

1. BET Meeting Documents

Documents:

[BET_MEETING_AGENDA_09-19-06.PDF](#)
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[BET_MEETING_MINUTES_09-19-06.PDF](#)



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

AGENDA

1. Call to Order and Pledge of Allegiance
2. Public Hearing for the Community Development Block Grant Budget for the 2007 - third increment to the 5-year consolidated action plan.
3. Consideration of Applications:

NON-ROUTINE APPLICATIONS

<u>Number</u>	<u>Department</u>		
CD-1	Community Dev Q197-59900	<u>\$963,718</u>	Approval to Accept and Use CDBG Budget

ROUTINE APPLICATIONS

ED-1	BOE E03871-50960 E0387-50960	<u>\$43,863</u>	Approval to Use Extraordinary Items Extraordinary Items
ED-2	BOE A6200668-51060 A6200968-51060 A6200468-51060	<u>\$3,999</u>	Approval to Use Julian Curtiss School IS Dundee School New Lebanon School
HD-1	Health F4031-51010	<u>\$20,456</u>	Approval to Use Regular Salaries
PD-3	Police F217-51100 F217-57050	<u>\$9,562</u>	Approval to Use Overtime Services Benefits
NW-1	Nathaniel Witherell A450-51000 A450-52000 A450-53000 A450-54000 & 56000	<u>\$3,870,163</u>	Release of Conditions Salary and fee Expense Service Expense Supply Expense Maintenance Expense
SS-1	Social Services A501-51000 A502-51000 A509-51000 A510-51000	<u>\$741,311</u>	Release of Conditions Salary Expense Salary Expense Salary Expense Salary Expense

4. Human Resources Committee Actions & Report:
5. Assessor's Report
6. BET Committee & Liaison Reports
7. Comptroller's Report
8. Acceptance of Treasurer's Report showing investment portfolio activity for the periods of July 1, 2006 – July 31, 2006 and August 1, 2006 - August 31, 2006
9. Approval of BET Minutes for:
Regular Meeting of the BET Meeting Minutes—July 17, 2006
Special Meeting of the BET Meeting Minutes—August 15, 2006
10. Officer's Report
11. OLD BUSINESS
12. NEW BUSINESS
13. Adjournment

Peter J. Tesei, Chairman



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

AGENDA

Votes

1. Call to Order and Pledge of Allegiance
2. Public Hearing for the Community Development Block Grant Budget for the 2007 - third increment to the 5-year consolidated action plan.
3. Consideration of Applications:

NON-ROUTINE APPLICATIONS

<u>Number</u>	<u>Department</u>			<u>Votes</u>
CD-1	Community Dev Q197-59900	<u>\$963,718</u>	Approval to Accept and Use CDBG Budget	12-0-0

ROUTINE APPLICATIONS

ED-1	BOE E03871-50960 E0387-50960	<u>\$43,863</u>	Approval to Use Extraordinary Items Extraordinary Items	12-0-0
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4. Human Resources Committee Actions & Report:
5. Assessor's Report 12-0-0
6. BET Committee & Liaison Reports
7. Comptroller's Report 12-0-0
8. Acceptance of Treasurer's Report showing investment portfolio activity for the periods of July 1, 2006 – July 31, 2006 and August 1, 2006 - August 31, 2006 12-0-0
9. Approval of BET Minutes for:

Regular Meeting of the BET Meeting Minutes—July 17, 2006	12-0-0
Special Meeting of the BET Meeting Minutes—August 15, 2006	9-0-3
10. Officer's Report
11. OLD BUSINESS
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13. Adjournment

Peter J. Tesei, Chairman

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

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

The Chairman, Peter J. Tesei, called the meeting to order at 7:07 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: Roland Gieger, Peter Mynarski, Finance Department: Ed Gomeau, Town Administrator; Ted Gwartney, Robert Shipman, Assessor's Office; Chief James Walters, Police Department; Nancy Brown, Community Development Office; Raymond Augustine, William Kowalewski, The Nathaniel Witherell

Other: Paul Settlemyer, Community Development Advisory Committee; David Ormsby, The Nathaniel Witherell Board; Sam Romeo

Mr. Tesei opened the Public Hearing on the Community Development Block Grant Budget at 7:09 PM. Mr. Tesei said that the hearing would be held open until after the Comptroller's Report.

Nancy Brown, Director of Community Development, asked the BET to vote in favor of the recommendations before them.

Mr. Tesei thanked Ms. Tarkington and Ms. Rutgers for serving as BET representatives on this

Committee.

