

## 1. BET Meeting Documents

Documents:

[VOTED\\_BET\\_MEETING\\_AGENDA\\_09-21-04.PDF](#)  
[BET\\_MEETING\\_MINUTES\\_09-21-04.PDF](#)



**REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
& Community Development Block Grant Program 2005 Public Hearing  
TUESDAY, SEPTEMBER 21, 2004, 7:00 PM  
TOWN HALL MEETING ROOM  
A G E N D A**

**Votes**

1. Call to Order and Pledge of Allegiance
2. Pubic Hearing for the Community Development Block Grant Budget for the year 2005  
12-0-0  
– first increment of 5-year consolidated action plan.
3. Consideration of Applications:

**ROUTINE APPLICATIONS**

<b><u>Number</u></b>	<b><u>Department</u></b>	<b><u>Amount</u></b>	<b><u>Purpose and Committee</u></b>	
RV-1	<b>Registrar of Voters</b>	<u>\$28,214</u>	Transfer	12-0-0
	A120-53550	\$12,975	Mechanical Tools - Purchase	
	A120-54200	\$10,000	Maintenance Tools - Repair	
	A120-52020	\$5,239	Print & Bind SIMON, GARDNER	
L-1	<b>Health</b>	<u>\$58,076.96</u>	New Appropriation	12-0-0
	F403-59100	\$52,300	Laboratory Equipment	
	F403-53250	\$2,500	Medical Supplies	
	F403-53070	\$2,000	Data Processing Supplies	
	F403-53140	\$1,276.96	Audio-Visual Supplies RUTGERS, GARDNER	
NW-1	<b>Nathaniel Witherell</b>	<u>\$3,737,389</u>	Release of Conditions	12-0-0
	A450-51000	\$3,147,124	Salary & Fee Expense	
	A450-52000	\$66,188	Service Expense	
	A450-53000	\$402,913	Supply Expense	
	A450-54000	\$46,164	Maintenance Expense	
	A450-56000	\$75,000	Insurance RUTGERS, GARDNER	
SE-1	<b>First Selectman</b>	<u>\$467,561</u>	Approval to Use	12-0-0
	F105-51490	\$222,085	Prof. Services	
	F105-53950	\$165,476	Supplies	
	F105-59250	\$40,000	Communication Equip	
	F105-59650	\$40,000	Building Infrastructure	



<b><u>REGULAR APPLICATIONS</u></b>				<b><u>Notes</u></b>
<b><u>Number</u></b>	<b><u>Department</u></b>	<b><u>Amount</u></b>	<b><u>Purpose and Committee</u></b>	
A-1	<b>First Selectman/Comm Dev</b> Q197-59900	<u>\$1,265,797</u>	Approval to Use & Accept 2005 CDBG Entitlement, loan repayment & Unused from prior years for 2005 CDBG year SIMON, GARDNER, RUTGERS	12-0-0
	CDBG Resolution Approval			12-0-0
SS-1	<b>Social Services</b> A501-51000 A502-51000 A509-51000 A510-51000	<u>\$656,815</u> \$124,125 \$313,473 \$123,762 \$95,455	Release of Conditions Salary Expense Salary Expense Salary Expense Salary Expense RUTGERS, GARDNER	12-0-0
ED-1	<b>Board of Ed</b> A620-35021	--	Approve to Change Resolution Reserve for Restricted Receipts – coaches STORMS, KRUMEICH	12-0-0
ED-2	<b>Board of Ed</b> A6601634	<u>\$25,700</u>	Additional Appropriation Transportation of non-employees STORMS, KRUMEICH	removed
3.	Human Resources Committee Actions & Report:			
	<u>Finance Department:</u>	Request for a new position of Financial Analyst I, LIUNA Salary grade F, \$46,356 - \$59,815. The Department will eliminate a position of ASA IV, funded at the GMEA salary grade F or \$28,552 to \$39,428. No additional funds are requested. This action is to be effective 10/1/04.		12-0-0
	- Approval of Employee Health Care Budget Status Report			12-0-0
	- M/C Employee Health Care Benefit Election Review			
4.	Assessor's Report			12-0-0
5.	BET Committee & Liaison Reports			
6.	Comptroller's Report			12-0-0
7.	Acceptance of Treasurer's Report showing investment portfolio activity for the periods of July 1, 2004 – July 31, 2004 and August 1, 2004 – August 31, 2004.			12-0-0
8.	Approval of BET minutes for:	Regular Meeting July 19, 2004 Special Meeting July 23, 2004 Special Meeting July 27, 2004 Special Meeting August 2, 2004		deferred 12-0-0 12-0-0 12-0-0
9.	Officer's Report			

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- approval of 2005-2006 Budget Guidelines and Calendar guidelines 11-1-0  
12-0-0 calendar
- approval of Resolution establishing Enterprise fund accounting at Nathaniel Witherell SNF  
12-0-0
- report on and discussion of North Mianus Homeowner's Sewer Project issues

12. Adjournment

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Peter J. Tesei, Chairman



## **BOARD OF ESTIMATE AND TAXATION**

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Tuesday, September 21, 2004 in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 7:10 PM, 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  
Peter E. Berg  
Jara N. Burnett  
Janice C. Gardner  
Kathryn Guimard  
Edward Krumeich  
Michael Mason  
Laurence B. Simon  
Valeria P. Storms  
Stephen G. Walko

