

1. BET Meeting Documents

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**REGULAR MONTHLY MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
JUNE 19, 2006
7:00 PM
TOWN HALL MEETING ROOM
AGENDA**

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

Requests for Budget Adjustments

ROUTINE APPLICATIONS

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
NW-1	Nathaniel Witherell A45055-52260 A45076-53350 A45055-54050	<u>\$215,000</u> \$90,000 \$88,000 \$37,000	Transfer Fuel for Heating Custodial Household Supplies Maintenance Building Supplies	12-0-0
BA-1	Commission on Aging A195-51010	<u>\$4,500</u>	Additional Appropriation Regular Salaries	12-0-0
GM-1	GEMS A440-51490	<u>\$1,453,207</u>	Release of Conditions Professional - NOC	12-0-0
HD-1	Health F4031-52020 F4031-57050	<u>\$20,457</u> \$9,607 \$10,850	Approval to Use Printing and Binding Reports Social Security	12-0-0
PR-3	Parks and Recreation A833-54300	<u>\$40,000</u>	Transfer Maintenance of Boats/Marinas	12-0-0

Improvement Projects to be Carried Over

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
PR-1	Parks and Recreation Z822-59140-26077	<u>\$22,000</u>	Continue in Force Brush Cutting Attachment	12-0-0
PR-2	Parks and Recreation Z822-59140-26078	<u>\$18,000</u>	Continue in Force Park Lawn Mowers	12-0-0
PR-4	Parks and Recreation G824-59560-26130	<u>\$1,000,000</u>	Continue in Force New Admin. Office/Pro Shop Golf Course	12-0-0

Votes

Improvement Projects to be Carried Over

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
PW-1	DPW Z312-59600-26020	<u>\$20,000</u>	Continue in Force Round Hill Road & John Street Intersection	12-0-0
PW-2	DPW Z312-59600-26024	<u>\$20,000</u>	Continue in Force Frontage and Byram Road Study	12-0-0
PW-3	DPW Z312-59620-26032	<u>\$300,000</u>	Continue in Force Shore Road Bridge	12-0-0
PW-4	DPW Z312-59620-26033	<u>\$225,000</u>	Continue in Force Riversville Road Bridge	12-0-0
PW-5	DPW Z312-59660-26035	<u>\$360,000</u>	Continue in Force Rye Lake Road Roundabout & Drainage	12-0-0
PW-6	DPW Z312-59660-26036	<u>\$40,000</u>	Continue in Force Old Greenwich Business Dist. Drainage Study	12-0-0
PW-7	DPW Z312-59950-26038	<u>\$35,000</u>	Continue in Force Greenwich Ave. Streetscape Plan	12-0-0
PW-8	DPW Z345-59560-26050	<u>\$80,000</u>	Continue in Force Central Business Dist. Master Plan	12-0-0

NON-ROUTINE APPLICATIONS

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
SEL-1	First Selectman P935-57350	<u>\$10,370.57</u>	Additional Appropriation Settlement – Nancy Mara	12-0-0

(No Action taken at Budget Committee Meeting)

PS-1	Parking Services G219-59560-27096	<u>\$350,000</u>	Additional Appropriation Parking Structure Maintenance	12-0-0
FD-1	Fire A204-51010 A205-51100	<u>\$152,000</u> <u>\$42,000</u> <u>\$110,000</u>	Transfer Regular Salary Overtime Services	12-0-0

Improvement Projects to be Carried Over

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose</u>	
PS-2	Parking Services G219-59560-26101	<u>\$690,000</u>	Continue in Force Parking Structure Design	10-2-0

3. Human Resources Committee Actions & Report:
- Approval of Employee Health Care Budget Status Report
12-0-0

4. Assessor’s Report 12-0-0

5. BET Committee & Liaison Reports

	<u>Votes</u>
6. Comptroller's Report	12-0-0
7. Acceptance of Treasurer's Report showing investment portfolio activity for the period of May 1, 2006 – May 31, 2006	12-0-0
8. Approval of BET minutes for: Regular BET Meeting Minutes – May 15, 2006	12-0-0
9. Officer's Report	
10. OLD BUSINESS	
11. NEW BUSINESS	
- Approval of change in annual GWI (General Wage Increase) for M/C (Managerial/Confidential) employees for fiscal year 07/01/06 – 06/30/07 – per M/C Compensation Plan	12-0-0
12. Adjournment	

