

## 1. BET Meeting Documents

Documents:

[BET\\_MEETING\\_AGENDA\\_04-16-07.PDF](#)  
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**TOWN OF GREENWICH  
REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
MONDAY, APRIL 16, 2007  
6:30 PM  
TOWN HALL MEETING ROOM**

**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Consideration of Applications:

**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-10	<b>Board of Education</b> Z6801792-27054	<u>\$ 7,500</u>	Approval to Use Playground Equipment Replacement
FI-1	<b>Finance</b> A911-57500	<u>\$ 75,000</u>	Transfer Payment in lieu of Taxes
PR-1	<b>Parks &amp; Recreation</b> A833-58500	<u>\$ 700</u>	Transfer Advances for Petty Cash
SE-16	<b>First Selectman</b> P935-57350	<u>\$ 8,667.99</u>	Settlement Northern Insurance Co a/s/o Ellen Currie

3. Assessor's Report
4. BET Committee & Liaison Reports
5. Comptroller's Report
6. Acceptance of Treasurer's Report showing investments portfolio activity for the periods of March 1, 2007 – March 31, 2007
7. Approval of BET minutes for:  
Regular Meeting of the BET Meeting Minutes – March 19, 2007  
Public Hearing on the 2007-2008 Budget – March 20, 2007

8. Officer's Report
9. OLD BUSINESS
10. NEW BUSINESS:
11. Adjournment

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Peter J. Tesei, Chairman

BETAagenda 041607



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BETAagenda 041607

**TOWN OF GREENWICH  
BOARD OF ESTMIATE & TAXATION**

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, April 16, 2007 in the Town Hall Meeting Room, Greenwich, CT.

Acting Chairman, Robert Stone, called the meeting to order at 6:30 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Robert S. Stone, Vice Chairman  
Alma Rutgers, Clerk  
Nancy E. Barton  
William R. Finger  
James Himes  
Michael Mason  
Arthur D. Norton  
Laurence B. Simon  
Leslie Tarkington  
Stephen G. Walko

Absent: Peter Tesei, Edward Krumeich

Ex Officio Board Members: Peter Crumbine, Selectmen

Staff: Peter Mynarski, Finance Department; Ted Gwartney, Assessor's Office

**ROUTINE APPLICATIONS**

ED-10 BOE- Approval to Use- \$7,500

Request for approval to use:

\$7,500	to	Z6801792-27054	Playground Equipment Replacement
\$7,500	from		Gift

FI-1 FINANCE-Transfer- \$75,000

Request for transfer:

\$75,000	to	A91157500	Payment in lieu of taxes
\$75,000	from	A90157100	Healthcare

PR-1 PARKS AND RECREATION- Transfer- \$700

Request for transfer:

\$700 to A83358500  
\$700 from A83353010

Advances for Petty Cash  
Office Supplies

SE-16 FIRST SELECTMAN-Additional Appropriation

Request for transfer:

\$8,667.99 to P93557350  
\$8,667.99 from

Settlement  
Risk Fund Balance

Upon a motion by Ms. Rutgers, seconded by Mr. Walko, the Board voted 10-0 to approve the routine applications.

Mr. Walko shared that he had been approached by Dave D'Andrea from the Chickahominy Association. There were questions with regard to the resurfacing. Mr. Walko said that there is a fifteen year life cycle for the resurfacing, a five year life cycle for the re-striping and the Chickahominy Association is donating \$5,000 in addition to the \$7,500 for ongoing maintenance.

**ASSESSOR'S REPORT**

Mr. Gwartney presented the Assessor's report to the Board.

Mr. Finger asked if there were any trends with regard to residential reductions in the recent assessment appeals. Mr. Gwartney said that one district in particular received more reductions.

Ms. Tarkington asked if additional revisions could be done to the litigation report portion of the assessors report. Mr. Gwartney said that he had planned to put in additional information.

In response to a question from Mr. Stone with regard to the meaning of the term "businesses ripe for audit" used in the personal property section of the Assessors Report, Mr. Gwartney said that in checking returns from one year to the next, it has been observed that at times some properties drop dramatically without being reported as the removal of an asset. This would require a closer look at the drop in value and the reason for it. The term could also be used for properties that seem to be unusual for their particular category of property.

Upon a motion by Ms. Tarkington, seconded by Mr. Simon, the Board voted 10-0 to accept the Assessor's Report.

**BET COMMITTEE & LIAISON REPORTS**

Human Resources Committee-Leslie Tarkington

The HR Committee met on April 12, 2007 and was attended by all Committee members and Mr. Mynarski, Comptroller. The Committee discussed the reports prepared by the Finance and HR Departments. As a result of continued review of the Vacant Position Report, and continued vacancies within the Police Department uniform patrol, the HR Committee became aware of the lack of slots at the State Police Academy for required basic training for Greenwich Police hiring. As a result of an investigation of this issue by Mr. Norton, he reported that eight academy slots have since been obtained and that this should speed necessary police officer recruit hiring.

M/C Pay Plan Committee-Leslie Tarkington

The Pay Plan Committee selected the Hay Group as the consultant for the M/C Pay Plan update which is the position benchmarking and compensation study. The Purchasing Department is proceeding with the required agreement and insurance documentation. Ms. Kast is working with the department heads to prepare the data package to include updated position descriptions. The first meeting with Hay Group should occur mid May, and the study is expected to take twelve weeks.

RISE Committee-Stephen Walko

Mr. Walko reported that four sub-committees have been appointed in addition to the Steering Committee. They include the Site Visit, Data, Communications and Story and Culture Sub-Committees. The reports should be back to the full Committee some time in May, public hearings will follow and options will begin emerging sometime in June. The timeline is community engagement and BOE reports in June, refining options in July and August and finalizing options and a presentation to the BOE in September.

