

1. APPROVED BET Meeting Minutes

Documents:

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MINUTES of the regular meeting of the Board of Estimate and Taxation held on Wednesday, January 18, 2006 in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 7:04 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Peter J, Tesei, Chairman
Robert S. Stone, Vice Chairman
Alma Rutgers, Clerk
Nancy E. Barton
Kathryn Guimard
James Himes
Edward T. Krumeich
Michael Mason
Arthur D. Norton
Laurence B. Simon
Leslie Tarkington
Stephen G. Walko

Staff: Peter Mynarski, Roland Gieger, Finance Department; Ted Gwartney, Robert Shipman, Assessor's Office; Maureen Kast, Department of Human Resources; John Wayne Fox, Fernando de Arango, Law Department

Mr. Tesei began the meeting by having Mr. Krumeich swear in Ms. Guimard as a Board member. Ms. Guimard was absent at the swearing in of the other Board members at the January 3rd Organizational Meeting of the BET.

ROUTINE APPLICATIONS:

SE-1 First Selectman- Additional Appropriation-\$18,000

Request for additional appropriation:

\$18,000	to	P935-57350	Settlement
\$18,000	from		Risk Fund Balance

ED-1 BOARD OF EDUCATION- Transfer - \$200

Request for Transfer:

Upon a motion by Mr. Walko, seconded by Mr. Norton, the Board voted 12-0-0 to amend Mr. Walko's motion to make the appropriation for this settlement subject to approval by the RTM Claims Committee.

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 12-0-0 to approve the application as amended.

HUMAN RESOURCES COMMITTEE ACTIONS & REPORT-APPROVAL OF EMPLOYEE HEALTH CARE BUDGET STATUS REPORT

Maureen Kast presented her report to the Board. Ms. Kast began by reporting that, based upon six months of actual experience, both active employee health care costs and OPEB were under budget.

The last Anthem amortization payment was paid in December.

In response to an inquiry from Mr. Walko at the December meeting of the BET about administrative fees running over budget, and after investigation, it was found that, by mistake, administrative fees were being charged for dental payments, when money for this was already budgeted in the dental line. This has since been corrected.

In response to a question from Mr. Walko, Ms. Kast said that the policies and procedures regarding OPEB would be completed in time for the February meeting of the Ad Hoc Committee on OPEB.

Upon a motion by Mr. Simon, seconded by Ms. Guimard, the Board voted 12-0-0 to accept the Employee Health Care Budget Status Report.

Ms. Tarkington, Chairman of the Human Resources Committee, presented her report to the Board. The HR Committee met on January 12. In attendance, in addition to Ms. Tarkington, were committee members, Ms. Barton and Ms. Rutgers, the Comptroller Mr. Mynarski, Board Chairman Mr. Tesei and Mr. Stone, the former Chairman of the HR Committee. Topics of discussion included the working group meeting, which focused on the role of the committee; the history of attempts to establish a policy statement, which is still in draft form; and the importance of the committee's involvement in the budget process.

The Committee plans to meet with the First Selectman and relevant Departments to review any changes to the town's Table of Organization.

In a letter to the First Selectman, Mr. Tesei stated the Board's expectation that the First Selectman present any changes to the Table of Organization to the HR Committee so that the HR Committee can report to the Budget Committee as has been done in the past.

ASSESSOR'S REPORT

Mr. Gwartney presented his report to the Board.

The Revaluation is 99% completed. Informal hearings are concluding, and the Board of Assessment Appeals will be meeting in April.

A one month extension to complete additional work was requested and granted.

The elderly tax relief applications can now be returned by mail. The applications will be mailed out by January 31st. Property assessed for \$1,667,625 or greater does not qualify for the tax credit. Largely as a result of the revaluation, approximately 30 homes previously eligible for the tax credit will no longer qualify. Last year 765 individuals received benefits under this program.

In response to questions and comments from Mr. Himes, Mr. Krumeich and Ms. Rutgers, Mr. Gwartney said that he will bring this issue to the attention of the Commission on Aging to evaluate the effects of the assessment limitations on seniors in need of tax relief. The Commission on Aging is the agency responsible for ongoing monitoring of the implementation of the senior tax relief ordinance. The sunset provision in the current ordinance is in the year 2010.

Seventy-three percent of the cases in litigation since the 2001 revaluation have been settled.

Mr. Gwartney will present arguments for and against a possible 2007 revaluation project at the February BET meeting. He has received positive feedback about this at public meetings. The Board will have an opportunity to consider doing revaluations on a more frequent basis than mandated by law (by law, revaluations must be done not less than every five years). Mr. Gwartney recommended that the Board make a decision by March 2005. Mr. Simon asked if the decision can be made after the final Grand List is settled, and the final revaluation is done. This would move the decision to April. Mr. Gwartney saw no problem with this.

Ms. Tarkington asked for feedback from the Board of Assessment Appeals. She said that their experience with the appeals can provide the BET with information from the lessons the Board of Assessment Appeals has learned. Mr. Tesei suggested to Mr. Gwartney that he make the Board of Assessment Appeals aware of the BET schedule and invite them to the April BET meeting so that any questions the Board may have can be accurately addressed.

Upon a motion by Mr. Simon, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Assessor's Report.

