

## 1. BET Organizational Meeting Documents

Documents:

[BET\\_ORGANIZATIONAL\\_MTG\\_AGENDA\\_01-06-14.PDF](#)

[SUB\\_TO\\_APP\\_BET\\_ORGANIZATIONAL\\_MEETING\\_MINUTES\\_01-06-14.PDF](#)

[APPROVED\\_BET\\_ORGANIZATIONAL\\_MTG\\_MINUTES\\_01-06-14.PDF](#)



**Town of Greenwich  
Board of Estimate & Taxation  
Organizational Meeting**

**Monday, January 6, 2014  
6:30 PM  
Town Hall Meeting Room**

1. Call to Order
2. Administration of the Oath of Office by Town Clerk
3. Election of Officers
  - Chairman
  - Vice Chairman
  - Clerk
4. Chairman's Appointment of Members to Standing Committees and Liaison Assignments for 2014 - 2016 Term
5. Board's Biennial Appointment of Comptroller
6. Board's Biennial Appointment of Assessor
7. F.O.I. Update Briefing – Law Department
8. Chairman's Remarks
9. Adjournment



MINUTES of the Organizational Meeting of the Board of Estimate and Taxation held on Monday, January 6, 2014 in the Town Hall Meeting Room, Greenwich, CT.

Mr. Mason called the meeting to order at 6:35 P.M., after which the members pledged allegiance to the flag.

The Board took the Oath of Office administered by the Town Clerk, Carmella Budkins.

Board members in attendance:

Michael S. Mason, Chairman  
Arthur D. Norton, Vice Chairman  
Mary Lee Kiernan, Clerk  
John Blankley  
Bill Drake  
William R. Finger  
Sean Goldrick  
Randall Huffman  
Marc V. Johnson  
Jeffrey S. Ramer  
Leslie L. Tarkington  
Nancy Weissler

Selectmen: Peter Tesei, First Selectman, Drew Marzullo

Staff: Peter Mynarski, Comptroller; Lauren Elliott, Assessor; Valerie Maze Keeney, Assistant Town Attorney; Carmella Budkins, Town Clerk

### **ELECTION OF OFFICERS**

Upon nomination by Mr. Norton, seconded by Mr. Johnson, the Board voted 9-3-0 (Goldrick, Blankley, Huffman) to elect Mr. Mason Chairman of the Board.

In nominating Mr. Mason for Chairman of the Board, Mr. Norton spoke about Mr. Mason's long experience serving on various Boards within the Town of Greenwich, more than 12 years on the BET, knowledge of municipal government, the Town's Charter and commitment to the community.

Upon nomination by Mr. Drake, seconded by Mr. Ramer, the Board voted 11-1-0 (Huffman) to elect Mr. Norton Vice Chairman of the Board.

In nominating Mr. Norton as Vice Chairman of the Board, Mr. Drake spoke briefly about Mr. Norton's experience and knowledge. Mr. Ramer in seconding this nomination, remarked that it had been a privilege to serve on the Audit Committee and the BET with him. He

acknowledged Mr. Norton's directness and honesty as key to productive, respectful Committee leadership.

Upon a nomination by Mr. Mason, seconded by Ms. Kiernan, the Board voted 12-0-0 to elect Mr. Drake as Clerk.

Mr. Mason welcomed Mr. Drake to the BET and his assumption of responsibilities as Clerk.

### **CHAIRMAN'S APPOINTMENT OF MEMBERS TO STANDING COMMITTEES AND LIASON ASSIGNMENTS FOR 2014-2016**

Mr. Mason gave a brief overview and shared the member's assignments with the Board. (Attachment)

Mr. Ramer commented that these appointments followed 99% of the recommendations made to the Chairman by the minority party. Mr. Ramer requested that the Chairman give special, thorough consideration to the few recommendations which were not followed.

### **APPOINTMENT OF COMPTROLLER**

Regarding the appointment of the Comptroller, Ms. Tarkington made the following Motion:

Be it resolved that the Board of Estimate and Taxation appoints Peter Mynarski as the Comptroller for a two year term effective January 6, 2014 and terminating on the date of the first meeting of the Board of Estimate and Taxation in January, 2016. The appointment shall be subject to the provisions of Article 1, Section 11 of the Town Charter. The Comptroller's salary shall remain at \$187,882.

Upon Ms Tarkington's motion, seconded by Mr. Norton, the Board voted 12-0-0 in favor of this motion.

Ms. Tarkington expressed special thanks and appreciation for Mr. Mynarski's and the Finance Department's effective and productive work facilitating the BET and its members' ability to accomplish its mission.

### **APPOINTMENT OF ASSESSOR**

Regarding the appointment of the Assessor, Ms. Tarkington made the following Motion:

Be it resolved that the Board of Estimate and Taxation appoints Lauren Elliot as Assessor for a two year term effective January 6, 2014 and terminating on the date of the first meeting of the Board of Estimate and Taxation in January, 2016. The appointment shall be subject to the provisions of Article 1, Section 11 of the Town Charter. The Assessor's salary shall remain at \$148,110.

Upon Ms. Tarkington's motion, seconded by Mr. Finger, the Board voted 12-0-0 in favor of this motion.

Mr. Mason expressed special thanks and appreciation for Ms. Elliot's staff management and planning skills that facilitated the Town's and BET's work.

**F.O.I. UPDATE BRIEFING – LAW DEPARTMENT**

Ms. Valerie Maze Keeney, an Assistant Town Attorney, reviewed highlights of the FOI packet the BET members had received. She answered questions from members for clarifications citing past F.O.I. Committee interpretation.