ROUTINE APPLICATIONS:

ED-1 BOE- Approval to Use- \$43,863

Request for approval to use:

\$30,305	to	E-03871-50960	Extraordinary Items
\$13,558	to	E-0387-50960	Extraordinary Items
\$43,863	from		Grant

ED-2 BOE-Approval to Use-\$3,999

Request for approval to use:

\$1,333	to	A-6200668-51060	Julian Curtiss School
\$1,333	to	A-6200968-51060	IS Dundee School
\$1,333	to	A-6200468-51060	New Lebanon School
\$3,999	from		Grant

HD-1 HEALTH- Approval to Use- \$20,456

Request for approval to use:

\$20,456	to	F-4031-51010	Regular Salaries
\$20,456	from		Emergency Preparedness Planning Grant

PD-3 POLICE-Approval to Use- \$9,562

Request for approval to use:

\$9,423	to	F-217-51100	Overtime Services
\$ 139	to	F-217-57050	Benefits
\$9,562	from		Tri-State Enforcement Program

NW-1 NATHANIEL WITHERELL- Release of Conditions- \$3,870,163

Request for release of conditions:

\$3,160,568	to	A-450-51000	Salary and Fee Expense
\$ 240,173	to	A-450-52000	Service Expense
\$ 342,360	to	A-450-53000	Supply Expense
\$ 127,062	to	A-450-54000 & 56000	Maintenance Expense
\$3,870,163	from		Release of Funds

SS-1 SOCIAL SERVICES- Release of Conditions- \$741,311

Request for release of conditions:

\$118,610	to	A-501-51000	Salary Expense
\$303,757	to	A-502-51000	Salary Expense
\$126,203	to	A-509-51000	Salary Expense
\$192,741	to	A-510-51000	Salary Expense
\$741,311	from		Release of Funds

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

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

The Board received the written Health Care Budget Status Report in advance of the meeting. Board members should address any questions to Ms. Kast.

Ms. Tarkington presented her report from the BET Human Resources Committee, which met on September 14, 2006. First Selectman Jim Lash, Human Resources Director Maureen Kast and Comptroller Peter Mynarski attended the committee meeting. Members of the committee reviewed several informational reports including the town’s vacant position listing, new titles established in 2006, and reclassifications/upgrades in 2006. The August part-time employee report was also considered.

Ms. Kast presented the committee with a summary of the request for bid for the Managerial/Confidential (M/C) compensation study and outlined the three submissions: CPS Human Resources Services, Hay Group and Watson-Wyatt. The M/C Compensation Committee is composed of six M/C employees, including Mr. Mynarski and Ms. Kast. An M/C Compensation Committee meeting is planned for September 20, 2006 to evaluate the proposals.

Ms. Tarkington said that the HR Committee also discussed human resource budget guidelines.

ASSESSOR’S REPORT

Mr. Gwartney presented the Assessor’s Report to the Board. The annual Grand List Abstract for October 1, 2006 is being worked on and will be finished and sent for printing at the beginning of January 2007.

Mr. Tesei noted that the 2007-08 budgets are being prepared, and reminded Mr. Gwartney that the BET, as appointing authority, must review the Assessor’s budget before it is submitted to Finance and to the First Selectman. Mr. Tesei said that the BET needed to review the department’s operational plan as well. These should be ready in October.

Ms. Tarkington pointed out that due to an increase in new construction, specifically condominiums, the Assessors office is experiencing an increased workload.

In response to a question from Mr. Walko about the status of the review of personal property, Mr. Gwartney stated that it is nearly complete, and he expects to have a full report by the October meeting of the BET.

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

BET COMMITTEE & LIAISON REPORTS

Audit Committee- Robert Stone

The Audit Committee met on September 14, 2006. The first item taken up was the Marine Facilities Risk Exposure Report. Both the Risk Manager and an outside consultant concurred that from a liability standpoint, the marinas are in good shape. The Risk manager was asked for greater specificity on action to be taken as well as addressing several safety related issues that were not included in the report.

The report was released and will be passed on to the First Selectman asking him to work with Parks and Recreation, and requesting that by November, a strategic plan be developed to address the issues included in the report.

The second item taken up was a review of the audit done of the medical file documentation. The report reflected a variety of errors in comparing town records and those of the outside vendors HealthNet and Anthem. Town records have discrepancies of 16% with HealthNet records and 21% with Anthem records. Approximately \$200,000 had been overpaid, and 90% has been recovered from Anthem. The Internal Auditor recommended that, going forward, a monthly reconciliation of records be done to reduce errors. Human resources plans to reconcile the records by September 30, 2006 and provide full documentation to the Audit Committee by January 2007. The Audit Committee voted to release this report.

Action concerning Payroll Audit findings was also discussed. Mr. Mynarski reported that he had heard from no one addressed in the audit or subsequent memorandum. No corrective action suggested in the audit report has yet been taken. In the basic report done last spring, there was an understanding that by the end of September 2007 corrective action would be taken.

