

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

DEPARTMENTAL REVIEW FY2021-2022 DAY #6 MINUTES

**Hybrid Virtual and Town Hall Meeting Room – 9:00 A.M.
Thursday, February 18, 2021**

Present:

- Committee: Leslie L. Tarkington, Chair; Andy Duus, Leslie Moriarty, Jeffrey S. Ramer
- Staff: Benjamin Branyan, Town Administrator, Office of the First Selectman (OFS); Dan Carlsen, Senior Management Analyst, OFS; Carmella Budkins, Town Clerk; Angela Gencarelli, Assistant Budget & Systems Manager, Finance Dept; Roland Gieger, Budget & Systems Director; Tom Klein, Director, Information Technology; Jenny Larkin, IT Department; Kevin McCarthy, Director, Perrot Library; Renata Michalski, Director, Purchasing and Administrative Services; Peter Mynarski, Comptroller; Barbara Ormerod-Glynn, Director, Greenwich Library; Joseph Williams, Deputy Director, Greenwich Library; Megan Zanesky, Director, Risk Management
- Board: Michael Mason, BET Chairman; Laura Erickson, Karen Fassuliotis, Miriam Kreuzer, Elizabeth K. Krumeich, David Weisbrod
- RTM: Jill Cobbs, (D-7) Public Works; Janet Stone McGuigan, (D-6), Education; Molly Saleeby, (D-8) Budget Overview Cmte (BOC); Rosalind Nicastro, (D-3) BOC; Barbara O’Neil, (D-6), Education; Lucy von Brachel, (D-4) BOC; Carol Zarelli, (D-9), BOC
- BOE/GPS: Peter Bernstein, Chair, Board of Education; Dr. E. Ann Carabillo, Ass’t to the Deputy Superintendent; Dr. Toni Jones, Superintendent, GPS; Patricia Maranan, Accounting Supervisor, GPS; Sean O’Keefe, Chief Operating Officer, GPS; Dave Nanarello, Director, Food Services, GPS; Michael Ting, Chief Technology Officer, GPS; Eugene Watts, Senior Buyer/Warehouse/Contracts Supervisor
- Other: Ken Borsuk, Reporter, *The Greenwich Time*; Bill FERENCE, Director of Finance (CFO), Bruce Museum; Tom Heagney, Chairman, Building Committee, Greenwich Library; Clare Kilgallen, PTA, New Lebanon School; Susan Lio, Managing Director, Bruce Museum; Horst Tebbe, WGCH-TV; Robert Wolterstorff, Executive Director and
CEO, Bruce Museum.

Budget Committee Chair Tarkington called the Meeting to order at 9:00 A.M. and welcomed the audience to the sixth in a series of eleven BET Budget Committee public meetings. Ms. Tarkington introduced members of the BET Budget Committee --- Andy Duus, Leslie Moriarty, and Jeff Ramer. The Committee is also supported by the Finance Department --- Peter Mynarski, Comptroller; Angela Gencarelli, Assistant Budget & Systems Manager; Roland Gieger, Budget & Systems Director, and Shira Davis, Executive Assistant.

The BET Budget Committee Departmental Review Hearings are operating under the Governor's COVID-19 Executive Orders and will be conducted by hybrid Zoom. This meeting is being recorded by Zoom and an audio recording will be posted on the Town website. Meetings are being live broadcast by GCTV on channels 79 and 24 and YouTube. Technical expertise is being provided by Jenny Larkin, band Horst Tebbe. A schedule of the Budget Committee's Departmental Review Hearings is available on the Town website's calendar.

Purchasing & Administrative Services (Town)

Introduction – Ms. Michalski provided highlights of the Department's FY2022 Budget including a reduction of 16.23% due to staff reduction of a Senior Buyer, an update of the request for proposal (RFP) bidding package, a reduction of 0.2% in mailing service costs, update of the employee phone book, and a reduction in fuel expenditures.

