1. BET Meeting Documents

   Documents:

   BET_MEETING_AGENDA_09-18-02.PDF
   BET_MEETING_MINUTES_09-18-02.PDF
MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
WEDNESDAY, SEPTEMBER 18, 2002
TOWN HALL MEETING ROOM - 8:00 PM
AGENDA

1. Call to Order and Pledge of Allegiance

2. Public Hearing for the Community Development Block Grant Budget for the year 2003

3. Presentation of Carew/Driscoll Final Report

4. Consideration of Applications:

**ROUTINE APPLICATIONS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-1</td>
<td>Registrar of Voters</td>
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<td>Additional Primary</td>
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<tr>
<td>#A120-51100</td>
<td>$1,150</td>
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<td>$10,650 SIMON, GARDNER</td>
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| A-1    | Executive         | $7,500 | Settlement of Claims Vilma Green v TOG    |
|        | First Selectman   |        | SIMON, GARDNER                            |
| #R935-57350 |        |        |                                             |

| A-2    | Executive         | $12,500| Settlement of Claims Krull v TOG           |
|        | First Selectman   |        | SIMON, GARDNER                            |
| #R935-57350 |        |        |                                             |

| B-1    | Police            | $6,600 | Personal Protective Equipment              |
|        | General Services  |        | RUTGERS, TESEI                            |
| #A213-53310 |        |        |                                             |

| B-2    | Police            | $1,667 | Medical, Surgical & Laboratory             |
|        | General Services  |        | RUTGERS, TESEI                            |
| #A213-53250 |        |        |                                             |

<p>| B-3    | Police            | $14,148| Personal Protective Equipment              |
|        | General Services  |        | RUTGERS, TESEI                            |
| #A213-53310 |        |        |                                             |</p>
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<td>Emergency Patrol Boat Purchase</td>
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<td>#Z213-59260</td>
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<td>J-4</td>
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<td></td>
<td>#Z314-59600-23166</td>
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<td>L-1</td>
<td>Health</td>
<td>$30,248</td>
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<td>#A403-51300</td>
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<td>Temporary Services GPP</td>
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<td>#A403-52020</td>
<td>$10,000</td>
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<td>Health</td>
<td>$4,000</td>
<td>Transfer</td>
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<td>A187-51300</td>
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<td>A187-52010</td>
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<td>A187-52110</td>
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<td>Mileage Allowance</td>
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<td>A187-52950</td>
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<td>A187-53950</td>
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<td>Supplies/ Materials not otherwise classified</td>
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<td>A187-54300</td>
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<td></td>
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<td>$9,950</td>
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**REGULAR APPLICATIONS**

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<thead>
<tr>
<th>Number</th>
<th>Department</th>
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<th>Purpose and Committee</th>
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<tbody>
<tr>
<td>J-1</td>
<td>Public Works</td>
<td>$100,000</td>
<td>Approval to Use/Meet Subject To Release</td>
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<td></td>
<td>Building Construction &amp; Maintenance</td>
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<td>Police/Fire Facility Design</td>
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<td>J-2</td>
<td>Public Works</td>
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<td>Greenwich Parking Structure – Architectural Services</td>
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<td>Highway – Parking Fund</td>
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<td>BURNETT, WALKO</td>
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<td>#G317-51430</td>
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<tr>
<td>J-3</td>
<td>Public Works</td>
<td>$36,600</td>
<td>Single Arm – Cantilever Sign</td>
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<td></td>
<td>Traffic Engineering – Parking Fund</td>
<td></td>
<td>Support Maintenance</td>
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<tr>
<td></td>
<td>#G318-54950</td>
<td></td>
<td>BURNETT, WALKO</td>
</tr>
<tr>
<td>U-1</td>
<td>Greenwich Library</td>
<td>$213,900</td>
<td>New Appropriation</td>
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<tr>
<td></td>
<td>Building</td>
<td></td>
<td>Repair/replace arch &amp; roof of Byram Library</td>
</tr>
<tr>
<td></td>
<td>#Z701-59560</td>
<td></td>
<td>STONE, KRUMEICH</td>
</tr>
</tbody>
</table>
5. Consideration of the Community Development Block Grant Budget for the year 2003