BET COMMITTEE & LIAISON REPORTS

Audit Committee- Robert Stone

Mr. Stone reported that the Audit Committee met on January 12th. The Internal Audit Plan was reviewed and the committee approved the following 3 changes:

- The addition of further review of the Chimes Building at Greenwich Point, including activities and documentation of the building. As a result of the Marina audit, inquiries were received from the general public.
- Review of the Summary Plan Documentation for the Retirement Plan, expected to be available in the spring.
- Review of the Audit of Health Insurance Premiums, Health Care Benefits and Enrollees.

An RFP to engage auditors for the FY ending June 30, 2006 will be available January 17th.

Law Committee- Michael Mason

Due to a widespread weather related power outage, Mr. Mason was unable to distribute his report to the Board, and will submit this material in the Board Package for the February BET meeting.

COMPTROLLER'S REPORT

Mr. Mynarski presented his report to the Board.

The cost allocation plan for The Nathaniel Witherell enterprise fund accounting has been developed and is in draft form. It will go to The Nathaniel Witherell in February after review by the working committee on the enterprise fund. The enterprise fund accounting will assist The Nathaniel Witherell with state reimbursement by providing better documentation to the state when substantiating Medicaid reimbursement requests from Nathaniel Witherell. The new accounting is to be effective July 1, 2006. Since maintaining accurate financial reporting is key, it is important that moving to this form of accounting be at the beginning of the fiscal year.

There was Board discussion as to BET involvement in the review and approval of the enterprise fund accounting. Questions were raised regarding whether this was to be simply an accounting device, or the establishment of an actual Enterprise Fund, requiring a Charter change.

Health and Human Services Liaisons, Alma Rutgers and Leslie Tarkington, were charged with gathering more information and inviting representatives from The Nathaniel Witherell to the February BET meeting to clarify TNW plans.

Frenkel and Company has been working with the Risk Manager on reimbursement costs from the Old Greenwich School flood damage. A check for half of the reimbursement, approximately \$150,000, has been promised orally. The balance of the reimbursement is subject to the claims adjuster's review of the bills that have been submitted by the BOE.

MUNIS will make their presentation on the new module and its capability to accept data previously entered into the ADMINS software application.

Upon a motion by Mr. Norton, seconded by Mr. Walko, the Board voted 12-0-0 to accept the Comptrollers Report.

ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR THE PERIODS OF DECEMBER 1, 2005--DECEMBER 31, 2005

Upon a motion by Mr. Simon, seconded by Mr. Walko, the Board voted 12-0-0 to accept the Treasurer's Report.

APPROVAL OF MINUTES

Regular BET Meeting Minutes- December 19, 2005

Upon a motion by Mr. Walko, seconded by Mr. Stone, the Board voted 9-0-3, with Messrs. Himes, Norton and Simon abstaining, to approve the Regular Meeting Minutes of the BET from December 19, 2005.

Organizational Meeting Minutes, January 3, 2006

Upon a motion by Mr. Himes, seconded by Mrs. Tarkington, the Board voted 11-0-1, with Ms. Guimard abstaining, to approve the Organizational Meeting Minutes of the BET from January 3, 2006.

Special BET Meeting Minutes- January 3, 2006

Upon a motion by Mr. Stone, seconded by Mr. Walko, the Board voted 11-0-1, with Ms. Guimard abstaining, to approve the Special Meeting Minutes of the BET from January 3, 2006.

Mr. Tesei thanked Ms. Rutgers and Mr. Krumeich for their work on the wording of the Resolution adopted at the Special Meeting.

OFFICER'S REPORT

Mr. Tesei reported that a letter was sent to the Director of Parks and Recreation offering BET staff support in the implementation of the recommendations made. The letter included the text of the Resolution, with the suggestion that Mr. Siciliano and his staff work with Risk Manager Chris DeMeo to create the wording that should be added to the applications, alerting users to the changes. A meeting is scheduled for Friday, January 20th, between these individuals for that purpose.

Mr. Tesei thanked Mr. Stone for his input on this item.

Mr. Tesei confirmed that First Selectman James Lash will meet with the HR Committee.

Mr. Tesei attended several meetings of the Glenville School Building Committee. At the December 22nd meeting, organization of the committee was discussed. Mr. Mazza is the Chairman of the Building Committee; Marlene Gilbert (former PTA President of the Glenville School) is the Vice Chairman; and Paul Toretta is Secretary.

At a meeting held on January 12th, the committee voted on project management services for the school. February 10th is the deadline for these submissions.

NEW BUSINESS

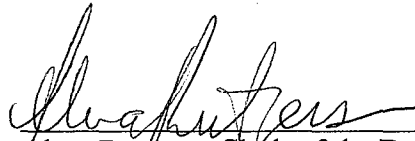
Mr. Simon asked when the Budget Books would be distributed. Mr. Mynarski said that they would go out by courier on Thursday, January 26.


ADJOURNMENT

Upon a motion by Mr. Simon, seconded by Mr. Himes, the Board voted 12-0-0 to adjourn at 8:17 P.M.

Respectfully submitted,


Valerie Zebrowski, Recording Secretary


Alma Rutgers, Clerk of the Board


Peter J. Tesei, Chairman