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

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

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<th>SE-8</th>
<th>First Selectman</th>
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<td>$750,000</td>
<td>F801 57210</td>
<td>DECD Grant – Bruce Museum</td>
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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.

ED-11  BOE  Release of Conditions
$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 Millbrook 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.

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.

ED-13  BOE  Release of Conditions
$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)

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.

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.

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

FD-3 Fire Capital Carry Forward
$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.

PR-4 Parks & Recreation Capital Carry Forward
$ 25,000 Z832 59260 14193 Replace Steel Work Boat

PR-5 Parks & Recreation Capital Carry Forward
$ 20,000 B832 59260 15195 Work Boat Outboard Motor
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.

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.

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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 1st. 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.