6. Human Resources & Actions: Health Department request to reclassify a vacant Business Office Manager position, Grade G-1 ($34,075-$51,113) to a Business & Budget Office Manager, LIUNA, Grade E-1 ($38,913-$58,369) Purchasing/Admin notification of the movement of one ACA II position from the Division of Admin Services to Purchasing

7. Assessor’s Report

8. BET Committee & Liaison Reports

9. Chief Financial Officer/Comptroller’s Report

10. Acceptance of Treasurer’s Report showing investment portfolio activity for the periods of July 1, 2002 through August 31, 2002

11. Approval of BET minutes for: June 27, 2002 Special Meeting, July 15, 2002 Regular Meeting

12. Officer’s Report

13. OLD BUSINESS:
- Policy Committee – Second Reading of Budget Policy

14. NEW BUSINESS:
- Approval of Corporate Resolution – Hudson Bank
- Approval of Budget Guidelines for fiscal year 7/1/03 – 6/30/04

15. Adjournment

__________________________
Peter J. Tesei, Chairman
Mr. Tesei, as Chairman, called the Regular Meeting to order at 8:08 PM.

Following the pledge of allegiance to the flag, Mr. Tesei gave his opening remarks and outlined procedures which would be followed during the public hearing on the Community Development Block Grant for 2003.

Board Members in Attendance:

Peter J. Tesei, Chairman
James A. Lash, Vice 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

Staff:      Edward Gomeau and Roland Gieger: Finance Department
           Alfred Cava, Sherry Krieger: Human Resources Department

Other:     Richard Bergstresser and Peter Crumbine: Office of the Selectman

PUBLIC HEARING – Community Development Block Grant – 2003

Mr. Tesei called the public hearing on the Community Development Block Grant to order at 8:12 PM.

REGULAR MEETING

CAREW-DRISCOLL (now known as Ovation Benefits) FINAL REPORT – Medical Claims Analysis –

Bill Carew reviewed the prior findings. He noted that most of the large claims paid during the period of the analysis were paid under the terms of the indemnity plan. He also indicated that one of the remaining large claims was submitted under the PPO, and a fourth represented an individual with end-stage renal disease who would shortly be covered under Medicare.
Mr. Cava stated that recommendations of the study will be implemented effective July 1, 2003. Data gathering in support of a request for discounts from Greenwich Hospital Association will be complete by October 1, 2002.

Mr. Carew will prepare the RFP for an initial assessment of the potential improvements available from carriers other than CIGNA.

**ROUTINE APPLICATIONS:**

V-1  **REGISTRAR OF VOTERS**  - *Additional Appropriation* – $10,650

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**Additional Primary**

Request to transfer:

<table>
<thead>
<tr>
<th>Amount</th>
<th>From</th>
<th>To</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,650</td>
<td>Contingency</td>
<td>A120-51100</td>
<td>Overtime</td>
</tr>
<tr>
<td>$ 1,150</td>
<td></td>
<td>A120-52150</td>
<td>Office Services</td>
</tr>
<tr>
<td>$ 500</td>
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<td>Office Supplies</td>
</tr>
<tr>
<td>$ 2,000</td>
<td></td>
<td>A120-54200</td>
<td>Maintenance Machines</td>
</tr>
</tbody>
</table>

A-1  **EXECUTIVE** - First Selectman - *Additional Appropriation*- $7,500

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Settlement of Claims Vilma Green v TOG

Request to release:

<table>
<thead>
<tr>
<th>Amount</th>
<th>From</th>
<th>To</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 7,500</td>
<td>Risk Fund</td>
<td>R935-57350</td>
<td>Settlement of Claims</td>
</tr>
</tbody>
</table>

A-2  **EXECUTIVE** – First Selectman - *Additional Appropriation* - $12,500

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Settlement of Claims Krull v TOG

Request to release:

<table>
<thead>
<tr>
<th>Amount</th>
<th>From</th>
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<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 12,500</td>
<td>Risk Fund</td>
<td>R935-57350</td>
<td>Claims Settlement</td>
</tr>
</tbody>
</table>

B-1  **POLICE** - *Additional Appropriation/Approval to Use* - $6,600

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General Services - Personal Protective Equipment

Request for approval to accept grant for the purchase of personal protective equipment – 6 bulletproof vests.