Peter J. Tesei, Chairman

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, June 19, 2006 in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 7:05 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
- William R. Finger
- James Himes
- Edward T. Krumeich
- Michael Mason
- Arthur D. Norton
- Laurence B. Simon
- Leslie Tarkington
- Stephen G. Walko

Ex Officio Board Members: James Lash, First Selectman; Peter Crumbine and Penny Monahan, Selectmen

Staff: Peter Mynarski, Roland Gieger, Finance Department; Maureen Kast, Department of Human Resources; Lloyd Hubbs, Department of Public Works; Ed Gomeau, Town Administrator; Wayne Fox, Law Department; Chief Sanford Anderson, Fire Department; Bill Kowalewski, Ray Augustine, The Nathaniel Witherell; Sam Deibler, Commission on Aging

Mr. Tesei explained that this was the last meeting of the fiscal year ending June 30, 2006. Normally there are budgetary requests and interim applications that fall outside of the normal budget process, deemed either routine or non-routine, depending on the subject matter. In June, requests are received from departments to continue appropriations for capital items into the next fiscal year. Requests to continue capital appropriations that are considered routine are voted on together, while those that are considered non-routine are voted on separately to allow for discussion.

ROUTINE APPLICATIONS:

NW-1 NATHANIEL WITHERELL-Transfer -\$215,000

Request for transfer:

\$ 90,000	to	A-45055-52223	Fuels for Heating
\$ 88,000	to	A-45076-53350	Custodial Household Supply
\$ 37,000	to	A-45055-54050	Maint Building Supplies
\$ 24,000	from	A-45051-56280	Insurance Expense

\$191,000 from A-450-51107 Salary and Consulting Expenses

BA-1 COMMISSION ON AGING- Additional Appropriation- \$4,500

Request for additional appropriation:

\$ 4,500 to A-195-51010 Regular Salaries
\$ 4,500 from Contingency

GM-1 GEMS-Release of Conditions- \$1,453,207

Request for release of conditions:

\$1,453,207 to A-440-51490 Professional-NOC
\$1,453,207 from

HD-1 HEALTH DEPARTMENT-Approval to Use- \$20,457

Request for approval to use:

\$ 9,607 to F-4031-52020 Printing and Binding Reports
\$ 10,850 to F-4031-57050 Social Security
\$ 20,457 from Public Health Bioterrorism/Emergency
Preparedness Planning Grant

PR-3 PARK AND RECREATION-Transfer- \$40,000

Request to transfer:

\$ 40,000 to A-833-54300 Maint of Boats/Marina
\$ 40,000 from A-833-51010 Regular Salaries

Improvement Projects to be Carried Over into Fiscal Year 2006-2007

PR-1 PARKS AND RECREATION-Continue in Force- \$22,000

\$22,000 Z-822-59140-26077 Brush Cutting Attachment

PR-2 PARKS AND RECREATION-Continue in Force- \$18,000

\$18,000 Z-822-59140-26078 Park Lawn Mowers

PR-4 PARKS AND RECREATION-Continue in Force- \$1,000,000

\$1,000,000 M-824-59560-26130 New Admin office and Pro Shop

PW-1 DPW-Continue in Force- \$20,000

\$20,000 Z-312-59600-26020 Round Hill Rd and John Street Intersection

PW-2 DPW-Continue in Force- \$20,000

\$20,000 Z-312-59600-26024 Frontage and Byram Road Study

PW-3 DPW-Continue in Force- \$300,000

\$300,000 Z-312-59620-26032 Shore Road Bridge

PW-4 DPW-Continue in Force- \$225,000

\$225,000	Z-312-59620-26033	Riversville Road Bridge
PW-5 <u>DPW-Continue in Force- \$360,000</u>		
\$360,000	Z-312-59660-26035	Rye Lake Road Roundabout and Drainage
PW-6 <u>DPW-Continue in Force- \$40,000</u>		
\$40,000	Z-312-59660-26036	Old Greenwich Business District Drainage Study
PW-7 <u>DPW-Continue in Force- \$35,000</u>		
\$35,000	Z-312-59950-26038	Greenwich Avenue Streetscape Plan
PW-8 <u>DPW-Continue in Force- \$80,000</u>		
\$80,000	Z-345-59560-26050	Central Business District Master Plan

Upon a motion by Ms. Rutgers, seconded by Mr. Walko, the Board voted 12-0-0 to approve the routine applications.

