

1. BEt Debt & Fund Balance Policy Special Project Team Agenda

Documents:

[BET\\_DEBT\\_AND\\_FUND\\_BALANCE\\_POLICY\\_SPT\\_AGENDA\\_01-22-19.PDF](#)

2. CANCELLATION NOTICE - BET Debt & Fund Balance Policy Special Project Team Meeting

Documents:

[CANCELLED\\_BET\\_DEBT\\_AND\\_FUND\\_BALANCE\\_POLICY\\_SPT\\_MEETING\\_01-22-19.PDF](#)

3. VOTED BET Meeting Agenda

Documents:

[VOTED\\_BET\\_MEETING\\_AGENDA\\_01-22-19.PDF](#)

4. SUB TO APP BET Meeting Minutes

Documents:

[SUB\\_TO\\_APP\\_BET\\_MEETING\\_MINUTES\\_01-22-19.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
DEBT AND FUND BALANCE POLICIES  
SPECIAL PROJECT TEAM**

**Tuesday, January 22, 2019  
Mazza Room  
1<sup>st</sup> Floor, Town Hall Floor**

**1:00 P.M.**

**AGENDA**

1. Approval of the BET Debt & Fund Balance Policy Special Project Team Minutes:
  - January 9, 2019
  - January 14, 2019
2. Debt Policy – Discussion of 15-year capital plan and debt policy
3. Adjournment



## **PUBLIC NOTICE**

**The BET Debt & Fund Balance Policy  
Special Project Team Meeting  
scheduled for  
Tuesday, January 22, 2019  
has been cancelled.**

The next scheduled  
BET Debt & Fund Balance Policy  
Special Project Team Meeting  
is scheduled for  
Tuesday, January 29, 2019  
at 9:00 AM in the Mazza Room



**TOWN OF GREENWICH  
REGULAR MEETING OF THE**

**BOARD OF ESTIMATE AND TAXATION  
Tuesday, January 22, 2019  
Cone Room  
5:30 P.M.**

**VOTED AGENDA**

1. Call to Order and Pledge of Allegiance
2. **Requests for Budget Adjustments**

**ROUTINE APPLICATIONS**

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	<u>Votes</u>
ED-9	<b>BOE</b> Z6801689 59560 19210	\$ <u>536,000</u>	Additional Appropriation GHS Water Damage	12-0-0
HD-4	<b>Health</b> F406 51490	\$ <u>15,248</u>	Approval to Use HERR Grant	12-0-0

**NON-ROUTINE APPLICATIONS**

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	<u>Votes</u>
PD-4	<b>Police</b> F2129 and various codes	\$ <u>358,255</u>	Approval to Use Public Safety Dispatch Telecommunications improvements	12-0-0
NW-2	<b>Nathaniel Witherell</b> H450 59560 19198	\$ <u>30,000</u>	Release of Conditions Gym Expansion	12-0-0

3. Assessor's Report 12-0-0
4. Comptroller's Report 12-0-0
5. Treasurer's Report showing investing portfolio activity for the month of December 2018 Received
6. BET Standing Committee Reports:
 

<input type="checkbox"/> Audit	<input type="checkbox"/> Budget	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Investment	<input type="checkbox"/> Law	<input type="checkbox"/> Policy/Procedures

7. BET Liaison Reports:

- CD Block Grant
- Finance/Comptroller
- N.W. Board
- Parks & Recreation
- CIP - Capital Improvement
- Assessor
- Public Safety
- Information Technology
- Education
- Retirement
- Public Works

8. BET Special Project Team Reports:

- State/Federal Financials
- N. W. Strategic Planning Committee
- BET Debt & Fund Balance Policy Working Group
- Labor Contracts
- New Lebanon School Building Committee

9. Old Business

- Human Resources – Vote on request for additional stipends for the Registrars of Voters 12-0-0

10. New Business

- Appointment of Acting Treasurer – Nataliya Yemets 12-0-0
- OPEB Investment Policy Statement Amendment 12-0-0

11. Chair's Report

12. Approval of BET Meeting Minutes December 17, 2018 as corrected 12-0-0

13. Adjournment

  
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Jill K. Oberlander, Chair



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Tuesday, January 22, 2019, in the Cone Meeting Room, Greenwich, CT.

Jill Oberlander, BET Chair, called the meeting to order at 5:38 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Jill K. Oberlander, Chair  
Jeffrey S. Ramer, Vice Chairman  
Elizabeth K. Krumeich, Clerk  
William Drake  
Andreas Duus III  
Karen Fassuliotis  
Debra Hess  
Michael S. Mason  
Leslie Moriarty  
Leslie L. Tarkington  
Anthony Turner  
David Weisbrod

Staff: Roland Gieger, Budget Director, Finance Department; Peter Mynarski, Comptroller; Howard Richman, Tax Collector

BOE: Peter Bernstein, Chair, Board of Education; Ralph Mayo, Interim Superintendent, Greenwich Public Schools

Ms. Oberlander welcomed BET Members and attendees to the meeting.

