Present:
  Committee:  Leslie Moriarty, Chair; Michael Mason, Jeff Ramer, Leslie L. Tarkington
  Staff:  Angela Gencarelli, Finance Department; Roland Gieger, Budget Director; Peter Mynarski, Comptroller
  Board:  Jill Oberlander, BET Chair; William Drake, Andreas Duus, Karen Fassuliotis, Debra Hess, Elizabeth K. Krumeich, David Weisbrod
  RTM:  Jackie Hammock (D6, Finance); Lucia Jansen (D7, BOC); Miriam Kreuzer (D7, BOC); Dan Ozizmir (D5, BOC)
  Other:  Ken Borsuk, Reporter, Greenwich Time

Ms. Moriarty called the meeting to order at 9:09 A.M.

Consolidation Process

Ms. Moriarty introduced the consolidation process saying that the Committee would be discussing potential changes to the First Selectman’s Recommended FY20 Operating Budget of $442,307,977, to be followed by a review of the Recommended Capital Budget. The Committee began a page-by-page review of the FY20 Budget.

OPERATING BUDGET

Revenue
The Committee discussed the issue of State revenue items since the State’s budget will not be finalized until after the Town has already acted on its budget. The Committee discussed the alternatives of zeroing out all possible State revenue or including preliminary estimates of grants and negative grants. These possible State grants, including the newly proposed teacher pension negative grants, are:

- 43444 LOCIP - current budget is $375,000; Governor budget indicates $320,381
- 43493 Grants for Municipal Projects – current budget is $100,000; Gov budget is $89,022
- 43451 Education Cost Sharing (ECS) – current budget is $0; Gov budget is $275,919
- 43457 PILOT - Hospital - current budget is $0; Gov budget is $674,786
- Town Aid Road Grant - not budgeted; Gov budget is $749,181
  Subtotal of above: current budget is $475,000, Gov budget is $2,109,289

- State Teacher pension negative grant - not budgeted; Gov budget is ($1,321,469)
  o Grand total: current budget is $475,000; Gov budget is $787,820.
Other revenue items which can be consider for proposed modification:
  - 46110 Interest income - Mr. Mynarski suggested this could be increased by $250,000.
  - 49055 Cancellation of Prior Year Encumbrances - Mr. Mason will proposed increase of $500,000.

**Operating Expenses** – Items which are being considered for proposed modification

101 **RTM** - It was noted that postage is included in 107 Administrative Services and suggested that the RTM should consider cutting back on mailing expenses since Charter refers to mailing of meeting notice rather than all the documents.

105 **OFS** - Asked for confirmation that elected official salaries are properly reflected.

106 **Purchasing** - Ms. Tarkington would like one consistent set of procedures across all departments, including Town, Schools and Libraries.

109 **HR** - Ms. Tarkington suggested that to be consistent with the BET HR Committee action, the budget and table of organization (TOO) should eliminate the new full-time position and restore two Part-Time positions.

130 **Finance**
  - Mr. Ramer proposed reduction of 52030 Bank Fees by $25,000 per Comptroller's recommendation
  - Mr. Ramer proposed the reduction of $15,000 in 51300 temporary salaries based on changes in the finance department staffing. However, it was noted that there may be additional training needs for the new MUNIS modules.
  - Mr. Mason proposed adding $450,000 to 51490 -- $150,000 each for three consulting projects: fire study, capital project management and cyber security.

139 **Tax Collector** - Asked for confirmation that elected official salary is properly reflected.

150 **Town Clerk** - Asked for confirmation that elected official salary is properly reflected.

172 **Conservation Commission** - Ms. Moriarty asked for clarification of Director's statement about a possible additional $25,000 reduction in Temporary Salaries.

174 **Land Use** - Possible increase in Temporary Salaries of $25,404 to cover additional hours for PT employee position.

**Fire Department - 204 Fire Marshall**
  - Mr. Mason suggested that the department's Overtime expenses were too high and would encourage reviewing staff deployment and work hours.
  - Mr. Ramer is considering the reduction of 1 Deputy Fire Marshall based on the staff response about how they would implement a 1% budget reduction if required.

**Police Department - 217 Uniform Police**
  - Mr. Ramer is considering the reduction of $100,000, maybe $250,000, which would be based on the staff response about how they would implement a 1% budget reduction. Per the Chief, the possible areas identified were a reduction in uniformed patrol on Greenwich
Avenue, the number of hours the marine division operated, or a reduction in the number of car posts.

DPW
- Ms. Moriarty is considering the reduction $100,000, which would be based on the staff response about how they would implement a 1% budget reduction if requested proposed. Per the Commissioner, the possible areas would be a reduction in overtime expense by shifting off-hours work to the normal day (like leaf collection or snow plowing).

