



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

**CONSOLIDATION DAY #1 FY2021 - 2022 BUDGET  
Hybrid Virtual & Town Hall Meeting Room  
Monday, March 1, 2021**

Present:

Committee: Leslie L. Tarkington, Chair; Andy Duus, Leslie Moriarty, Jeffrey S. Ramer

Staff: Daniel Carlsen, Senior Business Analyst, Office of the First Selectman (OFS); Angela Gencarelli, Assistant Budget & Systems Manager, Finance Department (Dept); Roland Gieger, Budget & Systems Director, Finance Dept; Jenny Larkin, IT Dept; Peter Mynarski, Comptroller, Finance Dept

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

Selectmen: Jill Oberlander, Select-person

RTM: Michael Basham, (D-2), Chair, Finance; Lucia Jansen, (D-7), Chair, Budget Overview Committee (BOC); Rosalind Nicastro, (D-2), BOC; Dan Ozizmir, (D-5), BOC. Chair, Labor Contracts Committee; Molly Saleeby, (D-8), BOC; Louisa Stone, (D-10), Land Use; Lucy von Brachel (D-4), Land Use

Other: Ken Borsuk, Reporter, *Greenwich Time*; Tracy Schietinger, Executive Director, GEMS; Horst Tebbe, GCTV; James Waters

Ms. Tarkington called the meeting to order at 9:10 A.M. and 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; Roland Gieger, Budget & Systems Director, Angela Gencarelli, Assistant Budget & Systems Manager 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. An audio recording will be posted on the Town website. Meetings are being live broadcast by GCTV on Channels 79, 24, and YouTube. Technical expertise is being provided

by Jenny Larkin, and Horst Tebbe. A schedule of the Budget Committee’s Departmental Review Hearings is available on the Town website’s calendar.

**Consolidation Process**

Ms. Tarkington welcomed attendees and introduced Consolidation Day, as a workshop for the BET Budget Committee to review the issues, proposed initiatives, and opportunities in a public forum. With the assistance of the Finance Department, Roland Geiger, Director of Budget & Systems Management, and Peter Mynarski, Comptroller, information was prepared for the Budget Committee decision process. BET members were encouraged to contribute their questions and comments.

Ms Tarkington indicated that unanimously approved Budget Guidelines provided the framework for discussions, and Departments were requested to find efficiencies to deliver the services familiar to and demanded by the citizens. She commented that this year in Budget Guidelines, the Estimate included an allocation of employee benefits costs to Town Departments and BOE/Schools to demonstrate the cost of running the departments. Ms. Tarkington commented that the Budget Committee, BET, RTM, and the First Selectman are working together to formulate a budget that recognizes the burden on Greenwich families in the COVID-19 pandemic times while making Greenwich the best place to live, raise a family, start a business or retire.

Ms. Tarkington thanked the First Selectman and Town Department heads for their responsiveness and support throughout the process.

**OPERATING BUDGET**

**Revenues**

Committee members with input from Assessor Elliott, Comptroller Mynarski, and Budget Director Gieger discussed revenues from property taxes, and the application of the status of property tax relief programs.

- Tax Settlements \$ 1,500,000
- State Senior Tax Relief \$ 150,000
- Town Senior Tax Relief \$ 950,000

**Interest income 46110** \$ 500,000

**State Reimbursement**

- 43444 LOCIP \$ 322,000
- 43493 Unrestricted Grants to Municipalities \$ 89,022
- 43451 Education Cost Sharing (ECS) \$ 378,649
- 43997 Pilot \$ 75,000
- 49055 Cancelation of Prior Year Encumbrances \$ 1,700,000
- 41911 Interest on Delinquent Taxes \$ 1,350,000
- 44731 Pay to Throw/Tipping Fees (RTM sunset vote) \$ 2,230,000
- 45134 Parking Fines \$ 881,969
- 43500 COVID Reimbursements, ESSER II \$ 1,894,294

## Operating Expenses

- Items which are being considered by Committee members for proposed modification

- 105 **OFS** – Add placeholder for Greenwich Plaza consultant (\$75,000), consultant for TNW RFP evaluation, Economic Development Director initiative (\$56,000), adjustment for approved compensation levels
- 120 **Registrars of Voters** – (reduce salary by \$2,000)
- 134 **Information Technology** – Transfer \$727,000 from Capital to Operating Budget for Cybersecurity and Disaster Recovery Operations
- 139 **Tax Collector** – Reduce salary by \$800
- 150 **Town Clerk's Office** – Reduce salary by \$800