NON-ROUTINE APPLICATIONS

SEL-1 FIRST SELECTMAN- Additional Appropriation- \$10,997

Request for additional appropriation:

\$ 10,997	to	P-935-57350	Settlement
\$ 10,997	from		Risk Fund Balance

Ms. Barton said that the Town Attorney, Wayne Fox, was expected to present this item to the BET, but had not yet arrived.

Upon a motion by Mr. Krumeich, seconded by Mr. Walko, the Board voted to take this item out of order on the agenda in order to take it up when the Town Attorney will have arrived.

PS-1 PARKING SERVICES-Additional Appropriation- \$350,000

Request for additional appropriation:

\$350,000	to	G219-59560-27096	Parking Structure Maintenance
\$350,000	from		Parking Fund Balance

Mr. Walko explained that this request is for maintenance that should occur as expeditiously as possible, and therefore is being made outside of the CIP process. The vote of the Budget Committee was 4-0 on this item.

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 12-0-0 to approve an additional appropriation of \$350,000 for maintenance of the Town Hall parking garage.

FD-1 FIRE DEPARTMENT-Transfer- \$152,000

Request for transfer:

\$ 42,000	to	A-204-51010	Regular Salary
\$110,000	to	A-205-51100	Overtime Services
\$ 50,000	from	A-201-51010	Regular Salary
\$ 62,000	from	A-202-51010	Regular Salary
\$ 15,000	from	A-204-53310	Protective Clothing
\$ 15,000	from	A-205-53300	Clothing
\$ 10,000	from	A-206-54250	Maint of Automotive

Mr. Walko reported that the Budget Committee voted 4-0 to make this a non-routine application, so that if there were questions from members of the BET, these questions could be addressed to Chief Anderson.

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 12-0-0 to approve a transfer of \$152,000 to cover anticipated salary shortages.

Improvement Projects to be Carried Over into Fiscal Year 2006-2007

PS-2 PARKING SERVICES-Continue in Force- \$690,000

\$690,000 G-219-59560-26101 Parking Structure Design

Mr. Tesei noted that a series of emails were received with regard to this request from individuals who were opposed to the Board carrying over the architectural/engineering funds that were appropriated in the FY 2005-06 for design of a parking garage at Benedict Place, as well as emails from those in favor of continuing the appropriation into the 2006-2007 fiscal year. The communications were circulated to all Board members, and Mr. Tesei acknowledged the following individuals that sent an email, either in opposition or support:

In opposition: Suzanne Geis-Robbins; Janet Lockton, District 7; Nancy Burke, District 2; Carol Zirilli, President of the Central Greenwich Association;

In support: Fred Putnam; Mary Riviello; Tom Jansen; Iggy Makarovich; Don Brown; Dean Caparelle; Michelle Quarenta; Peggy Hess; Ann Fontaine; Tom Torelli

Mr. Lash, acknowledging that there had been a number of emails, spoke in support of continuing this appropriation into the 2006-2007 fiscal year. He said he wanted to make it clear to those present what the money was for. He explained that the practice of the BET has always been to appropriate design money for projects in one year and construction money in a subsequent year, after the architectural and engineering work had been done. When this application was originally submitted, the money to build the structure was intended for appropriation in the 2006-2007 fiscal year. This did not occur. A carry-over request is therefore necessary to go forward with the design phase of this project. This past year, money was spent that was allocated for preliminary engineering and design work on an assessment of five proposed locations around town. Mr. Lash

explained that the first \$100,000 to \$150,000 of the \$690,000 will be spent on getting the project through Planning and Zoning as a Municipal Improvement (barring any additional traffic studies that would add to the cost) and the remainder of the appropriation would be used to get the detail work done in order to get the design work completed and get the bid package together. The RTM has expressed its intention to take up the Municipal Improvement after Planning and Zoning has approved it. Mr. Lash said that the project will be discussed by the RTM at that point, at which time we will find out whether or not the RTM is inclined to approve the building of a parking garage on Benedict Place. If not, then the remaining money will not be spent. If yes, then the remainder of the money will be spent and the construction funds will be requested in next year's budget.

There was concern among some the Board members that the money to get to MI status would exceed \$150,000.

In response to a question from Mr. Stone, Mr. Lash said that it was difficult to prove who will use the garage, but that the Chamber of Commerce believes that long-term use can be achieved. Part of the objective is to get long-term parkers out of the short-term parking spaces.