Operations – Due to the pandemic environment, 67 RFPs were issued rather than a typical year's in the 80's RFPs. The list of purchase sources was expanded to include state contractors, cooperative buying groups, and service agreements for pricing to compare pricing with the State's vendor list. The Departments exempt from using Purchasing to issue RFB/RFPs are DPW-Engineering, Greenwich Library, Community Development, Probate Court, and Board of Education; however, all follow Town guidelines. A revised purchasing contract is being reviewed by the Town Law Department and Risk Management. Ms. Michalski did not recommend future consolidation of the Town's and BOE's Purchasing Departments because of the specialized skills needed in each department.

Capital Budget – The Town Purchasing and Administrative Services Department made no Capital requests.

Purchasing Services (BOE)

Operations – Mr. Watts commented that the COVID-19 pandemic had little impact on the volume of contracts and RFPs issued in the previous year and indicated that 90% were purchase order driven. Schools maintains two warehouses and buys mostly off the state contracted lists. A new edition of the policy manual is being prepared to include best practices learned in joint department discussions. The last manual update was six or seven years ago. No specific efficiencies were identified for combining the two Purchasing Departments however an example of savings was found in the joint purchase of LED lighting. Transportation is the contract next up and route efficiencies were being tested to combine routes from the current separation of private school and public school contracts.

Capital Budget – There was a question on the status of implementation of BlumShapiro recommended MUNIS capability for tracking contracts within capital projects. Mr. O'Keefe responded that staff is trained and uses MUNIS. The study recommendations for a capital projects management system and an asset management system are ones that should be done in collaboration with the Town facilities department. Mr. O'Keefe confirmed that MUNIS can handle the BOE's needs for tracking capital projects. A member of the Committee pointed out that the BET Guidelines recommended the benefits and advantages of developing one policy manual and one cost-management system.

School Lunch Program

Operations – Mr. Nanarello described the FY2022 Budget as similar to FY2019 Budget in that actual sales for both were in the low \$3 million range. A staff reduction of two fewer managers in K-8 schools and one fewer manager at the High School would result in approximately \$100,000 in savings. Because over 40% of high school students were eligible for the national program of free breakfast and lunches, the federal menu was reinstated as a cost saving measure. The Committee recommended benchmarking against other local communities' lunch program costs and investigating grants. The negative Lunch Fund balance was mentioned but the BET Liaisons and the Superintendent's Ad Hoc Lunch Fund Committee will meet for further discussions.

Capital Budget – No capital projects were discussed.

BOE Information Technology

Operations – Mr. Ting commented that BOE's IT Budget for FY2022 was almost flat with no change in its 25 personnel headcounts (6 system administrators, 1 technician at each school and 3 program specialists); 45% of the budget was spent on hardware, 20% on software and 14% on telecommunication.

Capital Budget – The Department had no open or encumbered capital items. A request to spend \$20,000 on maintenance and repair of hardware of which 4% would be spent on the annual laptop replacement cycle of the GPS inventory of ten thousand iPad and Chromebook devices. Software licenses for Google, Hot Spots, and other annual licenses were included in the IT FY2022 budget. A request is made for \$90,000 for the Phase 2 network segregation program to separate Wi-Fi users from online users. District purchases its devices and has about 5,500 iPads and 6,500 Chromebooks, which are replaced on a 3.5 year lifecycle.

TOG Information Technology

Operations – Mr. Klein commented that 32% of the Departmental FY2022 budget was planned for salaries, 4 % for professional services, and the balance on software rental programs (MUNIS, Municipality, Office 365, etc.); an increase for Zoom virtual meeting and webinar use; GIS tracking and emergency use; and the cost of email and record storage.

Capital Budget – A priority request is made for Disaster Recovery capability to sustain remote operations in case of emergency. Another request for updating the GIS information by flyover every 4 years is suggested to accommodate realtors and surveying companies, and the Assessor and Town Departments for the revaluation and tracking infrastructure, respectively.

Cybersecurity

Capital Budget – Enhancements to Office 365 security, development of workstation training modules and firewalls for external laptop document transfer security are being requested.

