1. BET Meeting Documents

Documents:

BET_MEETING_AGENDA_07-15-02.PDF
BET_MEETING_MINUTES_07-15-02.PDF
MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
MONDAY, JULY 15, 2002
TOWN HALL MEETING ROOM - 8:00 PM
AGENDA

1. Call to Order and Pledge of Allegiance

2. Consideration of applications:

**REGULAR APPLICATIONS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Executive</td>
<td>$100,000</td>
<td>New Appropriation Fund Emergency Operations Management Coordinator position SIMON, GARDNER</td>
</tr>
<tr>
<td></td>
<td>First Selectman/Board #A440-51440</td>
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<tr>
<td>A-2</td>
<td>Executive</td>
<td>$75,000</td>
<td>Approval to Use Work plan discussing current status of Town web sites SIMON, GARDNER</td>
</tr>
<tr>
<td></td>
<td>First Selectman/Board #A105-51460</td>
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**EMERGENCY APPLICATION**

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<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-3</td>
<td>Executive</td>
<td>$15,500</td>
<td>Transfer Close salary accounts SIMON, GARDNER</td>
</tr>
<tr>
<td></td>
<td>First Selectman/Board A105-51010</td>
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3. Human Resources Committee Actions & Report:

Finance - Payroll Systems Administrator – Reclassification of position from LIUNA D-01 To LIUNA C-01
Accounts Payable Supervisor – Reclassification of position from LIUNA E-01 To LIUNA C-01
Internal Auditor – New position LIUNA C-01
Account Clerk – New position GMEA W-07

P&Z Applications Coordinator – Employ above the mid-point LIUNA $50,633
Inland Wetlands Director – Employ above the mid-point LIUNA B-01 $76,399

M/C Equity Adjustments:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
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</thead>
<tbody>
<tr>
<td>Finance: Chief Accountant</td>
<td>$76,223</td>
<td></td>
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<tr>
<td>Fire: Chief</td>
<td>$100,526</td>
<td></td>
</tr>
<tr>
<td>2 Deputy Chiefs</td>
<td>$90,740 (each)</td>
<td></td>
</tr>
<tr>
<td>Library: Deputy Director</td>
<td>$85,168</td>
<td></td>
</tr>
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4. Assessor’s Report
5. BET Committee & Liaison Reports:
   - Policy and Procedure Committee

6. Chief Financial Officer/Comptroller’s Report

7. Acceptance of Treasurer’s Report showing investment portfolio activity for the periods of June 1, 2002 through June 30, 2002

8. Approval of BET minutes for: June 17, 2002

9. Officer’s Report

10. NEW BUSINESS:
    - BET confirmation of investment consultants to Town of Greenwich Retirement Board
    - Review and approve bank resolution for change in Treasurer position – Putnam Trust
    - Review Budget Committee/BET meeting schedule for 2003
    - Review first draft of Budget Policy

11. Adjournment

________________________________________
Peter J. Tesei, Chairman

The Chairman, Peter J. Tesei, called the meeting to order at 8:06 PM, after which the members pledged allegiance to the flag.

Board Members in Attendance:

Peter J. Tesei, Chairman  
Valeria P. Storms, Clerk  
Jara N. Burnett  
Janice C. Gardner  
Kathryn K. Guimard  
Edward T. Krumeich, Jr.  
Frank E. Mazza  
Alma Rutgers  
Laurence B. Simon  
Robert S. Stone  
Stephen G. Walko

Absent: James A. Lash, Vice Chairman

Mr. Tesei called for a moment of silence in remembrance of Richard Deutsch, a long-term member of the Board of Estimate and Taxation (1950-66), who passed away on June 13, 2002.

The Chairman called for consideration of the applications.

**ROUTINE APPLICATIONS:**  
None

**REGULAR APPLICATIONS:**

A-1 **EXECUTIVE** - *New Appropriation* - $100,000  
Request for new appropriation to fund a new position of Emergency Operations Management Coordinator.