In response to a question from Ms. Tarkington, Mr. Lash said that it was not feasible to do another whole new study on traffic circulation.

A study was done approximately 4 years ago, and some of the recommendations in that study have moved forward to implementation. There is a project going on now to redesign and reconfigure Greenwich Avenue, as well as the parts that run from Town Hall to the new Public Safety Complex.

Ms. Tarkington remarked that the public has not yet had the opportunity to comment on the parking or traffic flow studies, and that we should keep this in mind. She commented that the neighborhoods in the in-Town parts of Districts 1, 2, and 7 which will be impacted by these studies had not provided input into the original studies nor had they had the opportunity for follow-up commentary by these residential areas. The downtown studies, both the traffic circulation and the parking garages studies have all been done by the Department of Public Works and not the Planning and Zoning Department. These districts need to be heard. In response to a question from Mr. Tesei with regard to the amount of money to be spent getting Municipal Improvement approval from the Planning and Zoning Commission, Mr. Lash said it was expected to cost somewhere between \$60,000 and \$120,000. If, after the architects and engineers are hired, the amount is higher than expected, Mr. Lash said that he would come back to the BET and discuss if more should be spent. Mr. Lash confirmed to an additional question by Ms. Tarkington that this money would be limited to funding the preparation of project specifications, surveys and any Phase 1 environmental or other engineering studies, and the architectural drawings and renderings required for land use agency and Municipal Improvement approval. \$150,000 should allow sufficient funds to be available for any other preliminary studies, any additional drawings or expert opinions needed. This information would then be used to provide the opportunity for public dialogue.

Mr. Krumeich said that there seemed to be some confusion regarding the role of the BET in carrying over appropriations into the next fiscal year. He said that the role of the BET was to decide if funds that have already been appropriated should be encumbered. He said that, if the project is proceeding, then the ET should encumber the funds. He said that it was not the role of the BET, at this point, to evaluate whether the appropriation should, or should not, have been made in the first place.

Mr. Walko reviewed the history of this project, explaining that \$690,000 was approved in the 2005-06 budget by the Budget Committee in February 2005, the BET in March 2005, and then approved by the RTM in March 2005. A corresponding item came before the Budget Committee during its deliberations on the 2006-07 Budget as a request for funds to construct the parking structure. The Budget Committee voted 3-1 against including the construction money in the 2006-2007 Budget, and no member of the BET sought reinstatement. The RTM passed the 2006-07 Budget without the construction funds.

Mr. Walko further reported that, at its June meeting, the Budget Committee voted 4-0 to carry the \$690,000 over into the 2006-2007 fiscal year so that there could be a public dialogue on the Benedict Place parking garage.

Ms. Barton expressed concern over what appeared to be new information in terms of how much space is actually available for parking that is not being used, or if it is being used effectively and for its intended use.

Mr. Lash said that there is not much that has come up that is actually new. He explained that these concerns are discussed at meetings of the Parking and Traffic Committee. A recurring complaint is the lot across from the car dealership. That is a long term parking lot intended for day commuters, and is used by the car dealership to park customer's cars. As long as money is put into the meters, these people have a legal right to use the parking lot in this manner. The studies that have been done thus far show a substantial unmet demand for long term parking at the upper end of Greenwich Avenue for people that work on Greenwich Avenue. The studies further indicate that people that are working on Greenwich Avenue are parking on Greenwich Avenue, and using the metered spaces intended for short term parking use by patrons of businesses.

Ms. Tarkington said that the Parking Services Director should prepare financial statements with projections of the annual operating costs of the garage. The statements should include information about insurance, cleaning, lighting, maintenance-operating and reserves and how the parking structure will be managed on a 24/7 basis, including police presence. Safety, security and cleanliness issues also need to be addressed.

Ms. Barton asked if there was a way to ensure that no more than the approximate \$150,000 would be spent getting through the MI process which would then give the RTM its opportunity to debate the issue, so that less money would be spent in the event the project does not go forward.

Mr. Tesei said that this question was posed to Mr. Fox, the Town Attorney by Ms. Tarkington, in terms of whether the BET could reduce the amount of the appropriation carried over. Mr. Fox, who was now in attendance, said that, according to his interpretation of Section 31 of the Town Charter, the BET has the ability to continue the appropriation, but not to modify it. A vote of either “yes,” or “no,” is required in deciding whether or not to continue an appropriation into the next fiscal year.