Request to Transfer:

<table>
<thead>
<tr>
<th>Amount</th>
<th>From</th>
<th>To</th>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>$ 6,600</td>
<td>Grants - USDOJ</td>
<td>A213-53310</td>
<td>Personal Protective Equipment.</td>
</tr>
</tbody>
</table>
B-2  **POLICE - Additional Appropriation/Approval to Use - $1,667**
General Services - Medical, Surgical & Laboratory
Request for approval to accept grant for the purchase of six mannequins and carrying cases plus accessories for EMS “first responder” training.

Request to Transfer:
- $1,667 from Grants – CT Dept of Health EMS
- $1,667 to A213-53250 Medical, Surgical, Lab.

B-3  **POLICE - Additional Appropriation/Approval to Use - $14,148**
General Services - Personal Protective Equipment
Request for approval to accept grant for the purchase of a “Cascade System” for the Scuba Team.

Request to Transfer:
- $14,148 from Grants - USDOJ – Bureau of Justice Assistance - Local Law Enforcement Block Grant
- $14,148 to A213-53310 Personal Protective Equipment

B-4  **POLICE - Approval to Use - $20,394**
General Services - Emergency Patrol Boat Purchase
Request for approval to purchase a 19’ inflatable rescue boat and used 100HP Yamaha engine, rigging, etc.

Approval to Use:
- $20,394 to Z213-59260 Emergency Patrol Boat

J-4  **PUBLIC WORKS - New Appropriation/Additional Appropriation - $281,572**
Highway State Town Aid Grant - Asphalt Paving Program
Request for approval to accept grant for the Asphalt Paving Program.

Request to Transfer:
- $281,572 from Grant – State Town Aid
- $281,572 to Z314-59600-23166 Asphalt Paving Program

L-1  **HEALTH - New Appropriation/Approval to Accept - $58,095.35**
Special Projects

Request to Transfer:
- $58,095.35 from Grant – CT DOH Public Act Funds
- $30,248 to A403-51300 Temporary Services GPP
- $10,000 to A403-52020 Print Bind Town Docs
- $12,500 to A403-53010 Office Supplies
- $3,510.63 to A403-53250 Medical, Surgical & Lab. Sply.
- $1,836.72 to A403-54150 Maint. Office Furniture, Fixtures
L-2 **HEALTH – Transfer- $9,950**
Shellfish
Request for transfer of funds to continue operation of the program.

Request to Transfer:
- $9,950 from A187-35024 Reserve Restricted Receipt
- $4,000 to A187-51300 Temporary Services GPP
- $150 to A187-52010 Legal Adv & Public Notices
- $1,500 to A187-52020 Print/Bind Town Docs
- $500 to A187-52110 Mileage Allowance
- $100 to A187-52950 Misc. Services – NOC
- $500 to A187-53010 Office Supplies
- $200 to A187-53140 Audio Visual Materials
- $500 to A187-53500 Motor Fuel & Lubricants
- $200 to A187-53520 Parts for Boats
- $300 to A187-53950 Supplies/ Materials – NOC
- $2,000 to A187-54300 Maintenance of Boats/Marina

Upon a motion from Mrs. Storms, seconded by Mr. Lash, the Board voted 12-0-0 to approve the routine items.

**REGULAR APPLICATIONS:**

J-1 **PUBLIC WORKS - Approval to Use/Meet Subject To Release - $100,000**
Building Construction & Maintenance - Police/Fire Facility Design

Request to release:
- $50,000 to Z345-59950-23016 Police/Fire Facility Design

Referring to a list of deliverables prepared by Mr. Gieger, Mr. Madrid indicated that the department was unable to fulfill the request with the funds allocated. The list of deliverables was shortened to include: 1) purchase negotiations with owner for the Armory site, (2) property appraisals for a secondary site previously identified and an adjacent right of way, and (3) property appraisal for a tertiary site recently, or yet to be, identified.

Upon a motion from Mr. Lash, seconded by Mrs. Burnett, the Board voted 12-0-0 to approve $50,000 for the Police/Fire Facility Design to be expended as indicated.

