

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION BUDGET COMMITTEE
DEPARTMENTAL REVIEW FY2020-2021 BUDGET DAY #7 MINUTES

Town Hall Meeting Room – 10:00 A.M.
Wednesday, February 19, 2020

Present:

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

Staff: Benjamin Branyan, Town Administrator, Office of the First Selectman (OFS); Patrick Collins, Environmental Operations Manager, Waste Disposal, Department (Dept.) of Public Works (DPW); Lauren Elliott, J.D., LL.M., Assessor, Assessor's Office; Angela Gencarelli, Ass't Budget & Systems Manager, Finance Dept.; Roland Gieger, Director, Budget & Systems Management, Finance Dept.; Tom Klein, Director, Information Technology Dept.; Blaize Levitan, Senior Management Analyst, OFS; Vincent M. Marino, Town Attorney, Cohen & Wolf P.C.; Peter Mynarski, Comptroller, Finance Dept.; Patricia Sesto, Director, Environmental Affairs; Patricia Sullivan, Attorney, Cohen & Wolf; Megan Zanesky, Esq., Risk Manager

Selectmen: Fred Camillo, First Selectman; Jill K. Oberlander, Select-person

Board: Michael Mason, BET Chairman; William Drake, Andreas Duus, Laura Erickson, Miriam Kreuzer, Elizabeth K. Krumeich, David Weisbrod

BOE/GPS: Peter Bernstein, Chairman, BOE; Dr. Toni Jones, Superintendent, Greenwich Public Schools (GPS); Sean O'Keefe, Chief Operating Officer, GPS; Michael Ting, Chief Technology Officer, GPS; Eugene Watts, Senior Buyer, Purchasing, GPS

RTM: Irene Dietrich, (D-8), Health & Human Services Committee (Cmte.); Scott Kalb, (D-7), Public Works Cmte.; Dan Ozizmir, (D-5) Budget Overview Cmte., Vice Chair, Labor Contracts Cmte., Chair

Other: Ken Borsuk, Reporter, *Greenwich Time*; Kristen Brown, Vice President, WasteZero, Inc., Consultant, CT DEEP; Sean Goldrick, Alma Rutgers, Columnist, *Greenwich Time*; Anthony Turner, Leslie Yaeger, Publisher, *Greenwich Free Press*

Ms. Tarkington called the meeting to order at 9:03 A.M. She welcomed the Committee members, staff and members of the public.

Law Department – External Counsel

Ms. Tarkington introduced the newly appointed Town Attorney, Vincent Marino, Attorney at practice with Cohen & Wolf, P.C., specializing in municipal law, and his Cohen & Wolf colleague Patricia Sullivan. The Committee asked about Mr. Marino and Ms. Sullivan's experience as

municipal attorneys for other CT towns. Discussion topics included the contractual structure and the retainage agreement, accessibility, cost management including maximizing representation at the lowest cost, whether there would be diminution in service, and interaction with the Town's Home Rule Charter and its flat governance and organizational legacy of Boards and Commissions as Appointing Authorities. Attorneys Marino and Sullivan are currently interviewing Law Department staff to familiarize themselves with workload and workflow processes for an assessment of future planning needs.

EXECUTIVE SESSION

Ms. Tarkington asked for a motion to enter Executive Session to discuss legal matters.

Upon a motion by Mr. Ramer, seconded by Ms. Moriarty, the Committee voted 4-0-0 to enter Executive Session at 9:46 A.M. Motion carried.

The Committee exited Executive Session at 10:23 A.M.

Upon a motion by Mr. Ramer, seconded by Ms. Moriarty, the Committee voted 4-0-0 to close the Executive Session at 10:23 A.M. Motion carried.

BOE Purchasing

Ms. Tarkington welcomed Mr. Watts, BOE Purchasing Department's Senior Buyer, and invited a description of the Department and its work. Mr. Watts commented that the Department is purchase-order based through requisitions (representing 90% of purchases), followed by request for proposals (RFPs), single source vendors, consortium recommendations or bidding. The Town rarely buys off the State contractor list. He estimated that 80 RFPs were issued annually. The Town Law Department approves all agreements and Town's Risk Management Department approves the insurance section. The Town's MUNIS software is the departmental accounts payable program.