Request to transfer:  
$100,000 to A-440-51440  
$100,000 from Contingency  

Funds were previously appropriated and placed into the contingency fund pending presentation of an implementation plan for the function.
GEMS has offered to provide services as an independent contractor. Funds appropriated will cover anticipated expenses from October 2002 through June 2003. The recommendation has the support of the First Selectman, as well as the Police, Fire, and Health Departments.

Discussion ensued regarding whether the needs of the Town were best served by a permanent employee or through employing the services of an independent contractor.

Agreement was reached that GEMS would provide quarterly update reports to the BET, beginning in March 2003.

Upon a motion from Mrs. Storms, seconded by Mrs. Gardner, the Board voted 11-0-0 to approve the request.

As recommended by the Budget Committee, the Board approved this request with the understanding with GEMS that a report will be presented at the March 11, 2003, Budget Committee meeting, detailing the use of funds to date and projecting expenses out at least 12-18 months.

A-2  EXECUTIVE - Approval to Use - $75,000
Request for release of funds appropriated for development of Town website conditioned upon presentation of a work plan discussing the current status of Town web sites and a spending plan for the money.

Request for Approval to Use:
$ 75,000  from  A-105-51460

Upon a motion from Mrs. Storms, seconded by Mr. Mazza, the Board voted 11-0-0 to approve the request.

EMERGENCY APPLICATION:
A-3  EXECUTIVE – Transfer - $15,500
Request for approval of emergency application for funds to close the salary accounts in the First Selectman’s office, covering payout to the former Assistant to the First Selectman, overruns in overtime expense, and higher than budgeted salary for the new Assistant to the First Selectman.

Request for transfer:
$ 15,500  to  A-105-51010  Regular Salaries
$ 10,000  from  A-105-52950  Misc. NOC
$  5,500  from  A-107-53010  Supplies & Materials
Upon a motion from Mrs. Storms, seconded by Mr. Mazza, the Board voted 11-0-0 to approve the request.

**Human Resources Actions/Report:**

**HR Committee/HR Department Procedures:**
The procedures were ratified and will be distributed to departments. A copy of the meeting schedule is appended hereto and incorporated as part of the permanent record of the meeting.

**Finance Department:**
Mr. Gomeau presented his recommendations for restructuring the department, indicating that no incremental funds were required, and that a net salary savings of $49,000 will accrue to the department budget.

1. Request to reclassify the position of Payroll Systems Administrator, LIUNA D-01 ($41,991 - $62,987) ($62,987 salary as of 7/1/02) to LIUNA C-01 at a salary of $64,137.

   Upon a motion from Mr. Walko, seconded by Mrs. Burnett, the Board voted 11-0-0 to approve the request.

2. Request to reclassify the position of Accounts Payable Supervisor, LIUNA E-01 ($38,912 - $58,369) ($58,369 salary as of 7/1/02) to LIUNA C-01 at a salary of $64,137.

   Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the request.

3. Request to add one new position of Internal Auditor II, LIUNA C-01 at a proposed salary of $53,606. The remaining Internal Auditor I position will be left vacant.

   Upon a motion from Mr. Walko, seconded by Mrs. Gardner, the Board voted 11-0-0 to approve the request.

4. Request to eliminate two part-time Account Clerk positions, add one new position of Account Clerk, GMEA W-07 ($34,151 - $44,757), and approve hiring up to the midpoint of $40,113 for the new hire.

   Upon a motion from Mr. Walko, seconded by Mrs. Gardner, the Board voted 11-0-0 to approve the request.

**Land Use - Planning and Zoning -**

5. Request to hire above the midpoint and up to $50,633 for the position of Applications Coordinator (LIUNA F $36,274 - $54,411, midpoint: $45,343).
The department indicated that the applicant was already cross-trained during prior work experience, and no issues of equity would arise with current, long-tenured employees’ compensation.

