



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

**BUDGET COMMITTEE MEETING
Thursday, July 12, 2018
Cone Room
4:00 P.M.**

AGENDA

1. **EXECUTIVE SESSION** – Discussion of Pending Litigation

2. **Requests for Budget Adjustments**

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
ED-1	BOE A600 1793 52360	<u>\$ 36,761</u>	Transfer Rental/ Main Software
ED-2	BOE TBD	<u>\$ 424,000</u>	Additional Appropriation Hamilton Avenue Playground
FD-1	Fire A205 51010 & A201 52210	<u>\$ 240,500</u>	Transfer Salaries, Water Bills
PD-1	Police F21311	<u>\$ 60,000</u>	Approval to Use RILO Grant

3. Old Business

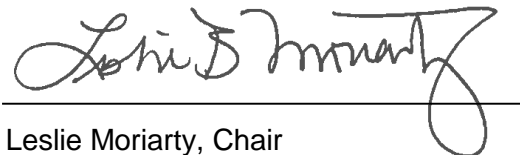
4. New Business

- Update on FY18 closing

5. Approval of the BET Budget Committee Meeting Minutes of June 5, 2018

6. Adjournment

Next meeting scheduled for Monday, September 17 at 5:00 P.M. in the Cone Room



Leslie Moriarty, Chair

**Town Of Greenwich
Request Form For Budget Adjustments**

BET Meeting Date: Jul-18
Application #: ED 1

Department & Division: BOE

Action Requested: Transfer

Date of Submission: July 2, 2018

	Fund	Dept	Object	Project	Desc	Amount
To:	A	6001793	52360		Rental/ Main Software	36,761.25
From:	A	6201793	52090		Tuition Payments	20,000.00
	A	6001793	57350		Settlements	16,761.25

Justification of Request:

For ADP custom development to add the Roth 403(b) and 457 Retirement plans to the existing TOG HRIS/ payroll.

Board Chairman _____

Department Head: _____

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: _____ Comptroller: _____

The following action was taken at a meeting of the Board of Estimate and Taxation held on:

Vote _____ Clerk of the Board: _____

Email this form as a PDF along with any supporting documentation (in PDF Format)

**Town Of Greenwich
Request Form For Budget Adjustments**

BET Meeting Date:

Jul-18

Application #:

ED 2

Department & Division: BOE
Action Requested: Additional Appropriation
Date of Submission: July 2, 2018

	Fund	Dept	Object	Project	Desc	Amount
To:						\$424,000
From:						

Justification of Request:
 The Hamilton Avenue School (HAS) playground field is at a slope from 2nd base to outfield. The HAS Field Improvement project scope includes leveling the playing field, adding proper drainage, relocating the walking path and adding a paved surface for student play. Neighboring property owners, members of RTM (Representative Town Meeting) District #3 and the broad school community have been advocating for improvements for many years. Educational Specifications from the HAS new building project in September 2004 have been reviewed and do not confirm field leveling or improvement requirements. Drawings specify that fields should be returned to "like new" condition, which does not affirm a requirement to level fields. As such, the BOE Administration will seek an interim appropriation for this as a separate project. Administration recommends that the Board of Education approve an interim appropriation for the Hamilton Avenue Field Improvement project totaling \$424K at the 6/14/18 business meeting.

Board Chairman _____ Department Head: _____

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: _____ Comptroller: _____

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 Vote _____ Clerk of the Board: _____
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**Town Of Greenwich
Request Form For Budget Adjustments**

BET Meeting Date:

Jul-18

Application #:

FD 1

Department & Division: Fire

Action Requested: Transfer

Date of Submission: July 6, 2018

	Fund	Dept	Object	Project	Desc	Amount
To:	A	205	51010		Salaries	205,500
	A	201	52210		Water	35,000
From:	A	200s	Various (see attached sheet)		Prof Fees	240,500

Justification of Request:
 This transfer is required to close fire fighter salary expense. The overage is due to the settlement of the fire fighter contract. The fire fighters were without a contract for three years. The budgeted salary increases were encumbered at the end of each year, however, at the end of the 2016-2017 year the amount encumbered was done at 2.5% instead of the compounded rate of 5.0625%. This resulted in a shortfall of \$250,000. It should be noted that the Department did not spend the budgeted salary increase. These funds were closed to fund balanced at the end of June 30, 2017. The water bills increased 5% during the year which was not budgeted. Note that the 2018-2019 budget was prepared before the rate increase was known and will also require a transfer or interim appropriation

Board Chairman _____ Department Head: _____

Certified correct as to computations and amounts shown as appropriations to date and unencumbered balances, with any changes given.

