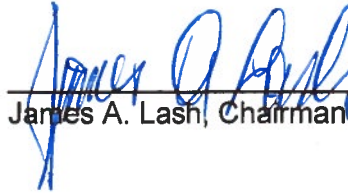
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Respectfully submitted,



\_\_\_\_\_  
Catherine Sidor, Recording Secretary



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James A. Lash, Chairman