Health Department
- Mr. Ramer is considering a reduction of $15,608 to have the Department cover the Town’s portion of the cost of the Emergency Preparedness Coordinator by taking small cuts in other areas within the department.

External Entities
- TAG and Safe Rides - Several members indicated an interest in conditioning the release of funds, either quarterly or semi-annually, based on a review and acceptance of a report on their cash flow and financial position.
- GEMS - Several members indicated an interest in conditioning the release of funds semi-annually based on a review and acceptance of a report on their operating and financial results.

Human Services
- Mr. Ramer proposed delaying the $60,000 increase in the Town’s contribution to the YWCA Domestic Violence Prevention Program by one year, but would allow DHS to determine how to allocate the budget reduction.
- Ms. Moriarty is considering adding funding for a KidsTalk program in one elementary school at a cost of $85,000, which might be able to be reduced by 50% for matching funds.

Board of Education (BOE)
- Mr. Mason suggested that the volume of students on some private school bus routes was sparse and the BOE should consider re-routing and scheduling options. A reduction of $30,000 in the Transportation budget was suggested to incentivize action.
- Mr. Mason raised the question of the central office/administrative TOO given the recent hiring of a new Superintendent from outside the district.
- Ms. Tarkington is considering a reduction of $300,000 from Special Education Out-Of-District Tuition. Mr. Mason requested the BOE to attend the Budget Committee’s March meeting to provide information about Special Education costs through June 30, 2019.
- The question was raised if additional MUNIS training costs need to be reflected in the BOE budget.
- Ms. Tarkington raised the question if the BOE budget should reflect the cost of sewage services that are now reflected in the Town budget.

Libraries - Ms. Tarkington questioned the impact of the $17.5 million Greenwich Library renovation on its future operating costs after the completion of the renovation.

Parks & Recreation
- Mr. Ramer is considering a $100,00 reduction from several lines in the 100s accounts to address the Town departments coming in over budget guidelines. Mr. Mason noted that, in response to the question about where cuts might be made if required, the Department
suggested a possible reduction might impact July 4th Fireworks, the length of the season for beach staffing, and/or reduction of beach ferry service to 6 days per week.

**FIXED CHARGES**

**901 Benefits 57590** - Mr. Mynarski indicated the Other (401k Match) could be reduced by $100,000.

**901 Benefits 57300** - Mr. Mynarski reported that Hospital/Medical costs (which represent Workers Comp costs) could be reduced by $300,000.

**911 Sewer 57500** - Payment in lieu of Sewer taxes could be reduced by $250,000.

**999 Contribution to Risk Fund** – Ms. Moriarty suggested the contribution to the Risk Fund should be $3 million rather than the $1 million currently in the budget. Mr. Mason suggested that an alternative could be to increase it over two years. There was a discussion about whether there needs to be an appropriation to move funds from Unrestricted Fund Balance into the Risk Fund (both part of the calculation of Fund Balance) for payment of settlements if the Risk Fund has been depleted. Mr. Fox participated in this discussion and indicated that past practice has been to have the RTM approve appropriations to the Risk Fund and that this process is separate from the RTM Claims Committee approving a settlement. There was a discussion about the use of unrestricted fund balance rather than tax revenue to fund this contribution.

**FUNDS**

The Nathaniel Witherell (reduce $522,000)

- Ms. Tarkington is considering a reduction of $261,000 for the budgeted increase of 5.2 part-time FTEs from TOO and Temporary Salaries, which includes a reduction of the additional 2.83 part-time FTEs from TOO and Temporary Salaries budgeted.
- Ms. Moriarty suggested a reduction in capital expenditures so that the projects totaled $400,000.

**School Lunch Program** - The Committee is not considering a change; however, there was a discussion of whether the FY20 budget of $170,000 contribution is too low.

**Parking Fund** - Ms. Tarkington suggested she is considering a condition to release the funds semi-annually based on a satisfactory report on operations.

**Retirement Fund** – Ms. Tarkington is considering the reduction of the additional 1 FTE budgeted and its funding subject to the BET HR Committee reviewing the requested new position.

**Salary Schedules**

- Ms. Tarkington is considering the addition of a senior executive in charge of Construction Management to the OFS at a cost of $250,000.
- Ms. Tarkington questioned if the BOE Grant Funding is fully covering the cost of benefits for employees paid from grants since the TOO is increasing but the benefit budget is staying flat.
CAPITAL BUDGET

In considering the requests for Capital, members discussed the amount of open appropriations, the expectations for their completion, and the impact on the ability to start new projects. Ms. Moriarty noted that the Schools supplied a revised 15-year plan to reflect the escalation assumption included in the BET Budget Guidelines and that the revised numbers should be adopted. The Committee then reviewed each project in the recommended FY20 budget.