Review of a recently awarded contract was discussed. This was triggered by communications from several private citizens who were concerned with a recent award to a contractor affiliated with an entity with which the Town had had an unsatisfactory and expensive experience. Included was review of responses to questions posed to the Purchasing Department regarding processes involved. It appears that prescribed procedures were followed. Audit Committee members agreed that this should be on their October agenda.

Ad Hoc Treasurer Search Committee-Robert Stone

This committee has met a number of times and has so far agreed on a specific job description that provides greater specificity to those characteristics that the new incumbent should possess. Recruitment approaches were discussed and agreed upon. Thirteen applications have been received to date, and the posting will close September 22, 2006. Interviews are expected to begin in October.

Budget Committee-Stephen Walko

Budget Guidelines were discussed at the September Budget Committee meeting held September 7, 2006. The full BET will take these guidelines up in October. Comments from any Board members should be directed to Mr. Gieger.

Glenville School Building Committee-Peter Tesei

Architects are working with the Building Committee on schematics, and are now on their twelfth design proposal. Costs have been brought closer to budget; however unanticipated asbestos abatement has impacted the cost of the original project by an additional \$1 million. As of this time, a cost of between \$18 million and \$19 million is expected.

COMPTROLLER'S REPORT

Mr. Mynarski presented the Comptroller's Report to the Board. He began by stating that the Internal Auditor position would be posted September 22, 2006. Resumes will be accepted for two weeks.

Mr. Tesei commended Mr. Mynarski and the Finance Department for the receipt of the Certificate of Achievement for Excellence in Financial Reporting, awarded by the Government Finance Officers Association of the United States and Canada. This is a prestigious award. Mr. Mynarski praised his staff for making this achievement possible.

In response to a question from Mr. Simon regarding the process that follows the public hearing on the Milbrook Sewer Assessment on September 28, 2006, Mr. Mynarski said that this would depend on what occurs at the hearing. Milbrook residents want to change the process to have assessments done annually. The town opposes this change. Mr. Mynarski said that, if no changes are made as a result of the public hearing, the billing process will begin. The town will bill as of January 1, 2007.

Mr. Tesei asked if the Condemnation Commission could authorize such annual sewer reassessments, or does this require BET action. Mr. Mynarski responded that the Law Department had looked into it and that it may require a charter change.

Ms. Tarkington asked if the Department of Public Works, the Department of Parks and Recreation and the Land Use Agencies would be the only departments to implement Outcome Based Budgeting. Mr. Mynarski responded that these are the first departments expected to begin implementation, but that eventually all departments will be expected to implement Outcome Based Budgeting (OBB). In response to a question from Ms. Tarkington, Mr. Mynarski said that the town departments would be broken down into their divisions for OBB purposes.

Mr. Tesei noted that the Budget Committee will be working with Mr. Mynarski to review OBB.

Ms. Tarkington said that the OBB process may create personal objectives for managers and that this should have input from the BET Human Resources Committee as well as the Budget Committee.

In response to a question from Mr. Walko, Mr. Mynarski said that the Managerial/Confidential (M/C) Compensation Committee would select the vendor to perform the M/C compensation study. He said that the committee would review the bids tomorrow (September 20, 2006) at 2 p.m. Three bids have been received.

Mr. Walko expressed concern that the M/C Compensation Committee, comprised solely of M/C employees, will select a vendor to prepare a study to make recommendations concerning their own M/C benefits and compensation.

Mr. Tesei said that he expected the BET Human Resources Committee to have input into the selection process.

Ms. Tarkington indicated that the HR Committee has already been actively involved with Ms. Kast and Mr. Mynarski regarding the request for bid (RFB) for the M/C compensation study and that, when initially only one bid came in, the HR Committee offered Ms. Kast guidance regarding additional resources. Ms. Tarkington said that active HR Committee involvement will continue.

Mr. Tesei said that Mr. Walko made a case for outside oversight to remove any appearance of a conflict of interest. He indicated that he thought this was a proper role for the BET Human Resources Committee, and that this should be communicated to Ms. Kast.

Mr. Krumeich said that the situation is the result of the BET removing itself from oversight in the area of human resources by deciding not to exercise its budgetary authority. He said that in the past the BET had been involved in the selection of a vendor.

Mr. Gomeau responded to Mr. Krumeich that the BET Human Resources Committee had not been involved in the selection of the vendor in the last M/C compensation study and that the decision to hire the Hay Group had been made by the then Director of Human Resources, Al Cava.

Mr. Mynarski indicated that he would bring the Board's concerns to the next meeting of the M/C Compensation Committee.

Ms. Tarkington will contact Ms. Kast and ask if it is possible to have someone from the Human Resources Committee attend the meetings of the M/C Compensation Committee as an observer.