Date: _____ Comptroller: _____

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 Vote _____ Clerk of the Board: _____
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**Town of Greenwich
Fire Department Year End Transfer
for Fiscal Year 2017-2018
Support of FD-1**

	Fund	Dept	Obj	Description	Amount
To					
	A	205	51010	Salaries	205,500
	A	201	52210	Water	35,000
From					
	A	201	54250	Auto Maintenance	54,000
	A	201	51010	Salaries	3,000
	A	202	51010	Salaries	5,000
	A	202	53110	Textbooks	19,000
	A	204	51110	Holiday Services	15,000
	A	206	53550	Mech Supplies	5,000
	A	206	54250	Auto Maintenance	8,500
	A	208	51490	Prof Fees	70,000
	A	208	57100	Healthcare	26,000
					205,500
	A	205	53550	Mech Supplies	18,000
	A	205	54250	Auto Maintenance	6,000
	A	204	52100	Travel Expense	3,000
	A	204	53550	Mech Supplies	4,000
	A	208	53550	Mech Supplies	4,000
					35,000

**Town Of Greenwich
Request Form For Budget Adjustments**

BET Meeting Date:

Jul-18

Application #:

PD 1

Department & Division: Police
Action Requested: Approval to Use
Date of Submission: July 11, 2018

	Fund	Dept	Object	Project	Desc	Amount
To:	F	21311			RILO Grant	60,000
From:	Department of Emergency Services and Public Protection					60,000

Justification of Request:
 We respectfully request permission to accept a Regional Intelligence Leasion Officer (RILO) grant in the amount of \$5,000. per month, issued quarterly, from the Department of Emergency Services and Public Protection-Division of Emergency Management & Homeland Security effective July 2nd 2018. This grant will cover the salary, over time and travel costs for a position in intelligence gathering at the Connecticut Intelligence Center (CTIC). This position will not only enhance the Greenwich Police Department's Detective Division but will strengthen the intelligence sharing relationship with other agencies throughout the state and region.

Board Chairman _____ Department Head: _____

Certified correct as to computations and amounts shows as appropriations to date and unencumbered balances, with any changes given.

Date: _____ Comptroller: _____

The following action was taken at a meeting of the Board of Estimate and Taxation held on:
 Vote _____ Clerk of the Board: _____

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

Cone Meeting Room
MINUTES – Tuesday, June 5, 2018

Committee

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

Staff:

J. Wayne Fox, Town Attorney; Roland Gieger, Budget Director; Tom Greco, Assistant Director, Parks & Recreation; Peter Mynarski, Comptroller; Kevin McCarthy, Director, Perrot Library; Lorianne O'Donnell, Chief Operating Officer, BOE; Dan Watson, Director of Facilities BOE; Tom Bobkowski, Director of Security BOE

Board:

Jill K. Oberlander, Chair; William Drake, Andreas Duus, Karen Fassuliotis, Debra Hess, Elizabeth K. Krumeich, Anthony Turner

Other:

Roger Bowgen, Chairman, Shellfish Commission; Bill Grep, Treasurer, Shellfish Commission; Michael Miller, Treasurer, Board of Directors, TAG; Tracey Schietinger, Director, GEMS; Michael Niekamp, GEMS Financial Officer

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

Ms. Moriarty welcomed Committee members and attendees.

1. **EXECUTIVE SESSION** – None
2. **RELEASE OF CONDITIONS**

Number	Department	Purpose
GM-2	GEMS	Release of Conditions
\$2,281,825	A440 57225	First Half of FY19 Budget

GEMS Director and Financial Officer presented an update on the organization's financial results as of the FY18 ended April 30, 2018, which showed a surplus. GEMS will present its audited results to the TOG's Board of Health at its July 2, 2018 meeting and will provide a copy to the BET.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the Release of Conditions on \$2,281,825 (slightly less than half the budget), the First Half of GEMS' FY19 Budget, to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

ED-12	BOE	Release of Conditions
\$100,000	B6801789 59560 18158	Advance A&E

The BOE's Chief Operating Officer indicated that the BOE needs access to the \$100,000 of A&E funds in the FY18 budget that were conditioned. She was asked about the encumbered and unencumbered A&E amounts unspent in previous years. The BOE was asked to close-out the remaining A&E balances of 2014 and 2015.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the Release of Conditions on \$100,000 BOE Advance A&E request to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

TA-2	TAG & Safe Rides	Release of Conditions
\$73,250	A440 57221 & 57231	First Quarter of FY19 Budget

AND

HS-1	Human Services	Release of Conditions
\$18,000	A501 57210	First Quarter of FY19 Budget TAG Services for River House

TAG's Board Treasurer updated the Committee on the steps taken to align its revenue and expenses going forward into the First Quarter of FY19. TAG responded to Ms. Tarkington that the bequest that TAG had counted on for revenues, was less than anticipated. The Committee combined the Department of Human Services Application with the TAG & Safe Rides Application for voting purposes.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the Release of Conditions on TAG's FY19 First Quarter Budget including TOG's contribution to the Safe Rides program and for TOG's contribution to DHS expenditure for River House client transportation for a total of \$91,260 to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

FD-1	Fire Department	Release of Conditions
\$83,825	A205 51010	Position Upgrades

The Committee confirmed that the condition on the lieutenant upgrades, "upon resolution of the pending labor arbitration", had been met since the new labor contract is in force.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the Release of Conditions on the Fire Department position upgrades for a total of \$83,825, to the full BET as a Routine Application as of July 1, 2018. The Committee voted 4-0-0 to approve the amended motion. Motion carried.

