

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

Hayton Meeting Room
MINUTES –Thursday, October 18, 2018

Committee

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

Staff: Caroline Baisley, Director, Health Department; Megan Damato, Risk Manager; Roland Gieger, Budget Director; Peter Mynarski, Comptroller; Traffic Sergeant Patrick Smyth, Policy Dept

Board: Jill K. Oberlander, Chair; Andreas Duus, Karen Fassuliotis, Elizabeth K. Krumeich, David Weisbrod

BOE: Jennifer Dayton, Member, BOE; Ralph Mayo, Interim Superintendent, Greenwich Public Schools; Daniel Watson, Director of Facilities, Greenwich Public Schools

TNW: Laurence Simon, Chairman, Nathaniel Witherell Board of Directors; Alan Brown, Executive Director, The Nathaniel Witherell; Tom Ellis, Director of Finance; Jack Hornak, Director of Operations

RTM: Lucia Jansen, D-7, Chair RTM Budget Overview Committee

The meeting was called to order at 12:30 P.M.

Ms. Moriarty welcomed Committee members and attendees. She requested a motion to change the Order of Business.

Upon a motion by Mr. Mason, seconded by Ms. Tarkington, the Committee voted 4-0-0 to change the Order of Business to move PD-2 to be the first item on the agenda. Motion carried.

PD-2	Police Department	Approval to Use
\$68,697	F2173 51100 & 57050	DUI Enforcement Program

Traffic Sergeant Smyth requested approval to use a grant from the Federal Highway Safety Program distributed by the CT Department of Transportation for comprehensive DUI Enforcement Program by Greenwich's Police Department. The grant covers expenditures for overtime salary and benefits for officers participating in the delivery of the Program between November 7, 2019 and September 7, 2019.

Upon a motion by Ms. Tarkington, seconded by Mr. Mason, the Committee voted 4-0-0 to approve use of the Grant of \$68,697 to enforce the DUI Program and recommend the Application to the full BET as a Routine Application. Motion carried.

Ms. Moriarty introduced the next item on the Agenda.

NEW BUSINESS

- **Proposed plan for BOE Capital Process review**

The BET liaisons to the BOE, Ms. Moriarty and Ms. Hess, reviewed the proposed scope of work to be covered by a joint BET/BOE review of capital processes, including activities and systems associated with planning, appropriation, implementation and project close-out. The liaisons identified that the BOE had begun work on the financial tracking systems used for capital projects with BlumShapiro, but indicated the expanded scope of work could be performed by BlumShapiro and completed as a joint project between the BOE and BET. It was proposed that the BET approve funding from the Finance department budget for part of the work. The Committee and other members of the BET discussed the proposed plan and project timing. Ms. Moriarty commented that no vote would be taken at the BET Budget Committee meeting because the proposed plan would be considered at the upcoming BET Audit Committee and by the full BET.

REQUESTS FOR BUDGET ADJUSTMENTS

<u>HD-3</u>	<u>Health Department</u>	<u>Approval to Use</u>
\$43,314	F4038 51300 & 57050	PHEP Grant

Ms. Baisley requested approval to utilize a Grant for \$43,314 to support salary and social security contribution for a part-time Emergency Preparedness Coordinator position. The position would conduct Public Health emergency planning activities for the period between the date of hire and June 30, 2019.

Upon a motion by Ms. Tarkington, seconded by Ms. Moriarty, the Committee voted 4-0-0 to approve the use of the \$43,314 PHEP Grant and recommend the Application to the full BET as a Routine Application. Motion carried.

Ms. Moriarty proposed a modification to the Agenda to consider item ED-6 next.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to change the Order of Business to move ED-6 to be the next item on the agenda. Motion carried.

<u>ED-6</u>	<u>BOE</u>	<u>Additional Appropriation</u>
\$1,905,000	Z68005 59560 19208	Cos Cob School Remediation

Interim Superintendent Mayo described the water damage experienced in the Cos Cob Elementary School over the Columbus Day weekend and the steps the BOE was taking to remediate and repair the building. Additionally, he noted that the students from Cos Cob's damaged classrooms were being accommodated in Parkway (kindergarten) and Old Greenwich Elementary Schools (first and second grades) and were expected to return to the Cos Cob School by late December. The Committee discussed the cause of the leak (broken faucet in a second-floor art room) and the actions the BOE is taking to mitigate against future occurrences in any building. The Town's Risk Manager, Ms. Damato, had visited the scene and conducted a walk-through with the Town's insurance broker and an insurance adjuster. It is expected that most charges above the \$25,000 deductible be will covered under the Town's insurance. Ms. Damato will be reviewing the invoicing with the insurance carrier to assure their commitment to proposed

repairs. Ms. Tarkington asked if all expenses should be approved under a capital appropriation or if some costs, such as bussing expenses, should be an operating expense. Mr. Mynarski responded that all related costs should be charged to one capital account.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the Additional Appropriation of \$1,905,000 and recommend the Application to the full BET as a Non-Routine Application. Motion carried.

<u>NW-1</u>	<u>Nathaniel Witherell</u>	<u>Additional Appropriation</u>
\$ 450,000	H450 59560 16213	Tower Renovation Project

Mr. Brown requested an Additional Appropriation to complete the renovation of the Tower Project. He reviewed the expenditures to date for three completed floors and described the factors that caused the increased costs of construction. Mr. Hornak reviewed the steps taken to reduce the cost for completion of the remaining floor. The Committee discussed the scope of the work remaining, impact of a delay in construction, and expected future capital requests. The Committee discussed the alternatives of funding the project from the Capital and Non-Recurring Fund or bonding the project. Ms. Tarkington commented that the project was originally appropriated in 2015, and that the current request resulted in a 92% cost overrun for the project.

Mr. Ramer moved, and Mr. Mason seconded, to approve the Additional Appropriation of \$450,000 to be sourced from the Capital and Non-Recurring Fund for TNW Tower Renovation Project.

Ms. Tarkington moved to amend the motion to fund the project through a 5-year bond which would be issued after two years of BANs. There was no second.

Ms. Tarkington moved to amend the motion to fund the project through a 20-year bond. There was no second.

The vote on the original motion was 3-0-1 (Ms. Tarkington abstained). Motion carried.

OLD BUSINESS

- **Discussion and vote – FY 2019-2020 Budget Guidelines**

Ms. Moriarty summarized the discussion of the FY20 Budget Guidelines from the Committee's previous meeting, including the identified issues of increases in healthcare costs, pension expenses, and teacher wages. She commented that during the current draft of the guidelines includes a targeted range of 2.25% to 3.25% for the increase in the mill rate.

After a thorough discussion of Committee members' points of view and recommendations for changes to the draft Budget Guidelines, the Committee agreed to schedule a special meeting on Monday, October 22, 2018 at 9am to finalize the Budget Guidelines. These Guidelines will then be considered by the full BET at its October 23 meeting. Ms. Moriarty expressed her thanks to the Committee for their input and indicated she will distribute a revised draft before the meeting. No vote was taken.

APPROVAL of THE BET BUDGET COMMITTEE MEETING MINUTES

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Board of Estimate & Taxation Budget Committee Meeting Minutes of September 17, 2018. Motion carried.

ADJOURNMENT

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to adjourn the meeting at 4:40 P.M. Motion carried.

There will be a Special Meeting of the BET Budget Committee on October 22, 2018 at 9:00 A.M.

Next Regular Meeting of the BET Budget Committee is scheduled for November 13 at 5:00 P.M. in the Cone Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie Moriarty, Chair