J-2 **PUBLIC WORKS - New Appropriation/Additional Appropriation - $20,000**
Highway – Parking Fund - Greenwich Parking Structure – Architectural Services
Design Services for tiered parking on a triangular parking lot at the intersection of Mason Street and Milbank Avenue.

Request to Transfer:
- $20,000 from Parking Fund Balance
- $20,000 to G317-51430 Highway – Parking Fund
This project was not evaluated as part of the Capital Improvement Process, as funding will be done through the Parking Fund, not the General Fund, and also because a feasibility study for this area will be needed this fall for the Police Facility design. Mr. Madrid indicated that the design process would take a few months to complete.

Upon a motion from Mr. Lash, seconded by Mr. Simon, the Board voted 12-0-0 to approve the request.

J-3  PUBLIC WORKS - *New Appropriation/Addisonal Appropriation* - $36,600
Traffic Engineering – Parking Fund
Request for additional funds to perform unexpected safety inspections on traffic safety equipment.

Request to transfer:

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<tr>
<td>$36,600</td>
<td>Parking Fund Balance</td>
<td>G318-54950 Single Arm – Cantilever Sign Support Maintenance</td>
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A recent CT DOT inspection of cantilever traffic signal and sign supports detected structural problems after one single arm cantilever sign support failed. DOT indicated that the faults found during the investigation were primarily with aluminum mast arm assemblies. It was noted that Greenwich does not use aluminum mast arms.

The inspection of 800 mast arms by the state revealed one additional failure of the same type and forty-five arms with other structural or safety concerns. Mr. Madrid indicated that of the 36 mast arm signs in Town, 21 of them were installed prior to 1993. He noted that $10,000 of the projected $36,600 expense was related to traffic control, and that the request was for inspection only, not for repairs, which could come out of regular operating funds.

Upon a motion from Mr. Lash, seconded by Mrs. Gardner, the Board voted 12-0-0 to approve the request.

U-1  GREENWICH LIBRARY - *New Appropriation* - $213,900
Buildings - Repair/replace arch & roof of Byram Library
Request for funds to repair/replace the arches and outriggers and make repairs to the roof of the Byram Library.

Request to transfer:

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<th>Amount</th>
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<th>To</th>
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</thead>
<tbody>
<tr>
<td>$213,900</td>
<td>Contingency</td>
<td>Z701-59560 Buildings – Byram Arch/Roof</td>
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</tbody>
</table>

Significant structural damage to the arches and outriggers of the Byram Library has been identified, and temporary shoring-up of the area has been completed. Repair of the roof and arches was originally in the FY’04 and ’05 capital plans for $358,000.

Upon a motion from Mr. Lash, seconded by Mr. Krumreich, the Board voted 12-0-0 to approve the request, which will be funded from this year’s Contingency and will be removed as a capital project in the FY04 budget.
PUBLIC HEARING

No public comments were received regarding the Community Development Block Grant.

Mr. Tesei closed the public hearing at 10:10 PM.

Upon a motion from Mrs. Storms, seconded by Mrs. Rutgers, the Board voted 12-0-0 to approve acceptance of the Block Grant and adoption of the following resolution:

RESOLUTION BY THE BOARD OF ESTIMATE AND TAXATION
IN PASSING UPON THE REPORT AND THE RECOMMENDATIONS OF
THE BUDGET COMMITTEE
FOR THE 2003(January 1, 2003 through December 2003) BUDGET YEAR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROPOSED BUDGET
ANNUAL ONE-YEAR ACTION PLAN
January 1, 2003-December 31 2003

WHEREAS, the Policy of the Town of Greenwich requires that the Board of Estimate and Taxation shall annually make and file in the Office of the Town Clerk a Detailed Statement of the Appropriations, with its reasons for said Appropriations which it deems necessary to meet the expenses and to conduct the affairs of the Community Development Block Grant Program of the Town of Greenwich for the ensuing Fiscal Year, that is to say, for the Year January 1, 2003, to December 31, 2003, inclusive; and