A member of the Committee asked about consolidation of the BOE and TOG IT departments and learned that, among other reasons, the BOE was subject to federal and state laws for the privacy of children suggested to preclude consolidation. A single policy manual is not being proposed because of the difference in the programs. Cyber Defense information and best practice sharing takes place monthly at the Cybersecurity Steering Committee meetings hosted by Risk Management and the two IT departments. Discussion included that the BOE had directly hired its CISO rather than contracting with Cyber Defense and including IT Department head, Mr. Klein, and Risk Manager, Ms. Zanesky, in its process.

Intermission, while Zoom Virtual Continued

The Budget Committee and others travelled to their homes for safety. Town Hall was officially closed on February 12 due to weather (snowstorm), while the Town closure announcement noticed the Budget Committee's Hybrid Zoom meeting in the Town Hall Meeting Room.

Greenwich Library

Introduction – Mr. Heagney, Chair of the Library Building Committee, updated the Committee on the Library's \$18 million renovation project nearing completion (excluding some small details) on-time and on-budget without any accidents or illness. He highlighted the renovated auditorium's new capacity of 300 seats, black box theater of 80-100 person capacity, handicapped accessibility improvements, and LED lighting.

Operations – The Library's Operations' Budget increased year-over-year by 2.0% with no major increases in staff although staff costs will increase by 3.4% over FY2020. Savings are anticipated from the installation of a building management system, and LED lighting and energy. During the renovation, the Library has developed signature virtual programming that is attracting a new audience, express touchless pickup service, and purchased new titles. Among the planned new initiatives, professional services will increase for website adjustments to reservation services and new procedures. There are now 20 meeting rooms for professional use. Ms. Ormerod-Glynn commented that the Peterson Foundation's Fund, originally \$46 million, has a remaining balance, after this year's annual contribution, of \$27 million.

Capital Budget – The Library has open capital of \$2 million from inspection of the scope of steel structure corrosion and an RFP will be issued for completion of the restoration of the Franklin Simon building. The Library is requesting additional funding for the repointing project. Additionally, the Byram-Shubert Library is making a capital request for parking lot improvement and the Cos Cob Library requests a capital improvement of its lighting.

Perrot Library

Operations – The Library Director, Mr. McCarthy, expressed thanks to the Town for facilitating express delivery of books between Greenwich's libraries. He anticipated returning to a post-pandemic service level shortly.

Capital Budget – The Perrot's Capital Budget reflects a \$100,000 expense to replace carpeting. The Director offered to postpone the purchase for one year until FY2023 because there had been limited traffic and wear during the COVID-19 closure period.

Bruce Museum

Introduction – Managing Director Lio formally introduced the new Museum Executive Director, Mr. Wolterstorff, and updated the Committee on how the Museum planned to engage the community in arts and sciences in the future as a result of fundraising for its expansion and endowment. The new wing more than doubles the current Museum's space.

Operations – Mr. Ference commented that due to the year's lack of events and exhibits, the Museum experienced a loss of \$239,000 of revenue due to COVID-19, partially offset by membership bequests and reduced expenses. The FY2022 Budget would increase by 1% over previous year. The Bruce Museum has spent \$38.6 million on construction, although \$49 million

has been raised and pledged through fundraising; an addition \$8.4 million is being sought for endowment and new collections.

The Committee requested an update of the Town/Museum partnership agreement to share with the Law and Finance Departments to clarify roles and responsibilities including whether the Town should be supporting certain capital requests.

Capital Budget – Open Capital items include a \$125,000 reimbursement for planned security upgrades and bathroom and lighting renovations. Fulfillment of an FY2019 Capital Request for computers and printers and replacement of window had previously been deferred to FY2022 is also requested. The Committee requested additional information for the \$102,000 for roof repair with the contractor’s roof repair estimate as well as information on early replacement of HVAC equipment before Budget Consolidation Day deliberations.

There being no further business before the Committee, the meeting adjourned at 4:40 P.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie L. Tarkington, Committee Chair