Upon a motion from Mr. Walko, seconded by Mrs. Burnett, the Board voted 11-0-0 to approve the request.

**Land Use – Inland Wetlands**

6. Request to hire above the midpoint and to the range maximum for the position of Director of Inland Wetlands & Watercourses. (M-B-1 $50,933 - $76,399).

Mrs. Guimard noted concern that consolidation of the Conservation and Inland Wetlands Departments should be reviewed prior to hiring for this position. Also, issues with potential salary parity between departments were raised.

Upon a motion from Mr. Walko, seconded by Mrs. Gardner, the Board voted 11-0-0 to approve the request.

**Management and Confidential Employee Salary Inequities**

Mr. Walko addressed the Board, noting that the matters being brought forward from the HR Committee were related solely to salary compression and not to market salaries. He further indicated that any action of the committee or the Board to address the salary compression issues should not be construed as to have established any compensation policy.

**Finance Department**

**Chief Accountant**

Request to increase the salary of the Chief Accountant to $76,223 from $69,294.

Mrs. Guimard requested market salary data from peer communities. In the absence of the data requested, the HR Department provided assurances that the adjustment recommended would yield a salary comparable to other communities for a comparable job description.

Mrs. Gardner noted that all adjustments undertaken at this time would be subject to further review within the context of the Hay Group study.

Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the request, retroactive to July 1, 2002.

**Greenwich Library**

**Deputy Director**

Request to increase the salary of the Deputy Director of the Greenwich Library to $85,168 from $77,425.

Upon a motion from Mr. Walko, seconded by Mrs. Burnett, the
Board voted 11-0-0 to approve the request, retroactive to July 1, 2002.

Fire Department –
Fire Chief and Deputy Fire Chiefs (2) –
Request to increase the salary of the Fire Chief from $91,387 to $100,526.
Request to increase the salary of the Deputy Fire Chiefs from $82,491 to $90,740.

Upon a motion from Mr. Walko, seconded by Mrs. Burnett, the Board voted 11-0-0 to approve the request, retroactive to July 1, 2002.

Assessor’s Report – Mrs. Gotz:
The Assessor indicated that approximately 100 lawsuits were anticipated with regard to the new valuations, only two of which were for commercial properties.

Upon a motion from Mr. Simon, seconded by Mr. Walko, the Board voted 11-0-0 to accept the Assessor’s Report as submitted.

BET Committee/Liaison Reports:
Policies and Procedures Committee – Mrs. Gardner –
Mr. Simon recommended that the Policy Committee write a policy regarding the process of drafting and recommending policies for ratification by the BET. Mr. Simon will send suggestions to Mrs. Gardner.

Mrs. Gardner indicated that the Budget Policy was being presented for a first reading this evening; and the Sewer Maintenance and Encumbrance Policies would be presented at the September meeting of the Board.

Mr. Gomeau will formulate a recommended policy with regard to transfers and will submit it to Mr. Wetmore, Town Attorney, for review. It was noted that under the current state statutes a Finance Board has a good deal of flexibility with respect to transfers. The charter of the Town is somewhat more restrictive and the circular prepared by former Comptroller Reynolds is much more restrictive. It was recommended that the policy being drafted should maintain maximum flexibility.

Audit Committee – Mr. Stone –
The next meeting of the committee will be held on Wednesday, July 17, 2002. At that meeting the project engineering firm, Malcolm Pirnie, will provide an update on all active sewer projects.

Board of Education Liaison – Mr. Stone
GEA negotiations continue.
**Budget Committee – Mrs. Storms**

The committee will ask the Board to adopt the FY ’04 Budget Guidelines at the September meeting.

Mrs. Storms conveyed a message from Mr. Lash that reiterated the Budget Committee’s serious concerns over the financial pressures that the Town will face in upcoming years. Key challenges noted include:

1. Healthcare costs are **not** under control.
2. The market downturn may lead to the necessity for substantial contributions to the pension plan to keep it fully funded.
3. The growth of the Grand List is going to be much slower.
4. There is continuing pressure from the unions notwithstanding, for increased compensation and benefits.