WHEREAS, the said Board has so filed in the Office of Town Clerk a Detailed Statement of such Appropriations contained in a document designated as the Community Development Block Grant Proposed One Year Action Plan, January 1, 2003-December 31, 2003, pages 4-42-A and pages 100 through 106, will also forward a copy of this resolution indicating approval of the Community Development Block Grant Plan and Budget for the Fiscal Year January 1, 2003 – December 31, 2003, by the Board of Estimate and Taxation; and

WHEREAS, the said Policy provides that the Board of Estimate and Taxation shall submit proposed Appropriations and make such Appropriations as may appear advisable, except that no Appropriations shall be made exceeding an amount for the same purpose recommended by the said Board; and

WHEREAS, said 2003 Proposed Community Block Grant Budget was forwarded to the members of the Representative Town Meeting on or about September 5, 2002, for action by the Representative Town Meeting at its Meeting to be held October 28, 2002,

NOW, THEREFORE, BE IT RESOLVED, that the recommendations of the Board of Estimate and Taxation as contained in the said CDBG Proposed Year 2003 Budget (797), as stated, in the Office of the Town Clerk and submitted at the meeting of the Representative Town Meeting be and the same hereby are approved as the Appropriations for the ensuing Year 2003.
FURTHER RESOLVED, that the Appropriations of $1,149,718 set forth, are hereby approved, made and adopted for the Fiscal Year January 1, 2003, to December 2003, inclusive and conditioned on the U. S. Department of Housing and Urban Development approval of the projected entitlement of approximately $1,111,000 more or less and the receipt of an annual incremental loan repayment of $38,717; and

FURTHER RESOLVED, that in the event the entitlement amount should be more than anticipated, the additional funds will be appropriated to a contingency line item, or if the entitlement is less than the projected $1,111,000, and the loan repayment is less than the $38,718, the priority for funding, after the staff salaries, will be based on an equal percentage reduction of the activities listed in the Community Development Block Grant Proposed Annual One Year Action Plan, January 1, 2003 - December 31, 2003, on page 4 entitled “First Selectman’s Funding Recommendations CDBG FY 2003”; and

FURTHER RESOLVED, that the First Selectman, under the provisions of Title 8 of the Connecticut General Statutes, Chapter 130, Part VI, Community Development and Title 1 of the Housing and Community Development Act of 1974 (42 U.S.C. §5301 et seq.); the Department of Housing and Urban Development Act (42 U.S.C. §3531 et seq.), be hereby authorized to accept grants for the purpose of carrying out an approved Community Development Block Grant Program for the Town of Greenwich; and

FURTHER RESOLVED that the Department of Community Development of the Town of Greenwich, for purposes set forth in this Budget is authorized to accept grants or funds made available through the Community Development Block Grant Fund.

September 19, 2003

**Human Resources Actions/Report:**

_Human Resources Actions/Report:_

**Health Department –**

Request to reclassify a vacant position of Business Office Manager, Grade G-1 ($34,075 - $51,113) to a Business & Budget Office Manager, Grade E-1 ($38,913 - $58,369).

Upon a motion from Mr. Walko, seconded by Mrs. Gardner, the Board voted 12-0-0 to approve the request for reclassification.

_Purchasing/Administrative Services –_

Notification was made that one ACAII position, currently vacant, in Administrative Services will be reallocated to the Purchasing Department. Tables of Organization for the departments affected should be made accordingly. There is no financial impact from this proposed change. No action required.

_Tables of Organization –_

Mr. Walko reiterated his request for updated Tables of Organization and reporting relationships for all Town departments.

_Management/Confidential Employee Compensation Study –_
Mr. Walko reported that discussions continue with regard to M/C compensation plans. A decision is anticipated during the month of October.

**Assessor’s Report:**
Mrs. Gotz reported that 65 lawsuits have been filed with regard to property valuations; 42 residential and 23 commercial. Of the 42 residential lawsuits, seven are not related to valuation, but to exclusion from the tax rolls. The commercial lawsuits filed include: seven marinas, six gas stations, six automobile dealerships, one nursing home, one hotel, and one retail establishment.

Software changeover from ProVal to MUNIS has been delayed due to staff vacations.