Fire - Round Hill Fire Station ($200,000) - Mr. Ramer is considering the same condition as added in the last year’s budget if it has not yet been satisfied.

Police - Audio/Visual Equipment ($20,000) - Ms. Tarkington may propose deletion.

Police - Taser and Weapon Replacements ($22,000) - Ms. Tarkington may propose deletion.

Police - Marine Paint ($54,000) - Mr. Ramer pointed out the large expense of maintaining an aluminum boat.

Police - Pistol Range Mechanicals ($150,000) - Mr. Ramer pointed out the total $450,000 cost over 3 years in the police budget plus the $200,000 air system upgrade project in the DPW budget.

DPW - P&Z Neighborhood Plan Implementation ($100,000) - Ms. Tarkington and Mr. Ramer are considering deleting project.

DPW - Greenwich Avenue Streetscape Project ($500,000) - Ms. Tarkington doesn’t support as the prior year funding has not been spent and a concern for total cost of the project.

DPW - Brookside Drive at Glenville Rd Intersection Improvement ($200,000) –Ms. Tarkington would support deferring the Brookside Drive project until a neighborhood public hearing can occur on the topic.

DPW - Annual Paving ($4,250,000) - Ms. Tarkington would like to reduce the $4,250,000 budget by $250,000 to $4,000,000.

DPW - Davis Avenue Bridge $4,200,000) - Ms. Tarkington would like to reduce the budget to the estimate provided in last year’s budget of $2.5 million.

DPW - Strickland Brook/Cos Cob Harbor ($500,000) - Mr. Ramer and Ms. Tarkington expressed some hesitancy about beginning a large and difficult project.

DPW - GHS Soil Remediation ($2 million) - Ms. Moriarty is considering accelerating the appropriation for the whole project into FY20. The Committee discussed the timing and expectation for each stage of the project.

DPW - Hamill Rink Facility Improvements ($250,000) - Ms. Tarkington would like to defer the project for one year.

DPW - Eastern Greenwich Civic Center Design ($300,000) - Ms. Tarkington expressed concern over increased cost for construction, supports use of outside construction management and would condition project for environmental testing.
DPW - Town Hall Space Utilization Improvement ($200,000) - There was discussion over the need for an annual appropriation at this level and whether this project should be delayed for a year.

DPW - Town Hall Audio Visual Upgrade ($225,000) - Ms. Tarkington would like to defer the project for a year.

DPW - Northwest Fire/GEMS Facility - Property Due Diligence ($100,000) - Ms. Tarkington believes the proposal needs more study before moving forward.

Fleet - Police Motorcycles ($51,000) - Mr. Ramer suggested deleting $51,000 for the purchase of two replacement motorcycles because the mileage, frequency of use and age of the current equipment didn’t merit the new purchase.

Fleet - Propane filling station ($200,000) - Mr. Ramer is considering reducing the project by $100,000 since this proposal is more than double the cost of the station installed at North Street.

Fleet - DPW Pick-up Truck ($60,000) - Mr. Ramer is considering the deletion of the purchase of a new DPW pickup truck.

External Entities - Bruce Museum HVAC/Roof Reinforcement ($1,769,000) - Ms. Moriarty suggested reducing the project to $575,000 to reflect the cost of a replacement-in-kind. The proposed project is an upgrade to address humidification concerns but would also better interface with the design for the museum’s expansion.

External Entities - Bruce Museum ($25,000) - Ms. Tarkington proposed to delete the project because it was a new item.

Schools - Technology Upgrades ($1,628,000) - Ms. Moriarty confirmed the prior request to separate the Phone System Upgrade into its own project. Ms. Tarkington indicated she would like the Town IT department to oversee the phone system upgrade project.

Schools - Digital Learning Environment ($1,473,000) - Mr. Mason shared concern over outstanding balances from prior year appropriations for this initiative.

Schools - Major Projects - GHS Phase 1A ($75,000) - The Committee identified the four proposed projects that begin the implementation of the BOE Master Plan – design studies for GHS Phase 1a plus three elementary schools. The scope of this project was discussed.

Schools - Design Study - Renovation/Expansion of Riverside ($230,005) - Ms. Moriarty noted that the BOE is requesting funding for the design studies for three elementary schools to obtain cost efficiencies; however, some of those projects will not be started for than 4 more years. Ms. Moriarty would prefer the design study be completed in the year prior to the project’s start even if there is a cost inefficiency to separating the projects. Ms. Moriarty indicated she would delete this project.