Therefore, the choice will be:

1. Increase the mill rate far in excess of the rate of inflation.
2. Defer repairs and maintenance on critical infrastructure.
3. Reduce the number of Town employee positions.

Mr. Lash’s message reinforced the committee’s position that a much higher tax increase and spending less on capital projects are both unacceptable. Consequently, if increases in labor contracts are too high, the result will have to be a reduction in the Town’s table of organization. That means the Town will either have to provide more cost effective services or will have to curtail services. In this regard, the Board and departments alike should be mindful that any opportunity to not fill a position in ’03 will help ‘04.

**Investment Advisory Committee – Mrs. Guimard –**

The Retirement Board will provide the committee with documentation received from respondents to their recently completed search for an Investment Manager.

**Parks and Recreation Foundation Board – Mrs. Burnett –**

The board is forming a sub-committee to develop a long-range plan for ‘fields’, which will include the Hamill Skating Rink.

**Comptroller’s Report:**

Carew-Driscoll will report on the findings of additional analysis of current healthcare expenses at the September 18th meeting of the BET. Healthcare Data Management (HDM) from Wayne, Pennsylvania, the firm contracted to perform an audit of CIGNA claims will present their report at the same meeting.
Upon a motion from Mrs. Guimard, seconded by Mr. Simon, the Board voted 11-0-0 to accept the Comptroller’s Report as submitted.

Treasurer’s Report:
Mr. Stone inquired about the status of the establishment of the investment account related to the OPEB Fund. Mr. Gomeau replied that the account was not yet open because the underlying documentation was under review.

Upon a motion from Mrs. Guimard, seconded by Mr. Simon, the Board voted 11-0-0 to accept the Treasurer’s Report for investment activity for the period ending June 30, 2002, as submitted.

Upon a motion from Mr. Krumreich, seconded by Mr. Walko, the Board voted 11-0-0 to accept the Treasurer’s Report for investment activity for the period ending May 31, 2002, as amended.

Approval of Minutes:
Beginning with the January ‘02 session, the Board requested that Mrs. Giamarino, Executive Assistant to the Comptroller, provide a “tickler” summary of requests for information and deadlines in the monthly meeting packets.

Upon a motion from Mrs. Burnett, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of June 17, 2002, as amended.

Officer’s Report:
Mr. Tesei reported on a meeting with Renaissance Integrated Solutions, Inc., a firm that coordinates lining of sewer mains with laying of fiber optic cable atop the line. Once laid, the fiber optic cable is leased, and revenue is generated for the host.

The Labor Contracts Committee of the RTM, and Mr. Harry Fisher, former BET member, met with several members of the BET on July 10 to discuss the roles of the various arms of Town government permitted by law, prior to and during labor negotiations. Miss Caldwell provided written material prepared by Saranne Murray, outside Labor Counsel from the firm Shipman & Goodwin. A second meeting, which will include the First Selectman, the Comptroller, and the Director of the HR Department, will be held before LIUNA negotiations begin.

Mr. Tesei reported that he attended a Chamber of Commerce breakfast where recognition of local Indian tribes was discussed. The meeting was intended to educate and to raise awareness of communities and their local officials as to the impact of a Bridgeport casino that could be built following such recognition. At Mr. Tesei’s request, Mr. Bergstresser
elaborated further, stating that Greenwich has joined a coalition concerned with this matter. He said that recently a 700-acre tract in Westport was claimed by a tribe with official standing. He cautioned the Board that costs to defend land title through the coalition could approach $500,000.