The process of valuing each property every 12 years has begun. Cards have been sent to property owners of parcels recently sold and not inspected. If errors are found in property records, adjustments will be made to the next Grand List. If errors in judgment are found, these will be corrected in the next revaluation.

Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 12-0-0 to accept the Assessor’s Report as submitted.

**BET Committee/Liaison Reports:**

*Audit Committee – Mr. Stone –*
At its September meeting the committee reviewed the status of the current sewer projects, noted that the audit of last year’s financial statements is underway, and received an update on the status of the operational review of the Town’s purchasing activities. Mr. Stone indicated that several unanticipated special projects requiring the use of Internal Audit were putting that unit’s already thin staff under additional pressure. Mr. Gomeau has been asked to study the situation and make his recommendations at Audit's October meeting.

*Investment Advisory Committee – Mr. Stone –*
The committee met with a prospective actuarial firm and continues its deliberations on management of the OPEB funds.

*Policies and Procedures Committee – Mrs. Gardner –*
The committee distributed a copy of its policy on setting and approving policies.

*Parking Fund Report – Mr. Mazza –*
Mr. Mazza reported that Eugene McLaughlin, Assistant Town Attorney, will present the changes to the Town Charter that would be required by the proposed elimination of the Parking Fund. A public hearing may be scheduled for November on this issue.

**Comptroller’s Report:**
Mr. Gomeau reported that a request for approval for a new position of Retirement Plans Administrator will be submitted to the Human Resources Committee in October.

Diversified Investment Advisors is being considered for development of the computation software for the Retirement System. This service is an integral part of their program for providing web-enabled retirement planning information, contribution summaries and retirement benefit projections for the Retirement System. Mr. Gomeau noted that Diversified also offers a cost-effective vehicle for
upgrading the offerings of, and communication with regard to, the 401(k) plan. Implementation of the Diversified program will permit employees to integrate information from both the defined benefit and the defined contribution plans into a proprietary retirement planning module to assist them in their long term planning. The program will also deliver employee benefits statements as part of the process.

Interviews with the finalists of the RFP for actuarial services will be completed on September 17th. The annual valuation of the Retirement Plan will be completed on September 26th.

Mr. Gomeau reported that bond yields are at 40-year lows. Accordingly, there may be an opportunity to mitigate a portion of the homeowners’ expense for the sewer improvements through bonding at this time.

Upon a motion from Mr. Walko, seconded by Mr. Simon, the Board voted 12-0-0 to accept the Comptroller’s Report as submitted.

**Treasurer’s Report:**

Upon a motion from Mr. Stone, seconded by Mrs. Guimard, the Board voted 12-0-0 to accept the Treasurer’s Report for investment activity for the period ending August 31, 2002, as submitted.

**Approval of Minutes:**

Upon a motion from Mrs. Burnett, seconded by Mr. Simon, the Board voted 12-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of June 27, 2002, as submitted.

Upon a motion from Mr. Walko, seconded by Mrs. Storms, the Board voted 12-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of July 15, 2002, as submitted.

**Officer’s Report:**

Mr. Tesei thanked Mr. Simon for generously hosting two staff picnics over the summer.

Mr. Tesei reported receipt of a letter from Mr. Richard Kral regarding the administration of the Parking Fund and provided a copy of Mr. Gomeau’s response.

A copy of the recent Chamber of Commerce article in support of the proposed Armory site for the new Police Headquarters was also discussed.

**OLD BUSINESS**

*Board of Estimate – Budget Policy*

Mr. Simon requested that a creation and a revision date be included on all policies.

The following changes were recommended to the Budget Policy, as submitted:

1. 1st paragraph – insert “the Board of Estimate” before the work “recommends”.
2. Change the title from “Budget Process” to “Budget Procedure”.

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The Policy Committee will make the changes noted above and distribute the final draft to department head as soon as possible.

A lengthy discussion ensued with regard to what constituted a policy, a procedure and a process.

The Policy and Procedure Committee will provide a written summary of what constitutes each of the following: 1) a process, 2) a procedure and 3) a policy.