**General M&C Salary Increases** – Adjustment to reflect BET approval of HR Committee salary motion

- 130 **Finance** - Add back Internal Auditor position in TOO without Salary and Benefit
- 134 **IT** - Centralized policy
- 135 **Assessor** – Confirm one position and salary reduction from TOO
- 140 **Law Department** - Carry the current number of Assistant Town Attorney positions in the TOO without salary and benefits for the vacant one; separate outside counsel fees into retainer cost and outside counsel fees

## Fire Department

- 201 Delay appointment of **Assistant Fire Chief** until completion of Matrix Fire Response Time Study review and strategic plan.
- 202 **Training** (reduce \$10,000)
- 207 **Fire Department Building** – (reduce \$18,400)
  - Add Town's 2% increase to contribution to Round Hill and Banksville operations \$1,295 and \$2,964, respectively,
  - Revise Round Hill Fire Station renovation plan to include accommodation for career fire fighters
- 208 **Fire Department Volunteers** – Add \$4,250 for Bail Out Kit for each Volunteer in capital; address Volunteer Coordinator position
- 206 **Fleet (22307)** – Reduce \$210,000 to defer purchase of Vehicle Extraction Equipment

## Police Department

- Restore **General Services Position** and salary to TOO for a new business manager with financial management and technology skills for budgeting and FOI requests
- Consider civilian personnel for dispatch position

- Acquire appropriate software for Matrix Study implementation
- Benchmark Uniform Patrol to plan for retirement of eligible retirees

**213 Police**

- **22312** – Transfer from Capital Budget to Operating Budget for **Taser Upgrade Program** and add \$30,000
- **22365 Police Interceptor SUV** Upfitting – transferred from Capital to Operating Budget and add \$290,000

216/217 `Benchmarking suggests staffing levels should be studied

**302 Public Works**

- **22315 Stormwater Compliance Program** – moved from Capital to increase Operating Budget by \$200,000

**440 External Entities**

- **TAG** - Condition release of funds on semi annual reporting to Budget Committee
- **TAG** - Transfer SAFE RIDES contribution, \$18,000, permanently to increase Town total Contribution to TAG Budget.
- **GEMS** - Condition release of funds semi-annual reporting to Budget Committee
- **YWCA** – Transfer Domestic Violence Program and from Human Services Department oversight to External Entities and condition release \$175.000 upon annual report

**501 Human Services**

- Reduce YWCA Domestic Violence Program Town contribution (\$175.000) from Human Services Department oversight to External Entities
- **502** – Emergency Assistance Program budget increased \$30,000 contribution

**600 Board of Education (BOE)**

- Special Ed Out-of-District Tuition - Budget discussed as being insufficient, and to consider increase of \$300,000 because a shortfall is observed from original \$1.6 million to \$1.9 million

**680 22372 BOE Digital Learning Environment** – transfer from Capital Budget to Operating Budget and add \$1,346,000

**680 22373 BOE Cybersecurity** – transfer from Capital Budget to Operating Budget and add \$647,000

**Parks and Recreation**

**822 22397 Organic Turf** – add \$300,000 transferred from Capital to Operating Budget

**822 22412 Stormwater Management Program** – add \$55,000 to Operating Budget, item transferred from Capital Budget

**822 22418 Sand Replacement-** add \$80,000 to Operating Budget transferred from Capital Budget

## **FIXED CHARGES**

- 901 Employee Benefits - Healthcare 57095** – Originally budgeted for a 10% increase however reduce to 6% as smaller State Partnership increase is now anticipated.
- 902 Unemployment & Workers Comp** – Reduce a total of \$250,000. \$50,000 in 56910, \$100,000 in 57300, \$100,000 in 57310 based on positive trends in Workers' Compensation for Administrative and Claim costs.
- 908 Town Insurance Premiums** - Mr. Mynarski indicated the insurance broker will be presenting new rates in March but he recommends an initial increase of \$841,000, while awaiting marketplace premium offers.
- 999 Contributions to Risk Fund, School Lunch Fund, and The Nathaniel Witherell to be discussed**

## **FUNDS**

- 450 The Nathaniel Witherell** – Reduce salary line by \$100,000 for staffing changes. Other organizational changes are under discussion with additional savings. A lesser contribution from the Town to Nathaniel Witherell is being considered.
- 670 School Lunch Fund** – the Fund is currently experiencing a negative fund balance however COVID reimbursement is expected to reimburse previous year losses.
- 219 Parking Fund** – Semi-annual release conditions upon reporting were discussed for the Parking Fund. Two initiatives have been proposed to Increase revenues: resident parking permitting and special restaurant dining parking fees.
- 824 Griffith E. Harris Golf Course Revolving Fund** – The appropriate location for newly negotiated cell tower rental revenue of \$131,457 is General Fund; however, an additional subsidy to the Revolving Fund for maintenance is being considered. Reinvesting in the facilities is to be discussed further.

