TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
REGULAR BUDGET COMMITTEE MEETING

Tuesday, September 17, 2019
Cone Meeting Room

Committee
Present: Leslie Moriarty, Chair; Michael Mason, Jeffrey S. Ramer, Leslie L. Tarkington

Staff: Debbie Edwards, Business Office Manager, Health Department; Roland Gieger, Budget Director; Alan Monelli, Superintendent, Building Construction and Maintenance, Public Works Department; Peter Mynarski, Comptroller; Joseph Siciliano, Director, Parks & Recreation Department

Board: Jill Oberlander, Chair; Andreas Duus, Karen Fassuliotsis, Elizabeth K. Krumeich

RTM: Michael Basham, D-5, Finance Cmte; Lucia Jansen, D-7, BOC and Labor Contracts Cmtes; Marian Kreuzer D-7, Legislative & Rules Cmte; Danyal Ozizmir, D-5, BOC and Labor Contracts Cmtes

Public: Ken Borsuk, Reporter, Greenwich Time; Laura Erickson; Scott Johnson, Co-Chair, Eastern Greenwich Civic Center Advisory Committee; Michael Miller, Board Treasurer, Transportation Association of Greenwich (TAG); Deborah Vetromile, Executive Director, TAG

The meeting was called to order at 5:05 P.M.

REQUESTS FOR BUDGET ADJUSTMENTS

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>HD-1</td>
<td>Health</td>
<td>Approval to Use</td>
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<td></td>
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<td>$66,752 F403 &amp; various codes</td>
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Health Department Business Office Manager Edwards explained that the State Department of Public Health had allocated a Public Act per capita grant to TOG's Health Department. The uses of the grant will be for public health departmental services and equipment and consultant assistance for the national accreditation application.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Committee voted 4-0-0 to approve the use of $66,752 State of CT funding and recommend the Application to the full BET as a Routine Application. Motion carried.

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<tr>
<th>PW-1</th>
<th>DPW</th>
<th>Release of Conditions</th>
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<tbody>
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<td></td>
<td>B345 59560</td>
<td>Initial design of EGCC</td>
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Superintendent of Building Construction Monelli requested the Release of Conditions on $170,000 for architectural services to complete the Municipal Improvement (MI) process for the...
Eastern Greenwich Civic Center, which represents about 30% of full plans. He indicated the MI process could take 6 months – 9 months. He noted that condition on the design funds was for completion and approval of the soil and hydrology testing for the building site. This has been completed. The Committee questioned estimated costs of the project and the community's participation during the planning process. Mr. Monelli indicated that the FY20 capital appropriation of $300,000 is not enough to complete the full set of construction documents and he will need to return to the BET and RTM with an interim capital request for $190,000. Ms. Tarkington, using a rule of thumb, questioned whether based on the architectural costs, the cost of the EGCC project had escalated to $19 million from $15 million as projected in the capital plan. Mr. Monelli indicated the architect knows the targeted construction budget. Ms. Tarkington further commented on the increase of an additional 8,000 sf over the existing facility, which using an estimated $500 per square foot cost would also add approximately $4 million to the project. Mr. Monelli indicated the square foot estimates were based on user needs. Mr. Monelli explained that he may not have updated information on the total construction cost for the FY21 budget process, but he will coordinate with the Town Administrator and BET on the best way to move ahead without delaying the project.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the release of conditions on $170,000 for further development of A&E plans and recommend the Application to the full BET as a Non-Routine Application. Motion carried.

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<tr>
<th>PD-3</th>
<th>DPW</th>
<th>Release of Conditions</th>
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<tbody>
<tr>
<td>$3,000,000</td>
<td>B345 59560</td>
<td>Byram Fire Station Rehabilitation</td>
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DPW requested the release of conditions on $3,000,000 for the Byram Fire Station Rehabilitation in order to sign a construction contract with the winning contractor of the competitive bidding process. Mr. Monelli confirmed that the RTM approved a $450,000 additional appropriation request at its September 16, 2019 meeting, which was needed to complete the funding for the full project scope.

Upon a motion by Mr. Mason, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the release of conditions on $3,000,000 to sign a construction contract for the Byram Fire Station Rehabilitation and recommend the Application to the full BET as a Routine Application. Motion carried.

<table>
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<th>TA-1</th>
<th>TAG</th>
<th>Release of Conditions</th>
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<tbody>
<tr>
<td>$73,750</td>
<td>A440 57221 &amp; 57231</td>
<td>TAG &amp; Safe Rides Contribution</td>
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TAG Board Treasurer Miller and Executive Director Vetromile requested the release of conditions on an additional 25% of TOG's annual contribution to the Transportation Association of Greenwich ($69,250) and Safe Rides ($4,500) totaling $73,750. The condition calls for the release upon a semi-annual report of operations, personnel and finances, so that this request is for a release of half of the remaining contribution three months earlier than scheduled. Mr. Miller explained TAG's fundraising appeals occur later in the year, so that cash flow is currently squeezed. He expects the full year operation to meet its budgeted projection.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the release $73,750, which is 50% of the second half of the Town's annual contribution, and recommend the Application to
the full BET as a Non-Routine Application. Motion carried.

**OLD BUSINESS**

None discussed

**NEW BUSINESS**

- **Preliminary FY19 results**
  Budget Director Gieger reviewed preliminary year end financials showing the Town’s FY19 year-end actual vs. budgeted fiscal performance. He noted the Town received some State revenue which was not budgeted; e.g., Educational Cost Sharing funds, PILOT funds. He also noted that the departments are continuing to return less of their operating budgets as the BET has tightened budget growth. Mr. Gieger presented updated estimated calculations of BET Fund Balance Ratios and the latest Capital Project Appropriation Statement.

- **FY21 Budget Guidelines**
  Budget Committee Chair Moriarty presented a draft of Budget Guidelines for Fiscal Year 2020-2021. She noted that a simple projection of the current year’s Budget at level services into next year would have suggested a potential mill rate increase at 4.68%, which is greater than the BET would be likely to approve. Ms. Moriarty presented draft guidelines to reduce the rate of budget increases and highlighted several new initiatives and key issues that must be addressed in the FY21 budget, including cyber-security, construction management, BOE special education out-of-district tuition costs, Nathaniel Witherell, solid waste management costs, energy conservation initiatives, and healthcare expense. She indicated the next step was for members to circulate comments on the draft Budget Guidelines. Ms. Tarkington commented that the increase in mill rate contrasts with the local BLS inflation rate of 1.8% over the year. Ms. Moriarty noted that employee benefit cost increases are greater than the inflation rate. Ms. Tarkington also noted that there are currently $125 million in total Town projects appropriated including encumbrances as of September 13, of which $81 million are Town projects and $44 million BOE projects ($38 million if New Lebanon is excluded).

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

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the Regular BET Budget Committee Meeting Minutes of July 17, 2019 as amended for scrivener’s errors. Motion carried.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Committee voted 4-0-0 to approve the BET Budget Committee Special Meeting Minutes of July 17, 2019. Motion carried.

**ADJOURNMENT**

The Committee voted unanimously to adjourn at 7:03 P.M. Motion carried.

Next Regular Meeting of the BET Budget Committee is scheduled for October 15, 2019 at 5:00 P.M. in the Cone Room.
Respectfully submitted,

Catherine Sidor, Recording Secretary

Leslie Moriarty, Chair