Upon a motion from Mrs. Gardner, seconded by Mr. Stone, the Board voted 9-3-0 to approve the Budget Procedure. Mr. Krumieich, Mrs. Rutgers, and Mrs. Storms dissented. Mrs. Storms dissented on the basis that the material presented was a mixture of both policy and procedure, leaving no usable model for future work; and that the objections to the “second reading” document should have been raised earlier in the course of the committee’s procedure for producing new policies, so that a more thoughtful and complete discussion of them could have taken place.

NEW BUSINESS:
Corporate Resolution – Bank Account – Hudson Bank -
Approval for the Treasurer to establish demand and/or time deposits and to purchase certificates of deposit and/or direct obligations of the United States of America as authorized by the General Statutes of Connecticut, and as defined in the resolution below.

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.

    Hudson United Bank

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 Mrs. Guimard, seconded by Mrs. Storms, the Board voted 11-0-1 to adopt the above resolution. Mr. Tesei abstained, since he is employed by another local banking institution.

BUDGET GUIDELINES:
Mr. Lash reviewed the three hypothetical mill rate computations based on various assumptions. Each assumes the Grand List will increase by 1.35%.
1. **Base Without Salary Increases** - yields a mill rate increase of +4.03%.
   - no new positions
   - current spending on a per pupil basis; higher enrollment (+120)
   - no wage increases
   - Police Academy positions reduced from 11 to 6
   - fixed charges increase by inflation (+2.99%)
   - healthcare expense increased by +14.4%
   - no increase in capital spending vs. current year

2. **Base With Salary Increases** – yields a mill rate increase of +7.38%.
   - Town salaries increased by 4% (+3% GWI, plus steps)
   - BOE salaries increased 5.93% (+3.8% GWI, plus steps)
   - current spending on a per pupil basis; higher enrollment (+120)

3. **Base With Salary Cap To Achieve 3% Mill Rate Increase** - yields a mill rate increase of 3.07%.
   - Town salaries increased by 4% (+3% GWI, plus steps)
   - BOE salaries increased 5.93% (+3.8% GWI, plus steps)
   - $4MM reduction in salary expense through hiring freeze/attrition (Town & BOE)
   - $2.75MM reduction in fixed charges (due to hiring freeze/attrition)
   - no increase in 200’s, 300’s, 400’s and 500’s
   - increase in fund balance by $750K

Scenario #3 assumes the following expenditures:
- $94,962K Town operating costs
- $98,897K BOE operating costs
- $57,116K Fixed charges
- $20,522K Capital spending

and includes the following items not in FY03 budget:
- $5.0MM Increase in healthcare expenses
- $3.0MM Contribution to Town Retirement Plan
- $2.0MM Reduction in interest earned (due to lower interest rates)

The proposed budget guidelines also include the following assumptions:
1. Spending will be reduced during FY03 to increase projected fund balance by $750,000.
2. An assessment of infrastructure will be completed, and standards for acceptable condition will be developed. A multi-year (>5 year) Capital Plan will be developed to bring all infrastructure up to acceptable condition. Future operating budgets will include funds to maintain infrastructure at acceptable levels once reached.
3. Capital budgets include replacement of Town vehicles.
4. Cost of labor and labor settlements will be included in the 100’s and not in Contingency.
5. Sewer Improvement and Sewer Maintenance Funds are separate from the General Fund.

6. Projected savings from the Board of Education’s negotiated buy-out of spousal medical benefits will be achieved and will be credited to the Education budget. Any shortfalls from this projection will be funded through salary savings.

7. **$1.5MM** will be placed in the Risk Fund, which will be used to cover claims made against the Town. Risks covered will include workers’ compensation, deductibles, and various self-insured liabilities.

8. Organizational charts will be developed for all departments and will include all approved positions and reporting relationships.

Mr. Gieger will confirm whether fixed charges (benefits expense) are included in the cost assumptions related to increased student enrollment.

Upon a motion from Mr. Lash, seconded by Mrs. Storms, the Board voted 11-1-0 to approve the budget guidelines for FY04, as submitted. Mr. Krumreich dissented on the basis that the 3.0% increase in the mill rate will result in a reduction of services and staffing, which is already at minimum levels.

There being no further business before the Board, upon motion from Mr. Stone, seconded by Mrs. Gardner, the regular meeting of the Board of Estimate and Taxation was adjourned at 12:20 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