Harbor Management Fund – 52950 needs to be corrected to \$1,500

## **CAPITAL BUDGET**

### **General Government**

- 172 Conservation Commission** – Restore Sea Level Rise Study add \$100,000 to Capital Budget and Condition Release on approval of a Plan
- 172 Conservation Commission** - Restore Bicycle Path Study and add \$75,000 to Capital Budget and Condition Release on receipt and approval of fundraising report
- 201 Fire**
- Add funding for design work for Round Hill fire station expansion to include career firefighters
  - Add funding for volunteer bailout kit
  - Consider delay in volunteer extrication equipment

**213 Police (22314) - Reduce \$56,000 to delete Outboard Engines PB 125 purchased**

**312 Public Works**

- **Paving** – consider reduction
- ADA Sidewalks – consider reduction
- **22323 Brookside Drive** at Glenville Intersection – restore \$175,000 LOCIP reimbursable; alternate proposal to delete project
- **22324 Greenwich Avenue Intersection** Improvement – Reduce \$750,000; defer for additional detail
- **22326 Greenwich Avenue Re-Imagine** Greenwich – Reduce \$250,000 (delete)
- **22328 Bridge Maintenance Program** – add \$100,000 – Moved from Capital Budget
- **22329 Bruce Park Bridge Replacement** - Reduce \$1,250,000; remaining balance \$750,000 to improve Pedestrian Walkway
- **22333 CMAQ Arch Street Improvements** – Possible project deferral

**315 Public Works**

- **22338 GHS Soil Remediation** – Consider longer bond maturity for this project

**321 Public Works**

- **22341 Holly Hill Resource Recovery** – Defer \$350,000

**345 Public Works**

- **22337 Eastern Greenwich Civic Center** – Cost escalation concern, request fundraising report; condition release, as intent of PPP contribution; consider raising the amount to \$21.5m to include the funds forecast to be requested in the next 3 years for this project
- **22343 Hamill Rink Facility** – reduce \$950,000 and defer to FY2023
- **22339 Town Hall Space Utilization Improvement** - Reduce \$204,000; defer
- **22345 Roger Sherman Baldwin Park** – Reduce \$1,250,000; defer

**380 Fleet**

- **22357 Fire Rescue Pumper** reduce \$850,000; defer; request CIP sheet
- **22359 Fire Dept SUV** - tied to decision on additional staffing
- **22361 Motorcycle replacement** - Reduce \$27,000; defer

**EXTERNAL ENTITIES**

**440 956 Bruce Museum IT Equipment Replacement** reduce \$2,500; inappropriate charge

**440 956 Bruce Museum Roof replacement** - Reduce \$102,000; defer one year

**440 956 GEMS Station #4** – Condition Release on confirmation of \$200,000 fundraising contribution; Appropriation Authority DPW; Develop framework for future appropriations

**SCHOOLS**

- 680 **22369 Cardinal Field Improvement** – Reduce by \$4,800,000; defer; the Committee suggested that no construction funds are needed for Phase-2b as the BOE planning funds are still available. Separate bridge and road area from stadium area.
- 680 **22371 CMS Expansion/Renovation** – Reduce by \$102,000 for the engineering study
- 680 **GHS Security Entrance** – question the necessity for the project
- 680 **22381 HVAC** –Consider unbundling the larger projects (CMS, North Street, GHS); and explore qualifying for State reimbursement.
- 680 **22394 WMS Soil Remediation** – discussed timing of this project
- 680 **Julian Curtiss School Renovation** – delete funding

**LIBRARIES**

- 701 **22405 Perrot** – Reduce \$100,000; defer to FY2023 for \$75,000

**PARKS & RECREATION**

- 822 **22406 Organic Turf** – Reduce \$300,000; transfer from Capital to Operating Budget
- 822 **22408 Field Master Study** – Condition Release \$150,000 of funding for receipt and approval of Field Repair Action Plan
- 822 **22401 Tennis & Basketball Maintenance Program** – Reduce \$66,000; remaining request of \$67,000 would be available
- 822 **22412 Stormwater Management Program** – Reduce \$55,000 from Capital Budget and transfer to Operating Budget
- 822 **22418 Sand Replacement-** Reduce \$80,000 from Capital Budget and transfer to Operating Budget

**PARKING FUND**

Parking Facility Improvement Plan – determine if project is being delayed

**THE NATHANIEL WITHERELL**

Interior Maintenance Plan – Consider separating into 3 separate projects

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 6:04 P.M.

Respectfully submitted,



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Catherine Sidor, Recording Secretary

LL Tarkington

Leslie L. Tarkington, Chair, Budget Cmte