

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**BUDGET COMMITTEE VIRTUAL MEETING MINUTES**

Tuesday, July 14, 2020  
Virtual Meeting

Committee

Present: Leslie L. Tarkington, Chair; Debra Hess, Leslie Moriarty, Jeffrey S. Ramer

Staff:

Benjamin Branyan, Town Administrator; Roland Gieger, Director, Budget and Systems Director; Greg Hannigan, Director, Police Department (Dept.); James Heavey, Chief, Police Dept.; Craig Jones, Information Technology (IT) Dept.; Valerie Maze Keeney, Assistant Town Attorney, Law Dept.; Jenny Larkin, IT Dept.; Vincent Marino, Town Attorney, Law Dept.; Peter Mynarski, Comptroller; Louis Pannone, Lieutenant, Police Dept.

Board:

Michael Mason, Chairman; Andreas Duus, Laura Erickson, Karen Fassuliotis, Miriam Kreuzer, Beth Krumeich

Selectmen:

Fred Camillo, First Selectman

RTM:

Michael Basham, (D-5) Chair, Finance Committee (Cmte.), Member, Labor Contracts Cmte. (LCC); Brooks Harris, (D-5) Vice Chair, Finance Cmte.; Danyal Ozizmir, (D5) Vice Chair, Budget Overview Cmte., Chair, LCC

BOE/GPS:

Sean O'Keefe, Chief Operating Officer

Public:

Ken Borsuk, Reporter, *Greenwich Time*

The meeting was called to order at 10:00 A.M.

**EXECUTIVE SESSION**

Upon a motion by Mr. Ramer, seconded by Ms. Moriarty, the Committee voted 4-0-0 to enter Executive Session at 10:07 A.M.

Upon a motion by Mr. Ramer, seconded by Ms. Hess, the Committee voted 4-0-0 to exit Executive Session at 10:26 A.M.

**REQUESTS FOR BUDGET ADJUSTMENTS**

<b>Number</b>	<b>Department</b>	<b>Purpose</b>
SE-12	First Selectman	Additional Appropriation
\$30,000	P935 57350	Settlement – Martin v. TOG Greenwich Public Library

Upon a motion by Ms. Moriarty, seconded by Ms. Hess, the Committee voted 4-0-0 to approve the additional settlement of \$30,000 in Martin v. TOG Greenwich Public Library and recommend the application to the full

BET. Motion carried.

Ms. Tarkington thanked Ms. Larkin and Mr. Jones for the support transitioning the BET Board and Committees to virtual meetings resulting from pandemic restrictions on public gatherings.

ED-1	BOE	Transfer
\$3,459,000	various	Summer Budget Transfers

Mr. O’Keefe reported a year-end sum of \$3,459,000 for summer transfers to cover the transfers between major object codes to address primarily a deficit in supplies and materials accounts as well as services other than personal with funds coming from the transportation, maintenance of plants, and instruction accounts as part of the year-end reconciliation process. He explained that \$1.8 million was encumbered as FY21 pre-spending for supplies and equipment. Additional surplus of \$2,072,916 would be returned to the Town. Mr. O’Keefe attributed the size of the unanticipated surplus, compared to BOE’s May projection of \$500,000, to purchase orders not expensed, and the renegotiation of the school bus contract. A Committee member asked Mr. O’Keefe to develop budgeting under two scenarios: if schools are open and if schools are closed. It was suggested that the federal Secretary of Education was evaluating criteria for distributing supplemental future school funding that could be received in FY21.

In further discussion on the BOE’s FY21 budget, a Committee member disagreed that the BET inclusion of the additional 1-2% budgeted would be to reduce interim requests, because the residual impact of the pandemic over the next two years would prevent “business as usual” budgeting. Mr. Mason complimented Mr. Gieger and Mr. O’Keefe for tracking the impact to the BOE budget and asked for their continued scrutiny of expenses and saving opportunities in the FY21 budget. A Committee member asked if changes to the purchase order process were needed. A question of whether other Covid-19 adjustments would create better budgets and help frame FY22 Budget Guidelines being prepared in August and early fall. Mr. O’Keefe was asked to continue his BOE program analysis to identify possible programs for elimination.

Mr. O’Keefe was thanked for his diligence following up on closing out GHS MISA and Hamilton Avenue construction projects and the final school construction progress payment reimbursement submissions. The submissions could produce future State reimbursements of as much as \$4.98 million for GHS MISA and \$1.86 million for Hamilton Avenue School, a total of up to \$6.84 million. Mr. O’Keefe estimated receipt of funds to take up to 2 years inclusive of the required state audit of documentation and eligible expenditures.

Upon a motion by Ms. Hess, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Summer Transfers of \$3,459,000 and recommend the application to the full BET. Motion carried.

FI	Finance	Transfer
\$882,864	B Various Depts. & Codes	Reducing Bond Authorization

Mr. Mynarski explained that the close-outs of authorized Bond Fund projects would reduce authorized bonding approved by the BET and RTM during the annual budget process and reconcile dollar amounts for the various individual identified capital projects booked in the B Fund.

