

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

MINUTES  
Cone Meeting Room  
Tuesday, July 15, 2014

Committee

Present: Marc V. Johnson, Chairman; Mary Lee Kiernan, Jeffrey S. Ramer, Leslie L. Tarkington

Board: Michael Mason, BET Chairman; John Blankley, William Finger, Sean Goldrick, Randall Huffman, Arthur Norton, Nancy Weissler

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Caroline Baisley, Director Health Department; Ben Branyan, Board of Education Managing Director of Operations; John Hopkins, Board of Education Food Service Director, John Crary, TOG Administrator; Jim Michel, DPW Chief Engineer; Princess Erfe, Community Development Administrator; Joan Sullivan, Director of Purchasing & Adm. Services; Joe Siciliano, Director P&R, Bruce Spaman, P&R Superintendent and Tree Warden

Other: Steve Leaden, Telephone System Consultant

The meeting was called to order at 6:31 P.M.

**Requests for Budget Adjustments**

<u>FI-1</u>	<u>Finance</u>	<u>Depts. &amp; BOE</u>
\$434,542.00	B. Fund Various Depts. & Codes	Bond Project Closeouts

Mr. Mynarski informed the Committee that as part of yearend closing of books, it is necessary to reconcile bonding excess amounts requested that had been authorized but not bonded. He explained that this was not a cash transaction but merely housekeeping details. The amount of the application represented various items that needed to be closed out.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

<u>HD-1</u>	<u>Health</u>	<u>Approval to Use</u>
\$54,972.00	F 4038 51300 & 57050	PT Salaries & SS Benefits

Ms. Baisley explained to the Committee that this application represented Federal grant funding for the Public Health Emergency Program. She indicated that it is the fourth year of receiving this grant money for a Public Health Emergency Coordinator's part-time salary that supports emergency planning.

Mr. Ramer asked what TOG's liability would be if funding ceased. Ms. Baisley responded that emergency preparedness funding had been reduced but she had no expectation that it would cease because of TOG's proximity to NYC, size of its population and the number of transportation facilities nearby. She further added that if funding ceased then the Town would either fund the PT position itself or eliminate it.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

<u>PW-1</u>	<u>DPW</u>	<u>Additional Appropriation</u>
\$350,000.00	Z312 59620 15138	Bridge Maintenance Program

Mr. Michel informed the committee that DPW annually budgets for minor repairs of several bridges. They had anticipated spending about \$20,000 for repairs to the Burying Hill Road bridge. Upon further inspection it was determined that repairs were far more extensive and would required \$350,000 to fix.

Members of the committee asked the following: Mr. Johnson asked the Finance Department if there were precedents for submitting funds for substantial repairs only one month into the new fiscal year; Ms. Kiernan asked if any of the costs would be reimbursable and Mr. Michel responded that possibly 10% was reimbursable and would take several years to receive; Ms. Tarkington asked if a project application had been made to P&Z based on the bridge being located on a designated scenic road; and, Mr. Ramer asked if the funds being requested included the original amount that was dedicated for the Burying Hill Bridge or if the original allocation would be diverted to repair another bridge. Mr. Michel responded to all the questions and projected that if begun immediately, the bridge repair would be completed by winter.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Non Routine Application.

<u>CD-1</u>	<u>Community Development</u>	<u>Transfer</u>
\$105,445.79	Q19714 59900	Housing Authority & Shelter for Homeless

Princess Erfe requested the transfer of excess unspent Community Development Block Grant funds to two planned 2015 projects that could begin immediately in 2014: \$60,695.79 for a boiler replacement at Armstrong Court and \$44,750.00 for roof restoration at Pacific House Homeless Facility. While the Community Development Advisory Committee will be holding meetings in September at which time their 2015 \$700,000 allocation will be voted on, this transfer would allow a project to start prior to that date.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

<u>ED-1</u>	<u>BOE</u>	<u>Transfer</u>
\$96,417.00	A62004 68 52340 A66017 55 52140	Rental of Buildings Transportation of Pupils

Mr. Branyan requested the transfer of BOE budgeted funds of \$85,000 for the rental of the BANC Center to house Kindergarten classes from New Lebanon School and \$11,417 for the transportation of students during for Summer School in an effort to close the achievement gap. While the Committee had no issue with the uses of the funds, there were a number of questions concerning the source of funds from an open staff position. Ms. Kiernan reviewed the drivers of staffing that the BOE summarized during the winter budget process and asked why this music instruction position was no longer needed. Mr. Branyan explained that this position was removed from the staffing totals reviewed by the Budget Committee before the FY 15 budget was approved.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Non Routine Application.

<u>ED-7</u>	<u>BOE</u>	<u>Transfer</u>
\$25,000.00	S670 51300	Temporary Salaries

This request was originally labeled ED-2 but changed to ED-7 to properly reflect a transfer of Fiscal Year 2014 funds. Mr. Branyan requested the transfer of funds to cover increased expenditures for temporary food service salaries due to absences of regular employees during the school year. Mr. Hopkins explained that the fund transfer would balance the yearend accounting.