Ms. Oberlander commented that there were two Routine items detailed on the Meeting Agenda. Ms. Krumeich, BET Clerk, was asked to move these items and the motions were thereby moved.

### **Requests for Budget Adjustments**

#### **ROUTINE APPLICATIONS**

<b><u>Number</u></b>	<b><u>Department</u></b>	<b><u>Amount</u></b>	<b><u>Purpose</u></b>
ED-9	EDUCATION	\$536,000	Additional Appropriation GHS Water Damage

Ms. Moriarty reported that the water damage to the Performing Arts Center resulted from a flexible connection in the heating system that damaged the new gym floor and electrical fixtures. Cost of the clean-up, overtime, equipment repairs and replacements, space rental, lost revenue and

oversight and contingency require the interim appropriation while the insurance reimbursement is in process. The Budget Committee voted 4-0 to approve the BOE request.

HD-4	<b>Health</b>	\$15,248	Approval to Use HERR Grant
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Ms. Moriarty reported that a Health Education Risk Reduction Grant (HERR Grant) from the State pays for a professional service consultant to help with National Public Health Accreditation. This is an extension of a program that the Town has participated in for the last 3 years. The Budget Committee voted 4-0-0 to approve the Department of Health request.

Upon a motion by Ms. Krumeich, seconded by Ms. Tarkington, the Board voted 12-0-0 (i) to approve the BOE application for an additional appropriation of \$536,000 to repair water damage at GHS Gym and Performing Arts Center and (ii) to accept \$15,248 to support the HERR Grant awarded to the Department of Health. Motion carried.

### **NON-ROUTINE APPLICATIONS**

PD-4	<b>Police</b>	\$358,355	Public Safety Dispatch Telecommunications Improvement
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Ms. Moriarty reported that the Police Department requested approval to use an allocation from the State 911-system surcharge revenue to acquire software and hardware that would overlay an electronic Fire and EMS Dispatch Protocol System onto existing electronic Emergency Telecommunications Dispatch systems in use by Public Safety Dispatch Tele-communicators in the Town. The new system will advance the ability of emergency services agencies to respond to calls more effectively and thereby maximize safety for citizens and responders. The Budget Committee voted 4-0-0 to approve the Police Department request.

Upon a motion by Ms. Tarkington, seconded by Mr. Weisbrod, the Board voted 12-0-0 to approve the use of \$358,255 for Public Safety Dispatch Telecommunications improvements. Motion carried.

NW-2	<b>Nathaniel Witherell</b>	\$30,000	Release Conditions Rehab Gym Expansion
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Ms. Moriarty reported that the estimated cost of construction for the Rehab Gym expansion at The Nathaniel Witherell (TNW) had increased since the original Small Town Economic Assistance Program (STEAP) Grant and U.S. Housing and Urban Development's Community Development Block Grant (CDBG) funds (\$212,000) were received. TNW is requesting that the BET release the funds that had been subject to conditions and that the Friends of Nathaniel Witherell would thereby release \$30,000 that was unused funds for Project Renew. The Finance Department confirmed receipt of the \$30,000. The Budget Committee voted 4-0-0 to approve TNW's request for the balance of \$30,000 needed to complete construction.

Upon a motion by Ms. Tarkington, seconded by Ms. Krumeich, the Board voted 12-0-0 to approve the release of conditions and \$30,000 for the Rehab Gym expansion. Motion carried

## **ASSESSOR'S REPORT**

The Assessor was unable to attend the meeting and BET members were encouraged to contract the Assessor if there were any questions regarding the Report. Ms. Tarkington, as one of the BET Liaisons to the Assessor's Office, commented that as of October 1, 2018, the overall Grand List had increased by 0.59% of which a 0.88% increase was attributable to the residential category.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to accept the Assessor's Report. Motion carried.

## **COMPTROLLER'S REPORT**

The Comptroller reported notification from William Lindsey, Independent Bond and Investment Consultants, LLC, a municipal financial consultant to the Town, would be terminating his 5-year contract as of February 8, 2019. Mr. Mynarski will advise the BET when he learns with which firm Mr. Lindsey affiliates. The Comptroller will be issuing a Request for Proposal (RFP) for a new municipal financial consultant. A separate RFP for new financial software will be issued on January 31, 2019, and the Finance Department is looking forward to considering current industry models that might improve current function of the Town's MUNIS accounting system. Members of the Board asked questions about functionalities and applications being sought.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to accept the Comptroller's Report. Motion Carried.

## **TREASURER'S REPORT**

Ms. Oberlander asked for questions about the Treasurer's Report showing investment portfolio activity for December 2018 and, hearing none, she noted that the BET had received the Report and would forward it to the Audit Committee to be filed for review by the outside auditor.