3. REQUESTS FOR BUDGET ADJUSTMENTS

ROUTINE APPLICATIONS

Number	Department	Purpose
HD-5	Health	Allotment

\$ 47,600

F18719 & various codes

Shellfish Commission

The Chairman of the Shellfish Commission requested the approval of the Commission’s \$47,500 Budget for FY19 and explained its activities and projects. The Commission confirmed its intention to align its annual budget to the Town’s annual budget process and cycle.

Mr. Mason made a motion, seconded by Ms. Tarkington, to recommend the Shellfish Commission’s Allotment Application for \$47,500, to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

LA-7	Law	Transfer
\$12,000	A140 52150	Professional Fees

The Town Attorney requested the Committee’s approval of the transfer of \$12,000 from Other Professional Fees to Office Services to pay for higher than budgeted expenses for the Westlaw data base and other items.

Ms. Moriarty made a motion to recommend the transfer of \$12,000 between object codes within the Law Department FY18 Budget, to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

PL-1	Perrot Library	Transfer
\$10,000	A710 54050 & 54010	Tree Trimming & Elevator Repairs

The Perrot Library Director requested the authorization to transfer \$10,000 between object codes to pay unanticipated expenses of tree-trimming and elevator repairs. Ms. Tarkington asked if the Perrot had to pay for outside legal services to defend against the OG traffic circle, which Mr. McCarthy confirmed and indicated the funds for that expense did not come from the Town budget allocation.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the transfer of \$10,000 between object codes within the Perrot Library FY18 Budget to offset unanticipated expenses, to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

ED-10	BOE	Transfer
\$ 73,861	Various funds & various codes	Various Descriptions

The BOE Chief Operating Officer requested the authorization to transfer \$73,861 between object codes for various modifications to the budget.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the transfer of \$73,861 between object codes within the BOE FY18 Budget. The Committee voted 4-0-0 to approve the motion. Motion carried.

4. CAPITAL CARRY FORWARD REQUESTS

Number	Department	Purpose
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GL-1	Greenwich Library	Continue in Force
\$55,000	Z701 59560 18173	Flooring Replacement – Cos Cob Branch

The Committee reviewed the Greenwich Library application.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to recommend the carry forward of \$55,000 to the full BET as a Routine Application. The Committee voted 4-0-0 to approve the motion. Motion carried.

Mr. Mason suggested that the Committee take a single vote to approve all five requests for capital carry forward because they met the requirements under the Town Charter.

Ms. Tarkington and Mr. Ramer agreed to withdraw their motion.

PR-1	Parks & Recreation	Capital Carry Forward
\$1,334,000	B833 59830	Repair of Greenwich Point Causeway
PR-2	Parks & Recreation	Capital Carry Forward
\$1,500,000	B834 59710 17194	Dredge Byram Marina
PR-3	Parks & Recreation	Capital Carry Forward
\$260,000	B834 59700 17195	Replace Byram Launch Ramp & Dock
ED-11	BOE	Capital Carry Forward
\$ 100,000	Z680 1789 59830	Risk Management Mitigation

Mr. Mason made a motion, seconded by Ms. Tarkington, to approve all five Capital Carry Forward requests and forward to the full BET as a Routine Request.

1. GL-1 Greenwich Library \$55,000
2. PR-1 Parks & Recreation \$1,334,000
3. PR-2 Parks & Recreation \$1,500,000
4. PR-3 Parks & Recreation \$260,00
5. ED-11 BOE \$100,000

The Committee voted 4-0-0 in favor of the motion. Motion carried.

The Committee discussed the Open Appropriations Report and requested a report to update the BET on each project's status, including timeframe for completion, for projects approved in FY16 and earlier. The Committee also discussed the benefits of combining multi-year appropriations into one project number.

OLD BUSINESS – None

NEW BUSINESS

- **Discussion of Economic Conditions** – Mr. Gieger explained that the Budget Committee meeting was too early in the month to have complete information to update the charts, but that the Run Rate Report will be distributed when the information becomes available.

APPROVAL of THE BET BUDGET COMMITTEE MEETING MINUTES

Ms. Tarkington made a motion, seconded by Mr. Ramer, to approve the Board of Estimate & Taxation Budget Committee Meeting Minutes of May 15, 2018. The Committee voted 4-0 to approve the motion. Motion carried.

ADJOURNMENT

The Committee unanimously voted to adjourn at 7:04 P.M.

Next regular meeting scheduled for July 12, 2018 at 4:00 P.M. in the Cone Meeting Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie Moriarty, Chair