Mr. Lash said that, after the bids come back and the architects and engineers have been selected, and a project plan and the budget for it exists, then he would send it back to the BET for review.

Several members spoke to the importance of having a public debate take place at the RTM level, stating that this could only happen if the BET continued the appropriation into the 2006-2007 fiscal year.

Ms. Barton and Mr. Finger expressed concern and Ms. Tarkington added support that this was an expensive way to have a debate. Mr. Himes expressed his concern that the Board was being asked to approve up to \$690,000 which may, or may not, lead to a project.

Mr. Himes asked Mr. Lash why it was urgent that the project be undertaken just now. Mr. Lash replied that this has been worked on for four years, and five studies in the past three or four years have led to this point. He said the debate was always going to be loud and energetic. He said that the cost of that debate was already close to \$500,000, asking “if not now, when?”

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 10-2-0 to approve continuing the 2005-2006 appropriation of \$690,000 for design of the Benedict Place parking garage into the 2006-2007 fiscal year, with Mssrs. Norton, Mason Simon, Stone, Walko, Tesei, Krumeich, Himes and Ms. Rutgers and Ms. Tarkington voting in favor, and Ms. Barton and Mr. Finger opposed.

SEL-1 FIRST SELECTMAN- Additional Appropriation- \$10,997

Request for additional appropriation:

\$ 10,997	to	P-935-57350	Settlement
\$ 10,997	from		Risk Fund Balance

Mr. Fox stated that this item had been before the Board of Selectmen and the Claims Committee and has been approved by both. The incident occurred in 2005. There has been no claim for bodily injury. The only claim is for vehicle repair damages of \$9,870.57 plus a deductible of \$500, for a total of \$10,370.57. This amount does not include EMS transportation, which was not recoverable, but included in the original request.

Upon a motion by Mr. Krumeich, seconded by Mr. Norton, the Board voted 12-0-0 to approve the settlement of this claim.

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

Maureen Kast, Director of Human Resources, presented her monthly report.

Employee health care costs continue to run under budget. There is still a lower than projected headcount, down 20-25 positions all year.

OPEB is slightly different between the premium equivalents and the revenues received, typically due to the timing of the payments.

In response to a question from Mr. Simon with regard to changes in the open enrollment period, Ms. Kast said approximately 30 employees changed plans. Mr. Simon pointed out that the pharmacy for the town active employees is far under budget. He said it would be helpful to know what is driving this. Ms. Kast expects relevant data from Caremark, and will provide the BET with this information.

Upon a motion by Mr. Simon, seconded by Mr. Norton, the Board voted 12-0-0 to accept the Employee Healthcare Budget Status Report.

Mr. Simon proposed that Ms. Kast's monthly report be sent to the Board members, and that it was not necessary for her to attend the BET meeting every month.

Mr. Tesei said that, if after receiving the report on the Thursday prior to the BET meeting, Board members had questions they should direct them to Ms. Kast via email and copy Mr. Tesei so that a determination could be made whether her attendance is necessary.

Upon a motion by Ms. Tarkington, seconded by Ms. Rutgers, the Board voted 12-0-0 to take up the approval of a change in the annual GWI (General Wage Increase) for M/C (Managerial/Confidential) employees for FY 7/1/06-6/30/07- per M/C Compensation Plan at this point on the agenda, rather than under "New Business."

Ms. Kast explained the history of the M/C Compensation Plan, how it works, and why the GWI for M/C employees was before the Board. The plan, approved by the BET in 2004, was an attempt to take 46 of the town's top managers who are not represented by unions, and put them into a pay plan that would provide a grade and a step, based upon job duties and responsibilities. Based upon performance, these employees could move forward, within their grade, each year. Part of the plan included yearly review of the grades for GWI comparisons and union raises, to insure that these individuals were not being compressed to their subordinates in the unions. This had occurred in 2003. Prior to 2004, management employees were coming to the BET each year for the GWI. The goal was to put these individuals on steps and grades until Outcome Based Budgeting was reached, when raises would be based on an outcome based performance measure.

The first year the GWI was kept at 3%, which was lower than the union counterparts. In 2005 the M/C employees were at 3%, when union counterparts were at 3.25%. This year 3% was put in when the budget was put together in January, but Ms. Kast determined that 3.25% was more appropriate and would avoid another incidence of compression, so a change was requested. This information was shared with the BET Human Resources Committee.