## **BET Liaison Reports**

- **Education Liaison Reports** – Ms. Moriarty commented that Ms. Hess and she had attended a meeting with BOE to hear a preliminary report from BlumShapiro, the accounting consultants, on the BOE Capital Projects and Maintenance Processes Review and Report. The final report is expected to be complete in February and most likely will be on the BET February meeting agenda.

## **BET Special Project Team Reports**

- **TNW Strategic Planning Committee** – Mr. Duus reported that an initial draft of TNW Financial and Operations Report by Health Dimensions Group (HDG) had been received. The Committee discussed the Report at its last meeting and, based on comments and requests for changes, the Committee postponed HDG's presentation scheduled as a joint meeting of the BET and TNW Board of Directors. Mr. Drake reported that the last section of the PKF O'Connor Davies TNW Accounting Report was still being prepared.
- **New Lebanon School Building Committee** – Mr. Drake reported that the construction project to rebuild the New Lebanon School is expected to be completed under budget.



The State has already reimbursed the Town \$15 million and additional reimbursements are pending. The new building will open to students on February 18, 2019, and an official Opening Ceremony will take place on February 23, 2019. The teardown of the old building, parking lot, and playground will follow the opening of the new school building.

### **Old Business**

The Human Resources Committee Chairman reported that the Committee had revised the text of a Resolution authorizing stipends to be paid to both Registrars of Voters when primaries are called. Mr. Turner explained the need to replace the earlier Resolution with new text clarifying the intention of the Committee to pay both Registrars in the event of any primaries effective as of January 1, 2019. The HR Committee voted 4-0-0 to approve the payment of a stipend of \$1,500 per primary to each Registrar of Voter. It is anticipated that there may be one primary (municipal) in 2019, and possibly 3 primaries in 2020 (Town and Federal offices).

Upon a motion by Ms. Fassuliotis, seconded by Mr. Turner, the Board voted 12-0-0 to approve the revised Resolution providing a stipend to both Registrars for each primary. Motion carried.

### **New Business**

- **Appointment of Acting Treasurer**

Comptroller Mynarski commented that the Treasurer, Kathleen Murphy, was resigning effective February 1, 2019. The job posting had attracted 52 applicants and interviews were being scheduled. Mr. Drake and Mr. Weisbrod would participate in the interviewing process that also includes the First Selectman, the Comptroller, and the Director of Human Resources. A resolution to appoint an Acting Treasurer, Nataliya Yemets, to perform the duties of the Treasurer from February 1, 2019, until a replacement is identified and appointed, was circulated to the Board.

Upon a motion by Ms. Oberlander, seconded by Mr. Ramer, the Board voted 12-0-0 to approve the appointment of Ms. Yemets as Acting Treasurer in addition to her duties as Assistant Treasurer. Motion carried.

- **OPEB Investment Policy Statement Amendment** – Mr. Weisbrod reported that the Investment Advisory Committee had voted 4-0-0 to approve expanding OPEB's Investment Policy Statement (IPS) to state that the Trust shall not invest in any individual security or issue, except that the Trust may invest in U.S. Treasuries and U.S. Government Agencies, and FDIC insured Certificates of Deposit. The Committee voted 4-0-0 to approve the motion. Several immaterial changes were also made to clarify language.

Upon a motion by Mr. Ramer, seconded by Mr. Duus, the Board voted 12-0-0 to approve the changes to the Town's Investment Policy Statement. Motion carried.

### **Chair's Report**

The Chair reminded the members of the Board that the First Selectman and the Board of Education will present their proposed budgets on Thursday, January 24, 2019, at 6:00 P.M. in the Town Hall Meeting Room. The BET Budget Committee Hearings will start the following week

according to a schedule that can be picked up at Thursday's Budget Presentation.

Special thanks were expressed to Kathleen Murphy on her retirement as the Town's Treasurer after 12 years. Ms. Oberlander complimented Ms. Murphy on her contributions to the Finance Department as Treasurer and thanked the Finance Staff for their work. Board members voiced their appreciation for Ms. Murphy's participation as a Trustee of OPEB, assistance with the outside auditors, contribution to the process of converting the Town's payroll system to ADP, and, suggestions for enhancement of Town revenues.

### **Approval of the BET Meeting Minutes**

Ms. Tarkington made a motion, seconded by Mr. Mason, to approve the Minutes of the BET Regular Meeting of December 17, 2018, as corrected. The Board voted 12-0-0 in favor of the motion. Motion carried.

### **Adjournment**

Upon a motion by Mr. Duus, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to adjourn the meeting at 6:32 P.M. Motion carried.

The next Regular Meeting of the Board of Estimate and Taxation is scheduled on Tuesday, February 19, 2019, at 6:30 P.M. in the Cone Room.

Respectfully submitted,

SUBJECT TO APPROVAL

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Catherine Sidor, Recording Secretary

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Elizabeth K. Krumeich, Clerk of the Board

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Jill K. Oberlander, Chair