**CHAIRMAN’S REMARKS**

Mr. Mason expressed his thanks to BET members for electing him to a second term as Chairman. He commented that serving the community in this capacity was rewarding and noted that Greenwich’s culture of neighbors made engaging in the business of Greenwich a stimulating opportunity to contribute to the Town’s future excellence.

**ADJOURNMENT**

Upon a motion by Mr. Blankley, seconded by Mr. Goldrick, the Board voted unanimously to adjourn at 7:27 P.M.

Respectfully submitted,

\_\_\_\_\_  
Catherine Sidor, Recording Secretary

\_\_\_\_\_  
Bill Drake, Clerk

\_\_\_\_\_  
Michael S. Mason, Chairman

SUBJECT TO APPROVAL

**TOWN OF GREENWICH, CONNECTICUT  
 ASSIGNMENTS OF THE BOARD OF ESTIMATE AND TAXATION  
 2014 – 2016  
 CHAIRMAN - MICHAEL S. MASON  
 VICE CHAIRMAN - ARTHUR D. NORTON  
 CLERK - WILLIAM DRAKE**

The chairman of the Board of Estimate and Taxation, in consultation with the designated representative of the minority party, determines committee and liaison assignments.

**Standing Committees**

There are two members from each party on the Audit, Budget, Investment Advisory and Human Resources Committees. There four-person committees have Chairmen and recommendation-making responsibilities. The remaining committees are two-person committees (one from each party).

AUDIT	BLANKLEY, FINGER, <b>NORTON</b> , TARKINGTON
BUDGET COMMITTEE	<b>JOHNSON</b> , KIERNAN, RAMER, TARKINGTON
HUMAN RESOURCES	DRAKE, HUFFMAN, KIERNAN, <b>WEISSLER</b>
INVESTMENTS	BLANKLEY, <b>DRAKE</b> , HUFFMAN, NORTON
LAW	<b>RAMER</b> , TARKINGTON
POLICY/PROCEDURE	FINGER, NORTON
<i>(BOLD DENOTES CHAIRMAN)</i>	

**Liaisons**

Liaisons facilitate efficient and effective communication between certain Town departments, building committees, appointing authorities and the full BET, as well as between departments and the Budget Committee. The liaisons are responsible for in-depth knowledge of the departments under their purview, particularly the budgets of those departments, appointing authorities and building committees. They should meet periodically (especially during departmental budget preparation) with the department heads. They should attend budget meetings of boards where applicable.

It is the responsibility of the liaisons to provide the full BET with periodic reports, either written or oral.

**Liaison Positions**

CD BLOCK GRANT	DRAKE, GOLDRICK
CIP - CAPITAL IMPROVEMENT	FINGER, MASON
EDUCATION	MASON
FINANCE	KIERNAN, MASON
ASSESSOR	FINGER, TARKINGTON
RETIREMENT	BLANKLEY, DRAKE
NATHANIEL WITHERELL BOARD	NORTON
FIRE/POLICE	FINGER, MASON
REVALUATION TEAM	FINGER, TARKINGTON
PARKS & RECREATION	DRAKE
INFORMATION TECHNOLOGY	BLANKLEY

## **Special Project Teams**

*Special Project Teams may be appointed from time to time by the Chairman of the BET.*

CENTRAL FIRE HOUSE

HAMILTON AVENUE

MISA – Hillside Road

NATHANIEL WITHERELL BUILDING COMM.

HAY STUDY IMPLEMENTATION

LABOR CONTRACTS

PARSONAGE COTTAGE

JOHNSON

JOHNSON

TARKINGTON

NORTON

BET HUMAN RESOURCES COMMITTEE

KIERNAN, MASON

FINGER, JOHNSON, KIERNAN, TARKINGTON

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Mr. Mason welcomed Mr. Drake to the BET and his assumption of responsibilities as Clerk.

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Upon Ms. Tarkington's motion, seconded by Mr. Finger, the Board voted 12-0-0 in favor of this motion.

Mr. Mason expressed special thanks and appreciation for Ms. Elliot's staff management and planning skills that facilitated the Town's and BET's work.

**F.O.I. UPDATE BRIEFING    LAW DEPARTMENT**

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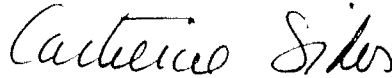
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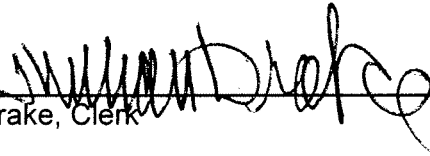
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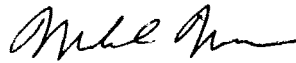
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\_\_\_\_\_  
Catherine Sidor, Recording Secretary



\_\_\_\_\_  
Bill Drake, Clerk



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**2014 2016**  
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**VICE CHAIRMAN - ARTHUR D. NORTON**  
**CLERK - WILLIAM DRAKE**

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FIRE/POLICE	FINGER, MASON
REVALUATION TEAM	FINGER, TARKINGTON
PARKS & RECREATION	DRAKE
INFORMATION TECHNOLOGY	BLANKLEY

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HAMILTON AVENUE	JOHNSON
MISA Hillside Road	TARKINGTON
NATHANIEL WITHERELL BUILDING COMM.	NORTON
HAY STUDY IMPLEMENTATION	BET HUMAN RESOURCES COMMITTEE
LABOR CONTRACTS	KIERNAN, MASON
PARSONAGE COTTAGE	FINGER, JOHNSON, KIERNAN, TARKINGTON