Hamilton Avenue School Building Project- Stephen Walko

Mr. Walko said that due to delays, it remains to be seen if the school will open in September. A request for an additional appropriation is anticipated for the May or June RTM meeting.

In response to a question from Mr. Himes as to the implication for the Glenville School's use of the modulars if there is a delayed Hamilton Avenue School opening, Mr. Walko said that this would be better answered by the BOE.

Audit Committee- Robert Stone

The Audit Committee met on April 12, 2007. As a result of continued investigation of motor vehicle accidents involving town owned vehicles and equipment, the fire department was asked to update the Committee on current practices and procedures for training. The conclusion was that sound procedures are now in place to further the trend which has been established toward a reduction of such events. Department management continues to assess the situations.



The Committee received an update from Mr. Lalli and Mr. Gomeau concerning procedures now in place with regard to the payroll audit of last year. Several departments whose payroll activities have been centralized are filing these reports with the payroll division of Human Resources. Other departments not yet part of the centralization will be maintaining such records. Another update is expected at the June Audit Committee meeting.

Review continues with regard to contracts by purchasing departments of the town. As a result of points raised, final adjustments were made to various types of information that will be requested from contractors. This data will be forwarded to the Purchasing Department, requesting that it be incorporated into their procedures.

The Committee reviewed the interview process concerning firms responding to the RFP for engagement of an independent auditor.

#### Retirement Board Liaison-Robert Stone

The Retirement Board took no action of note during its April meeting.

Mr. Simon said that he has been working with Jim Lavin, Al Cava and Gail Sasso on the Retirement Board standard plan document. He asked the Board for suggestions on how to best distribute and review the document, which is 43 pages long and complex. The plan is to present the document to the Retirement Board in May for their approval and then to the BET. According to the charter, this should be sufficient to change the document. Mr. Simon expects that the BET should receive it in June or July or September.

Mr. Mynarski pointed out that the Retirement Board meets on May 24, 2007, and may need some additional time to review the data as well.

### **COMPTROLLER'S REPORT**

Mr. Mynarski presented this report to the Board.

Mr. Walko asked if the North Mianus Sewer Project is expected to come before the BET in May. Mr. Mynarski said that he and Mr. Gomeau are working on the draft resolution which will reflect the approximate \$600,000 reduction. The plan is to have it ready in time for the May BET meeting and the June RTM meeting.

Mr. Mynarski will be making the request in the form of a Comptrollers Certification. Mr. Mynarski can provide some historical information with regard to the Pinnacle audit, but recommended that Town Attorney Wayne Fox be in attendance at the May BET meeting as he has been a part of the process and has familiarity with the issue.

In response to a question from Mr. Mason as to where the appropriation will come from, Mr. Mynarski said that the Sewer Improvement Fund has retained earnings. The \$594,000 can come from this fund. This is a straight reduction from the total cost and there is also an accrued interest figure on the base amount going through to December 31, 2007. This accrued interest

goes back as far as December 2003 at approximately \$793,000 per year. The interest is based on the net amount which is a reduction of the \$594,000.

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 10-0 to accept the Comptrollers Report.

### **ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR THE PERIODS OF MARCH 1, 2007-MARCH 31, 2007**

Mr. Mason asked when the transfer out of the Risk Fund was made toward payments, and Mr. Mynarski said that the budgetary transfer is done in July of each year.

Mr. Simon said that it was his understanding that the goal is to get the equity part of the OPEB account up to 50%. He asked for explanation as to how money continues to be allocated to US Trust and the equity without getting to 50%.

Mr. Mynarski responded that the intent was to draw down \$500,000 a month from the US Trust account transferred to Vanguard Properties. In the month that the total \$500,000 was not needed, it would be trued up to make it a 50-40-10 allocation. Two sources of revenue were received at the last minute at approximately \$150,000 each. Instead of giving US Trust \$150,000 and taking it back out, Vanguard Properties was given \$150,000. Only \$350,000 was withdrawn. The total between the transactions was \$500,000 for the month.

Mr. Mynarski will meet with Mr. Simon for further discussion on this topic.

Upon a motion by Mr. Simon, seconded by Mr. Himes, the Board voted 10-0 to accept the Treasurer's Report.

### **APPROVAL OF MINUTES**

Upon a motion by Mr. Walko, seconded by Mr. Finger, the Board voted 10-0, to approve the Regular Meeting Minutes of the BET from March 19, 2007.

Upon a motion by Mr. Tarkington, seconded by Mr. Norton, the Board voted 10-0, to approve the Public Hearing Minutes of the BET from March 20, 2007.

Ms. Rutgers asked for a motion to take up the approval of the Decision Day Meeting Minutes.

Upon a motion by Ms. Tarkington, seconded by Mr. Walko, the Board voted 10-0, to take up approval of the Decision Meeting Minutes of the BET from March 21, 2007.

Ms. Rutgers reported a last minute change to the minutes. The change is on Page 17, paragraph 3, sentence 2 of Ms. Tarkington's statement. "They are also items for which credit would be received as capital improvement projects in the Medicaid rent reimbursement rate."

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 10-0, to approve as amended the Decision Meeting Minutes of the BET from March 21, 2007.

### **OFFICER'S REPORT**

There were no officer's reports.

### **NEW BUSINESS**

Mr. Walko asked on behalf of Mr. Tesei that Board members fill out the spreadsheet for Committee meeting assignments, and forward that information to Mr. Mynarski.

### **ADJOURNMENT**

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 10-0 to adjourn at 7:06 P.M.

Respectfully submitted,

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Valerie Zebrowski, Recording Secretary

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Alma Rutgers, Clerk of the Board

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Peter Tesei, Chairman