Mr. Lash called the meeting to order at 9:02 A.M. and welcomed attendees.

**SPEAKERS**

**Law Department**

Mr. Fox described the Law Department as currently handling 535 matters, which included claims, disputes, contracts and active law suits. He remarked that a significant amount of time and resources are spent on governance matters such as Board member removal, changes in the Charter and RTM changes, FOI issues, and CHRO claims of discrimination. He felt that no additional personnel were required to handle the work however the assistance of outside counsel with in depth and expertise in specialty areas was frequently required. The salaries for staff are
within the BET Budget Guidelines. Mr. Fox suggested that an additional staff member might be sought in the FY19 Budget year.

The Committee noted that salaries were up 3%, however, Mr. Fox explained that it was result of additional temporaries’ hours, including a lawyer, paralegal and librarian. He pointed out that expenses for outside counsel were down 17% despite their fees for expertise, opinions, defense in cases with multiple claimants or lawsuits by attorneys. The Law Department recommended maintaining the Risk Management Fund at the $3,000,000 level anticipating that $500,000 would be added to the current balance of $2.5 million on hand.

**Parking Division**

Ms. Azrelyant began an overview of her department with comments about how automation of services allowed for better service as well as allowing for a decrease in manpower. With a re-shuffling of staff responsibilities and in anticipation of a forthcoming retirement, additional economies would be possible. Ms. Azrelyant indicated that $260,000 is being requested for the conversion and installation of new automated equipment for virtual enforcement that would result in further reduction of hours or headcount. Repair and application of sealant for TOG’s Parking Garage is estimated to be $81,000 in FY18. The Committee asked if the number of permit parkers was increasing or if bank fees for processing payments could be reduced. Various opportunities for increasing revenues were being reviewed: raising prices on metered parking on Greenwich Avenue; merchant subscription to valet parking; incentives for merchants’ staff to park in long-term lots; changing metered hours to capture after 5:00 P.M. revenue to better reflect open store hours of 10:00 am to 6:00 pm.

**Police Department**

Chief Heavey, Captain Kordick and Mr. Hannigan presented a Departmental Budget that was within Guidelines; they pointed out that a national survey ranked Greenwich the 9th safest city nationally and the 3rd safest in Connecticut. Chief Heavey observed that calls for service were up 6.5% over previous year with 65,000 calls for police of which 15% were 911 calls. Captain Kordick cited an uptick in burglaries, population changes, commuter criminals and border incidents as areas of increased calls for service. The TO calls for 155; current staffing level is 151 with 136 available strength. Of the staff, 41 officers have less than 5 years of service with 18 officers at max retirement and 40 officers meeting basic level for retirement. The Committee requested that the Police Department consult with TOG’s IT Department to share system expertise and program objectives as it updates the emergency services technology. Chief Heavey indicated that TOG’s disaster management system had already been installed. First Selectman Tesei commented on an internal review of the Department’s culture that is being developed, but its format is yet to be decided. Whether it should be an online survey with participants selected randomly or a fact-finding report that would be readied for the end of May will be known shortly. A suggestion that neighborhood associations participate in the Study is being considered.

The Committee asked if cost savings projects had been identified to reduce expenses and if the impact on customers had been considered. It questioned whether there were cost-savings available from out sourcing areas such as the Marine Division or Animal Control. In response to a question, Chief Heavey indicated it costs $325,000 annually to have police officers at the 2 intersections on Greenwich Avenue. The Side Job Coordinator earned $350,000 for the Department by booking $5 million of assignments.

Regarding the capital budget, Captain Kordick indicated that the big-ticket items were $39,000 to
replace or upgrade Tasers and $272,000 for the IT installation of improved backup (memory technology) and an additional high speed offsite microwave location. Grants and transfers of funds continue to be strong revenue sources for the Department. The Committee asked Captain Kordick to review State purchasing opportunities in July and coordinate with TOG’s IT Department to identify other potential savings.

Capital Budget discussion

**Information Technology Department Capital Budget** – Mr. Klein proposed an expenditure of $35,000 for new network resiliency; $47,000 for replacing Microsoft software with a commercial application for the sake of security, compatibility and compliance; $68,000 to upgrade the Town’s GIS; $221,000 for a Cyber Defense Initiative; and, miscellaneous small equipment costing $20,000.

**GEMS Capital Budget** – While it is not in the Capital Budget proposed by the First Selectman, Ms. Tuffs requested $200,000 for A&E in the FY18 Budget to plan for the $1,000,000 modular building for Station 4 on King Street in the FY19 Budget. Mr. Fox suggested that GEMS was in the right location and would like to go forward at 1347 North Street because it reduced ambulance response time by 65%. The planned building would provide 1,305 square feet of living space and 2 bays for parking ambulances indoors.

**OFS – Fire Study Capital Request** - First Selectman Tesei requested $70,000 for a Study of Greenwich’s Fire Department operations. The Committee suggested that the Scope of the Study should include fire operations for location appropriateness, what staffing deployment would be optimal, what equipment would be required for each station, and recommendations based on national trends and comparative municipalities. Mr. Tesei proposed that a work group of Fire, RTM and BET be assembled to write the RFP. Committee discussed if further fire house renovation work should be postponed until the results of the Study are received.

Fire Department Capital Request -- The Fire Department made its annual request for Personal Protective Clothing at a cost of $82,000.

**Public Works Capital Budget Request** -- Ms. Siebert itemized repair and upgrading projects that were essential to be in compliance with Federal and State mandates. Annual maintenance programs such as traffic signal maintenance, ADA sidewalk compliance, deteriorating Highway maintenance, and the increased cost of post-maintenance millings disposal were discussed. Among the capital items which Ms. Siebert called to the Committee’s attention were: an FY18 assessment study of Town sidewalks to plan FY19 repair expenditures; the need for increased Paving funding based on the growing backlog of road with low scores on the Pavement Condition Index; Greenwich Avenue Project Design; a Parking Lot Maintenance Program; Dam repair; Storm Water Compliance; installation of a Sediment trap at Holly Hill; Route 1 Repair with 15% Federal reimbursement; and Design funds for Pemberwick Park Sidewalk Project. Mr. Lash suggested he was expecting that Ms. Siebert would be requesting funding for the broader Holly Hill sewer line replacement project which was postponed last year and asked her to return on February 15th if she wished to propose a larger Holly Hill project.

There being no further business before the Committee, the meeting was adjourned at 4:52 P.M.

Respectfully submitted,
SUBJECT TO APPROVAL