BOE Information Technology (BOE IT)

BOE IT Director Ting described the Department's daily activity as a service delivery of digital learning, maintenance, security testing, hardware and software procurement, and communications. Current capital projects include the replacement of the BOE Phone System starting with the GHS replacement during Summer 2020 and then Phase 2 replacement in the balance of schools and administration during Summer 2021. Mr. Ting described the digital learning environment and shared that a change of hardware device policy to purchasing will create a \$73,000 savings in FY2022 Budget with the discontinuance of administrative and classroom computer device leasing. He presented the IT capital projects that are included in the budget request.

EXECUTIVE SESSION

Ms. Tarkington asked for a motion to enter Executive Session to discuss Cyber Security.

Upon a motion by Ms. Hess, seconded by Ms. Moriarty, the Committee voted 4-0-0 to enter Executive Session at 11:06 A.M. Motion carried.

The Committee exited Executive Session at 12:08 P.M.

Upon a motion by Ms. Hess, seconded by Ms. Moriarty, the Committee voted 4-0-0 to close the Executive Session at 12:08 P.M. Motion carried.

Town of Greenwich Information Technology Department (TOG IT)

Town IT Director Klein provided an overview of the Department's mission as it supports the Town, and its Boards and Commissions. The Department provides solutions for multiple websites and the TOG telephone systems while supporting the Town's email systems, databases, technical platforms, and Help Desk. Its current initiatives include completing conversion of the Town's telephone system (last department is police), the Town-wide cyber security audit and the conversion of information in the Building Department's former software (Cornerstone) to a customized version of Muncity for inspection appointments and billing. Mr. Klein mentioned savings that will result from the implementation of efficiencies in the computer replacement cycle from 3 years to 5 years, preventative maintenance, removal of email accounts if inactive for 90-days, and replacement of legacy software applications. Open capital items include a \$80,000 remainder in the telephone project and \$32,000 in a document management project. He also spoke to the lowering of the priority of the project for a one-card system for residents' future access to beach, tennis, library, senior center and transfer station. New capital project allocations will be sought for increasing capacity of servers for data storage and updating the Town's GIS maps.

Pay-As-You-Throw (PAYT) Waste Management Program

First Selectman Camillo explained various aspects of the new waste management program, PAYT, proposed for implementation on October 1, 2020. The volume of disposable solid waste is rapidly growing and the new program is designed to incentivize the reduction of the volume of waste by having residential and commercial users pay for each bag of their solid waste with no fee for recyclables. Based on the experience in other communities, it was stated that the estimated reduction in solid waste is expected to be 33% in year one. The Committee explored the assumptions underlying the revenue forecast, the volume of solid waste, the volume of recyclables, the impact on commercial users, the handling of municipal waste, the gross and net cost for the bags. The Committee questioned whether the sale of special PAYT Town bags would produce the anticipated \$2.8 million projected revenue as residents already have a high percentage of recyclables relative to other programs when PAYT was initiated.

Further discussion included the cost for the disposal of recyclables which had dramatically increased and its impact on the Town budget, the \$3.5 million favorable impact on the budget for the PAYT program, alternatives considered including tipping fees, the process and timing for approval of the program, cost impact on residents (current method through the mill rate vs a new bag fee), impact on commercial users, environmental objectives and other Town experiences with the program. Mr. Camillo stated that the ordinance for PAYT program is scheduled to be placed on the April RTM Meeting Call so that the impact on the budget will be known prior to the setting of the mill rate and to have sufficient planning time for the program implementation date of October 1st.

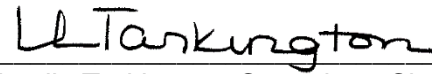
Ms. Tarkington thanked the Committee for their engagement in studying the problem and considering ways to solve it in response to Greenwich resident needs. It was noted the Budget Guidelines specifically asked for solutions to be reviewed to address the Town's waste management program.

There being no further business before the Committee, the meeting adjourned at 4:31 P.M.

Respectfully submitted,



Catherine Sidor, Recording Secretary



Leslie Tarkington, Committee Chair