Ms. Tarkington reported that the HR Committee reviewed this information, and considered Ms. Kast's recommendation for the incremental raise for M/C employees, and found it appropriate. The HR Committee approved the recommended 3.25% incremental salary increase.

Ms. Tarkington said that the incremental amount of the increase from 3% to 3.25% was approximately \$12,000, and was easily absorbed into department budgets.

Mr. Walko recalled that a field study was to be done regarding M/C total compensation packages and asked if it had been completed. Ms. Kast responded that she was just now contracting for the field study. She stated that a field study had been done in 2002-03. The study had put all of these jobs into a grade and on steps. She is now in the process of identifying a consultant to do a study of all executive compensation. Results are not expected until the end of this year.

Ms. Kast said that it was her understanding that, in the original approval, the GWI was supposed to be done every year, based on CPI and union raises, with a consultant study every 2-3 years to make sure all executive compensation was still within an appropriate range. It was also Ms. Kast's recollection that there was never a lock on 3%.

The step is tied to performance, and the GWI is tied to the union increases and the CPI.

Mr. Simon said that when the M/C plan was passed, no GWI was specified. He said that Human Resources should come before the BET every year to get approval for the GWI. Total compensation, including salaries and benefits, needs to be examined more closely. Mr. Simon said that the total compensation package is all that matters.

Mr. Stone noted that the M/C 401 (k) Match is one of the provisions in the plan that needs to be looked at and has been a topic for the Audit Committee.

Ms. Kast assured members of the BET that the consultants will look at total compensation.

Upon a motion by Ms. Tarkington, seconded by Mr. Norton, the Board voted 12-0-0 to approve a 3.25% change in the annual GWI (General Wage Increase) for M/C (Managerial/Confidential) employees for FY 7/1/06-6/30/07- per M/C Compensation Plan.

ASSESSOR'S REPORT

Mr. Gwartney was not able to attend this meeting as he was chosen to participate in a U.N. Habitat panel regarding Third World urban sustainable cities. 6,000 delegates from 150 countries

attend this conference, and Mr. Tesei commended Mr. Gwartney for sharing his talents in this manner.

The Assessor's Report was available for review by the Board, and Mr. Gwartney will answer any questions about the report upon his return. He plans to attend the July meeting of the BET. Ms. Barton and Ms. Tarkington are proceeding with their work on a proposed change in the frequency of revaluations and will have a report in July.

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

BET COMMITTEE & LIAISON REPORTS

Glenville School Building Committee-Peter Tesei

Mr. Tesei reported that the Building Committee, after interviewing several architectural firms, voted to hire Perkins-Eastman as the architect for the project, and the final costs were subject to negotiation. The final cost will be available for the next meeting.

Audit Committee- Robert Stone

Mr. Stone reported that the Audit Committee met on June 15, 2006.

The Committee reviewed the Internal Auditor's report on Parking Violations and Meter Collections. This was the result of a request by the new Parking Services Director and a follow up on the Internal Auditors report of 2003. Much of the substance included recommended courses of action concerning processes and controls that had been included in the 2003 report, which for various reasons had not been acted upon. The Internal Auditor described the new director as being proactive, and many of the items in the new audit had already been addressed. The Audit Committee voted unanimously to accept and release the report.

Payroll Audit Findings-Internal Audits findings comprised a number of deficiencies involving both record keeping and payroll procedures in several departments which expose the town to possible financial loss. The Committee advised the First Selectman that corrective action is to be taken in a timelier manner. The Committee continues to await a response.

401(k) M/C Contribution Match: It was concluded that this be a part of an overall study. Mr. Simon observed during the Audit Committee meeting that the proposed policy is not consistent with a reasonable interpretation of what the BET had passed in 1997.

The Audit Committee accepted the concept of a monthly report provided by the Internal Auditor concerning follow-up procedures regarding actions taken concerning findings included in earlier audit reports.

Due to a prolonged illness of a member in the Finance Department, the Comptroller requested that the Internal Auditor temporarily assist with other departmental work.

Human Resources Committee-Leslie Tarkington

Ms. Tarkington reported that the Human Resources Committee met on June 1, 2006, and that Ms. Kast, Mr. Mynarski and Mr. Gomeau were in attendance along with members of the committee.

Existing vacancies in town positions were discussed. The positions that have been posted were reviewed, as well as current vacant positions that are being filled.

Also reviewed and recommended was the policy memorandum for the M/C Employee's 401(k) Plan. This included discussion of IRS policies. The memo codifies as policy actual practice that has been in place.