Mr. Tesei noted that Mr. Sam Romeo had expressed an interest in speaking to the Board regarding payments made by the town to settle personnel matters, where the funds come from to satisfy those payments, who approved them and if proper process was followed. Mr. Tesei reported that he told Mr. Romeo that, while a public meeting, the Regular BET Meeting is not a public hearing. Mr. Tesei said that he advised Mr. Romeo to submit his inquiries in writing, which Mr. Romeo has done. Mr. Mynarski will research the two specific instances cited by Mr. Romeo, those involving the Department of Parks and Recreation and Information Technology, and will provide a response.

Mr. Mynarski has already done some of the research and expects to be done within two weeks. Some information requires further review.

In response to a question from Mr. Krumeich as to whether Mr. Romeo's inquiry concerns the overarching question of how the settlement of claims is handled, something long grappled with the BET and its Law Committee, Mr. Tesei said that Mr. Romeo's inquiry referenced the claims process.

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

CLOSE OF PUBLIC HEARING ON THE COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET – VOTE ON NON-ROUTINE APPLICATION AND ACCOMPANYING RESOLUTION

At 7:50 p.m., there being no member of the audience wishing to speak on the CDBG Budget, the Board voted to close the Public Hearing.

Upon a motion by Ms. Rutgers, seconded by Ms. Tarkington, the Board voted 12-0-0 to close the Public Hearing at 7:50 p.m.

CD-1 COMMUNITY DEV-Approval to Accept and Use -\$963,718

Request for approval to accept and use:			
\$963,718+/-	to	Q-197-59900	CDBG Budget
\$925,000+/-	from	HUD Entitlement	CDBG Budget
\$ 38,718	from	Repayment of Loan	CDBG Budget

Upon a motion by Ms. Tarkington, seconded by Ms. Rutgers, the Board voted 12-0-0 to approve the Community Development Block Grant Budget and to approve the accompanying resolution, with the correction of a minor typographical error.

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

Mr. Himes noted that performance in the fixed income portion of the OPEB portfolio had moved from underperformance to out performance. He said that this demonstrates that the Treasurer's Report shows some important but volatile data. He noted that it does not show two critical pieces of information important for oversight: whether asset duration matches the duration of the OPEB liability and whether or not the portfolio is optimizing the relationship between risk and return.

Upon a motion by Mr. Walko, seconded by Mr. Norton, the Board voted 12-0-0 to accept the Treasurer's Reports for July 2006 and August 2006.

APPROVAL OF MINUTES

Upon a motion by Mr. Walko, seconded by Ms. Barton, the Board voted 12-0-0, to approve the minutes of the Regular Meeting of the BET held on July 17, 2006.

Upon a motion by Mr. Norton, seconded by Mr. Walko, the Board voted 9-0-3, to approve the minutes of the Special Meeting of the BET held on August 15, 2006, with Mr. Krumeich, Mr. Himes and Mr. Simon abstaining as they had not been present at this meeting.

OFFICER'S REPORT

Mr. Tesei said that the BOE Director of Human Resources had requested that he appoint two BET observers to the LIUNA negotiations for instructional and security aides. Mr. Tesei reported that he has appointed Ms. Barton and Mr. Norton.

Mr. Tesei reminded members that the Budget Guidelines are the foundation of the BET's mission in terms of setting a level of spending for the town, and urged BET members to get their comments to Mr. Gieger.

The CIP process began on September 13, 2006, and development of that portion of the budget is underway.

In response to a question from Mr. Simon, Mr. Lash said that the next scheduled CIP public hearing is in mid-January 2007.

OLD BUSINESS

Mr. Lash gave the Board an update on two matters.

The first update was on the \$690,000 in the current 2006-2007 budget that was carried forward from 2005-2006 budget for the parking structure on Benedict Place. In light of the decisive RTM sense of the meeting against this project, 101-39, Mr. Lash said that he will now terminate the project and that the money will not be spent..

The second status update concerned the Public Safety Complex. The first RFP resulted in only one bid for several million dollars more than the appropriated amount. A second bid came in late. Analysis of the initial RFP led to the conclusion that the form of the RFP had caused the vendors to be cautious about bidding. At the recommendation of the outside project management firm, the second RFP divided the bid into two parts, one for the site excavation portion and one for the construction.

The low bid for the excavation work came in approximately \$1.5 - \$1.8 million lower than the bid that was previously received for that portion of that bid. This time, seven bids were received for the construction portion, the low bid being from two companies within a few thousand dollars of each other.

The bids are within the budgeted amount and include contingencies.

Mr. Lash said that the award would be made shortly and that he was confident that we can move ahead within budget.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Upon a motion by Mr. Finger, seconded by Mr. Norton, the Board voted 12-0-0 to adjourn at 8:16 P.M.

Respectfully submitted,

Valerie Zebrowski, Recording Secretary

Alma Rutgers, Clerk of the Board

Peter J. Tesei, Chairman