Upon a motion by Ms. Hess, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve reducing Bond Authorization. The Committee is recommending the application to the full BET. Motion carried.

PD-1	Police	Additional Appropriation
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\$310,022

Z213 59000

Body Cameras

Chief Heavey explained the request for an interim appropriation of \$310,000 for 160 body cameras is timely because the State could make available a 50% reimbursement for the purchase. He recommended the body cameras for objectivity independence, evidence documentation, its support by the Silver Shield Association and to support “lessons learned” in training programs. Although this was not a “single source” purchase, the equipment would be purchased from a State approved vendor that controls of 85% of the market and is highly trusted due to the Department’s previous laser purchase. An additional \$692,880 cost to the five-year program covers periodic camera replacements, software updates, interactive software, and unlimited video storage.

Committee members asked for suggestions on how to reduce the purchase cost and learned that the savings could be anticipated from an extended life-cycle from 2.5 years to as much as 4.5 years if the entire (160) police force was responsible for his/her own device.

Chief Heavey was asked to follow up on the following the BET meeting: discuss the FOIA/privacy aspects of the device’s use with the Town Attorney; verify the number of body cameras to be purchased; provide a copy of the Police Department Policy Manual to the Committee members; discuss retention and cyber security aspects with the Director of the Information Technology Department; price additional storage retention options; and investigate possible reimbursement of annual maintenance fee of \$173,220 (\$692,880 over an additional 4 year period). Body camera delivery is expected to take 8-12 months.

Before voting, members of the Committee reiterated their concerns about the on-going annual maintenance fee; confirmed that the purchase was a capital project to be funded from the Capital Non-Recurring Fund; that their issues of privacy/FOIA, retention, and cybersecurity would be addressed; and that the intent was for the RTM to vote to approve the purchase at their September meeting.

Upon a motion by Mr. Ramer, seconded by Ms. Hess, the Committee voted 3-0-1 (Abstain: Tarkington) to approve the \$310,022 and recommend the application to the full BET. Motion carried.

SL	School Lunch	Transfer
\$27,000	S670 52130	Food Transportation

Upon a motion by Ms. Hess, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application as a routine item. Motion carried.

**NEW BUSINESS**

• **Discussion of Economic Conditions**

Mr. Gieger, Director of Budget & Systems Management, provided an overview of year-end revenues and expenses. He noted that FY2020 was underspent by \$11.7 million on a budgetary basis, but the GAAP basis is not yet calculated. He highlighted that the Conveyance Tax was \$200,000 ahead of budget and the Fleet Department was returning 23% of its budget unspent. The Committee Chair commented on June being the highest conveyance tax collection amount in the latest 48-month period. Another member commented that the impact of Covid-19 and other revenue items were not yet attributed to the Fund Balance. Mr. Mynarski responded that other bills will be logged-in over the next 60 days and the outcome will be known there as the Annual Audit is being prepared.

Mr. Mynarski recommended Ms. Yemets' monitoring of the cashflows; since July 1 she reported that \$42.1 million of property taxes had been collected. Earlier concern of impact due to the tax payment deferral date was dispelled. He updated the Committee on Covid-19 expenses, \$485,000, already applied for reimbursement at 75% until December 31<sup>st</sup> with an additional 25% reimbursement from the CARES Act. Applications have been submitted separately by the Health Department, The Nathaniel Witherell, GEMS and TAG.

Ms. Tarkington commented that as union contracts are being negotiated, the inflation rate is low. The U.S. Bureau of Labor Statistics Consumer Price Index, New York-Newark-Jersey City for the latest month is 0.1%; the June annual area price index would be issued that day.

### **Approval of the BET Budget Committee Meeting Minutes**

Upon a motion by Ms. Hess, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the following Minutes of 2020 Departmental Hearings of Days #5 #6. #7 and #8, and Consolidation Day. Motion carried.

February 7, 2020 Dept Hearings Day #5 Minutes (including Ms. Hess' modifications)

February 10, 2020 Department Hearings Day #6 Minutes

February 19, 2020 Department Hearings Day # 7 Minutes

February 25, 2020 Department Hearings Day #8 Minutes

February 27, 2020 Consolidation Day

Upon a motion by Ms. Hess, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Minutes of the BET Budget Committee Regular Meeting of June 8, 2020. Motion carried.

### **ADJOURNMENT**

Ms. Hess made a motion, seconded by Mr. Ramer to adjourn at 12:29 P.M. The Committee voted 4-0-0 in favor of the motion. Motion carried.

Next Regular Meeting of the BET Budget Committee is scheduled for September 15, 2020 at 11:00 A.M. The Meeting is scheduled as a virtual webinar meeting.

Respectfully submitted,

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Catherine Sidor, Recording Secretary

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Leslie Tarkington, Budget Committee Chair