At the HR Committee's request, Ms. Kast prepared a draft chart of the benefits for the M/C employees at three different levels. The chart will be modified with additional information at additional meetings.

Also reviewed was the preliminary draft of the RFP for the benchmarking study for the M/C employees.

Mr. Tesei noted receipt of a memorandum from Mr. Gomeau to Mr. Mynarski with regard to the OPEB fund. This item may require act by the Board, and Mr. Tesei suggested that the Ad Hoc Committee on OPEB work with Mr. Mynarski to address some of the issues that may come up.

COMPTROLLER'S REPORT

Mr. Mynarski presented his report to the Board.

Mr. Walko requested that Mr. Mynarski distribute his response to Mr. Gomeau's email to the Budget Committee, the Investment Committee and Mr. Stone before a meeting is scheduled.

Mr. Walko also asked if a July meeting could be scheduled to address Outcome Based Budgeting. Mr. Mynarski said that first the composition of the ad hoc committee must be determined. The core of the committee should consist of two members from the Budget Committee. Mr. Tesei said that he and Democratic Caucus Leader, Alma Rutgers, would solicit other members as to interest in serving on this committee.

While the memo suggests that the Board of Selectmen be the trustee of the OPEB fund, Mr. Simon stated his belief that the BET maintains control of this fund. Mr. Himes urged the Board to focus on who appoints the OPEB trustees.

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

ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR THE PERIODS OF MAY 1, 2006-MAY 31, 2006

Mr. Simon thanked the Finance Department for reformatting the Treasurer's Report and making it clearer.

Mr. Norton also noted substantial improvement in the report.

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

APPROVAL OF MINUTES

Regular BET Meeting Minutes- May 15, 2006

Upon a motion by Mr. Finger, seconded by Mr. Walko, the Board voted 12-0-0, to approve the Regular Meeting Minutes of the BET from May 15, 2006.

OFFICER'S REPORT

Mr. Tesei and Anne Giamarino from the Finance Department prepared a draft of the 2007 calendar. Mr. Tesei asked Board members to review the proposed calendar and advise Ms. Giamarino of any conflicts. Mr. Tesei also asked the Board members to consider an earlier start time of 6:30 P.M. The calendar will be voted on at the July BET meeting.

Mr. Walko said that the Budget Committee has reviewed a draft of the schedule for Budget Committee deliberations on the 2007-08 Budget and has asked Mr. Gieger to distribute a copy to the full BET for any feedback Board members may have. The Budget Committee will vote on this schedule at its July meeting.

Mr. Tesei proposed that the BET August meeting be cancelled, as has been the practice in recent years. The August meeting of the BET will be cancelled.

Mr. Simon pointed out that the proposed date for the Budget Public Hearing is Tuesday, March 20, 2007 and Decision Day is Wednesday, March 21, 2006. The Board should be prepared to vote on these dates as well.

OLD BUSINESS

Mr. Tesei said that last month under “New Business” there was a first reading of a policy regarding Cost of Living Adjustments (COLA) for Retirees. The Budget Committee had presented the proposed policy to the Board, and Board members were asked to get their comments back to the Budget Committee before its June meeting.

As this item was not on this meeting’s agenda for a second reading, a two-thirds vote of the Board was required to take it up.

Upon a motion by Mr. Krumeich, seconded by Mr. Mason, the Board voted 12-0-0 to take up discussion of COLA for Retirees.

Mr. Walko reported receiving no further comments or changes.

Mr. Krumeich said that this policy should be adopted, excluding from the Ad Hoc COLA increases retirees covered under collective bargaining agreements with COLA provisions.

Upon a motion by Mr. Walko, seconded by Mr. Krumeich, the Board voted 12-0-0 to adopt the policy regarding Cost of Living Adjustments for Retirees.

Mr. Tesei asked that the Finance Department be sure that this policy is inserted into the BET Policy Manual and that copies be given to the Town Clerk, the Moderator and the Moderator Pro Tem of the RTM.

NEW BUSINESS

Approval of a change in the annual General Wage Increase for M/C employees was taken up under “Human Resources Committee Actions and Report.”

ADJOURNMENT

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 12-0-0 to adjourn at 9:05 P.M.

Respectfully submitted,

Valerie Zebrowski, Recording Secretary

Alma Rutgers, Clerk of the Board

Peter J. Tesei, Chairman