NEW BUSINESS

Confirmation of Consultants to the Town of Greenwich Retirement Board -
Fred Filoon, Chairman of the Retirement Board, addressed the Board, summarizing the activities of the Retirement Board over the last year, highlighting the recently completed study of the Retirement System and system administration practices by USI Consulting Group. The study listed recommended priorities as follows:

- Very High - Plan Administration
  Plan Expenses
- High - Plan Documentation
  Communications (to employees and retirees)
- Medium - Plan Management
  Plan Design
- Low - Actuarial Services

Mr. Filoon reported on the recent completion of an RFP for investment management services, the initial activity recommended by the consultants. With a vote of 4-0-1, the Retirement Board recommended appointment of New England Pension Consultants, Inc. as investment consultant to the Retirement Board. Mr. Filoon indicated his support for the Board recommendation, but abstained from voting, as his son had recently taken a position as a junior analyst at the firm.

Mr. Simon and Mrs. Guimard reported that the process undertaken by the Retirement Board in selecting an investment manager was well planned and executed, and commended the board for its performance and its final selection.

Mr. Stone recommended that an appraisal of the consulting approach be undertaken periodically. Mr. Filoon concurred that a periodic evaluation would be an excellent idea, and that a third party may be utilized to perform an independent appraisal at that time.

Mr. Gomeau introduced the following resolution:

RESOLVED, that the Board of Estimate and Taxation confirm the selection of New England Pension Consultants, Inc. as investment consultants to the Town of Greenwich Retirement Board.

Upon a motion from Mrs. Guimard, seconded by Mr. Simon, the Board voted 11-0-0 to adopt the above resolution.
Bank Resolutions for change in Treasurer Position -
Mr. Gomeau introduced the following resolution:

RESOLVED, that the Treasurer, with the approval of the Comptroller, be permitted to make demand and/or time deposits in the following qualified depository bank or their successors, as permitted by Sections 7-401 and 7-402 of the General Statutes of the State of Connecticut.

Putnam Trust – The Bank of New York

FURTHER RESOLVED, that the Treasurer, with the approval of the Comptroller, purchase certificates of deposit, not to exceed 25% of the total Town funds from the above bank, as defined in Section 7-401 of the General Statutes of the State of Connecticut.

FURTHER RESOLVED, that the Treasurer may, with the approval of the Comptroller, invest funds without limit in direct obligations of the United States of America as authorized by Section 7-400 of the General Statutes of Connecticut.

Upon a motion from Mr. Stone, seconded by Mrs. Storms, the Board voted 10-0-1 to confirm the resolution as submitted. Mr. Tesei abstained, because he is employed by Putnam Trust of New York, a division of The Bank of New York.

Budget Committee and BET Meeting Schedule for 2003
There was discussion over the fact that in some months RTM submission deadlines are earlier than regular BET meetings. Mr. Tesei will speak with the Town Clerk and the Moderator of the RTM about the possibility of changing the submission dates when the timing makes it difficult for the BET to get its items on the Call.

A copy of the meeting schedule is appended hereto and incorporated as part of the permanent record of the meeting.

Upon a motion from Mr. Krumeich, seconded by Mr. Simon, the Board voted 11-0-0 to adopt the meeting schedule as submitted.

Budget Policy – First Draft -
Mrs. Gardner reported that the Committee has agreed that all policies will cite the legal authority and provide an overview prior to the text of every policy.

A discussion of the draft of the Budget Policy presented by the Policy Committee ensued, including whether the draft was an actual policy, or a combination of policy and procedures. Mrs. Gardner requested that recommendations to amendments to the draft policy be forwarded to Mr. Lash and to Mrs. Gardner.
Mr. Walko restated Mr. Simon’s previous request that the Policy Committee prepare and provide a written policy on how the development of policies will be handled within the BET.

Other –
Mr. Tesei requested that Board members provide Mrs. Giamarino with phone numbers where they can be reached during vacation or other periods of extended absence.

There being no further business before the Board, upon motion from Mr. Stone, seconded by Mrs. Guimard, the regular meeting of the Board of Estimate and Taxation was adjourned at 10:54 PM.

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Charnel K. Benner
Recording Secretary

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Peter J. Tesei
Chairman

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Val P. Storms
Clerk of the Board