Schools - Design Study - Renovation/Expansion of Old Greenwich ($170,662) - Ms. Moriarty indicated she would delete this project for the same reasons as the Riverside design study.
Schools - Design Study - Renovation/Expansion of Julian Curtiss ($163,000) - Ms. Moriarty indicated she will propose increasing this budget to $211,900 which reflects the higher cost for doing one school’s design rather than bundling three schools together.

Schools - Cardinal Stadium ($8,416,328) - Ms. Moriarty indicated she will propose reducing the project scope to cover only bleacher replacement due to the impact on other BOE priorities, the expectation for public/private partnership, the safety issues with the current bleachers. Mr. Mason wanted to understand where this project sits in the BOE’s list of priorities and whether there are other ways to meet this project’s goals given the limitations of that location.

Schools - GHS Piano ($110,900) - The Committee discussed the acceptance of a replacement project sheet that reflects the entire cost of the piano of $165,000 as well the private donations of at least $50,000 towards the project. Ms. Tarkington identified she will propose a condition for the release of funds upon confirmation of the receipt of the private donations of $50,000.

Schools - Fuel Tank Removal ($679,331) - Mr. Mason identified a concern about the ability to complete the entire scope covering eight locations. Ms. Moriarty indicated it would be her expectation that the Administration would issue an RFP and award the full scope to one contractor, which would reduce the demands on the staff.

Schools - Generators ($671,410) - Ms. Tarkington indicated that project this seemed to reflect a new policy for generators in the schools and that the Hamilton Avenue School generator seemed to present conflicting information when compared to the emergency lighting project.

Schools - HVAC ($5,020,602) - Ms. Tarkington is considering deferring part of the scope – Greenwich High School, Hamilton Avenue School, International School at Dundee and North Mianus School.

Library - Greenwich Library ($1,884,000) - As proposed, there are seven projects totaling $984,000 that support Greenwich Library’s renovation project. Mr. Gieger identified that keeping each project as a separate appropriation will cause the price of each to increase as they would need to be bid and tracked separately. He suggested the Budget Committee consider combining the projects into one appropriation for $984,000 contribution to the renovation projects, which is how the Byram Shubert Library project was handled. The Structural Steel Repair for $900,000 would remain a separate project.

Parks & Recreation - Dehumidification Desiccant Wheel ($30,000) - Mr. Ramer identified that this expense is being proposed when the structure is being planned for replacement in 2-3 years.

Parks & Recreation- Repair Greenwich Point Causeway ($850,000) - Ms. Tarkington noted that the costs have increased since the project was proposed.

Parks & Recreation - Greenwich Harbor Dredging FNC ($2,000,000) - Mr. Mason noted that the appropriation is needed in this budget but the project’s timing may lag due to necessary approvals.

Parking Fund - Town Hall Garage Rehabilitation ($411,000) - Ms. Tarkington proposed to defer the project.
The Nathaniel Witherell ($559,100) - Ms. Moriarty identified that she would support a reduction in the total of proposed projects to $400,000.

Possible Additional Capital Projects

Parks & Recreation - Fields Master Plan ($75,000 - $100,000) - Ms. Moriarty indicated that the public comments clearly called for the development of a Fields Master Plan. Using the fields status report that is developed by the Parks & Rec department, the project would identify a plan for existing and new fields to meet the identified need. The plan would include suggested priorities and budget estimates.

Information Technology - Cyber Security Expansion ($85,000) - Ms. Moriarty identified the project to expand the cyber security initiative. Mr. Mason raised the need for the project to address the BOE, Libraries, Nathaniel Witherell, as well as the Town.

Schools - Project Management and Asset Management System ($27,000) - Ms. Moriarty identified the need for funding for the implementation of the consultant’s recommendations on the BOE capital processes. Mr. Mason identified that the solutions should also meet the needs of Town, Library and Nathaniel Witherell and so the project may not be best placed at the Schools.

Schools - Western Middle School Soil Remediation ($8.5 million) - Ms. Tarkington indicated that this project is not currently included in the 15-year plan. She will propose adding the project over the next 4 years: FY20 - $1 million, FY21 - $3 million, FY22 - $3 million, FY23 - $1.5 million.

All the comments and proposals were for discussion purposes only. There were no motions made and no votes taken on any item discussed at this meeting.

The meeting adjourned at 4:26 P.M.

Respectfully submitted,

_____________________________
Catherine Sidor, Recording Secretary

_____________________________
Leslie Moriarty, Chairman