Mr. Johnson, referring to recent news that the BOE had opted out of the State School Lunch Program for the High School, asked why the BET had not been appraised of this consideration given that the Town budget includes the School Lunch Revolving Fund. Ms. Kiernan pointed out that this fund received \$300,000 from the Town’s General Fund for FY2015, a \$177,000 increase from the previous year. Ms. Tarkington commented on the fiscal year loss of approximately \$355,000, while \$123,000 had been projected to be contributed by the General Fund, that FY2014 had ended, and that additional funding would be needed from the General Fund to zero out the Fund. The Committee had a number of additional questions and agreed to review this prior to the FY 2016 Budget hearings.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Non Routine Application.

<u>FD-4</u>	<u>Fire</u>	<u>Transfer</u>
\$87,650.00	A201, 202 & 205 51010	Salaries

This request was originally labeled FD-1 but changed to FD-4 to properly reflect a transfer of Fiscal Year 2014 funds. This application would transfer unencumbered yearend balances to cover overages in salary accounts. This request was evaluated as an accounting adjustment as the Fire Department had come before the BET in June to rectify the same amount.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the application and forward it to the Board of Estimate & Taxation as a Routine Application.

## Old Business

- **Update on Centralized Telecom System** - Mr. Leaden updated the committee on the RFP process and responses for TOG's new phone system. He briefly reviewed the number of firms submitting proposals, options that included "iCloud" and "on premise" features, maintenance support and cost. The reviewing committee will provide final details and the winning vendor in September. They anticipate Town Hall and Public Safety to be among the first departments to receive the new system.
- **Update on gifts of trees and planting services from P&R Tree Division** - Mr. Siciliano and Mr. Spaman reported that 1,726 trees, approximately 250 annually, had been planted in collaboration with the Tree Conservancy since 2010, more than doubling the number that P&R could plant. Ms. Kiernan asked Mr. Mynarski about TOG's insurance coverage for trees and the Committee learned that the current policy's deductible was \$250, equivalent to the cost of purchasing and planting a tree. Since the Tree Conservancy is now planting the trees, not contributing them, Ms. Tarkington asked if the Tree Conservancy provides appropriate insurance as required. Mr. Spaman replied that the Tree Conservancy is using contractors that the Town uses. Ms. Tarkington asked about the Town park in front of the historic post office building occupied by RH. Mr. Spaman said that the design plan and work was done by RH, and that the Town Department planted the trees. Ms. Tarkington, also asked about the progress of TOG's Trees at Risk Program. Mr. Siciliano responded that the number of calls for tree removal after small storms had been greatly reduced.

## New Business:

- **Report - Status of Current Economic Conditions** - Mr. Geiger reported that spending for FY 2014 is estimated to be \$7.1 million under budget and the General Fund balance is higher by \$8.3 million compared to last year.
- **Approval of the July 1, 2013 OPEB Actuary Report** - Mr. Mynarski reported that the Investment Advisory Committee had met on July 9, 2014 and approved the Actuary Report. He provided details from the report. Ms. Kiernan asked about the implicit subsidy and workers compensation liability estimates contained in the report, and Mr. Mynarski responded that the actuary was working to refine these estimates in the next report.

Upon a motion by Ms. Tarkington, seconded by Ms. Kiernan, the Committee voted 4-0-0 to accept the report and forward it to the Board of Estimate & Taxation.

- **Review of Preliminary 2015 Budget Committee Calendar** - Mr. Johnson referred the committee to the proposed dates and start times for Budget Committee meetings in 2015. He also provided a preliminary schedule for Budget Hearings for the FY 2016 Budget and asked Committee members to review and comment.

Mr. Johnson also stated that he anticipated the first draft of FY2016 Budget Guidelines to be distributed at the Committee's 9/16/14 monthly meeting with the final Guidelines to be voted on at their 10/14/14 meeting. He asked Committee members to canvass their respective caucus members for their views and comments and to report back to him by August 16 so those thoughts may be incorporated into the document.

Mr. Gieger indicated that final numbers for FY2014 would be available by the end of July with the exception of Health Care costs, which are expected before late August.

**Approval of June 3, 2014 – Regular BET Budget Committee Meeting Minutes**

On a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Minutes of the June 3, 2014 – Regular Monthly BET Budget Committee Meeting as amended by Ms. Kiernan.

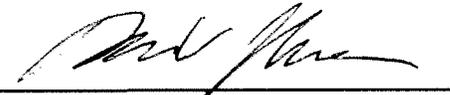
There being no further business before the Committee, the meeting was adjourned at 9:13 P.M. upon a motion by Mr. Johnson, seconded by Mr. Ramer, by a vote of 4-0-0.

The next meeting will be Tuesday, September 16, 2014 at 6:30 P.M. in the Cone Room.

Respectfully submitted,



Catherine Sidor, Recording Secretary



Marc V. Johnson, Chairman