Staff: Peter Mynarski, Roland Gieger, Finance Department; Ted Gwartney, Robert Shipman, Assessor's Office; Sherry Krieger, Human Resources Department; Sue Wallerstein, Board of Education; Nancy Brown, Community Development; Ray Augustine, Christine Clark, Nathaniel Witherell; Ed Gomeau, Town Administrator; Carol Femia, Ray Butler, Judith Cullen, Sue Steck, Rick Weiner, Department of Social Services

Other: James A. Lash, First Selectman; John Booth, Board of Social Services; Leslie Tarkington, Nathaniel Witherell Board; John Shulman, Mimosa Area Homeowners' Group; Sam Romeo, Mianus Valley Association

**PUBLIC HEARING – CDBG BUDGET FOR 2005**

Mr. Tesei, Chairman, opened the public hearing for the 2005 Community Development Block Grant Budget at 7:11 PM . Mr. Tesei recommended that the public hearing be held open for one hour.

**ROUTINE APPLICATIONS:**

**RV-1 REGISTRARS OF VOTERS – Transfer - \$28,214**

Request to transfer:

\$12,975	to	A120-53550	Mechanical Tools – Purchase
\$10,000	to	A120-54200	Maintenance Tools – Repair
\$ 5,239	to	A120-52020	Print & Bind
\$28,215	from	A120-52320	Rental of Equipment

**L-1 HEALTH DEPARTMENT – New Appropriation - \$58,076.96**

Request for a new appropriation:

\$52,300	to	F403-59100	Laboratory Equipment
\$ 2,500	to	F403-53250	Medical Supplies
\$ 2,000	to	F403-53070	Data Processing Supplies
\$ 1276.96	to	F403-53140	Audio-Visual Supplies

**NW-1 NATHANIEL WITHERELL – Release of Conditions - \$3,737,389**

Request for release of conditions:

\$3,147,124	to	A450-51000	Salary & Fee Expense
\$ 66,188	to	A450-52000	Service Expense
\$ 402,913	to	A450-53000	Supply Expense
\$ 46,164	to	A450-54000	Maintenance Expense
\$ 75,000	to	A450-56000	Insurance

**SE-1 FIRST SELECTMAN – Approval to Use - \$467,561**

Request approval to use:

\$222,085	to	F105-51490	Prof. Services
\$165,476	to	F105-53950	Supplies
\$ 40,000	to	F105-59250	Communication Equip.
\$ 40,000	to	F105-59650	Building Infrastructure
\$467,561	from	Homeland Security Grant	

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

**REGULAR APPLICATIONS:**

A-1 FIRST SELECTMAN/COMM. DEV. – Approval to Accept & Use - \$1,265,797

Request approval to use and accept:

\$1,265,797	to	Q197-59900	CDBG Budget
\$1,115,000	from	Hud Entitlement	CDBG Budget
\$ 38,715	from	Repayment of Loans	CDBG Budget
\$ 112,079	from	Reprogrammed Funds	CDBG Budget

Ms. Storms noted that this request is for the acceptance and use of the 2005 CDBG Entitlement, loan repayment and unused funds from the prior year and the current year for a total of \$1,265,797 for the 2005 CDBG Year. Ms. Storms noted that the two major items are for the GADC at \$500,000 and the Family Centers, Inc. at \$250,000.

The vote for this application was deferred until the public hearing for the CDBG Budget is closed later in the meeting.

SS-1 SOCIAL SERVICES - Release of Conditions - \$656,815

Request release of conditions:

\$124,125	to	A501-51000	Salary Expense
\$313,473	to	A502-51000	Salary Expense
\$123,762	to	A509-51000	Salary Expense
\$ 95,455	to	A510-51000	Salary Expense

Ms. Storms noted that this request is for the release of \$656,815, the first third of the 70% of the department's operating budget that was conditioned in the 2005 budget. The condition for release was a quarterly report to the Budget Committee showing the Department of Social Services' progress towards satisfactory program evaluations as defined by the Cornerstone study.

Ms. Storms commented that cost analysis summaries for five of the department's programs were reviewed. She said that the board and department have made great improvement in their efforts to focus on justification for their programs, not by simply enumerating the many activities performed, but by looking further to define who their clients are or should be, how much the services really cost; and they are taking the first steps toward figuring out how to measure quality and long-term effects.

She also reported from the Budget Committee meeting that, after reading the results of the program reviews, the First Selectman declared his serious concern that the staff must do a better job of producing professionally accurate "best practice" standards for the department's programs.



Mr. Booth, co chairman of the Board of Social Services, thanked the BET liaisons, Alma Rutgers and Janice C. Gardner, for their assistance. He confirmed that the Board of Social Services is committed to reviewing all programs to eventually determine best practices for the department.

Ms. Gardner and Ms. Rutgers applauded the efforts of the Board of Social Services in its attempt to meet the requirements of the BET budget condition.

Upon a motion by Ms. Storms, seconded by Ms. Rutgers, the Board voted 12-0-0 to approve the release of \$656,815 for the Department of Social Services.

ED-1 BOARD OF EDUCATION – Approval to Change Resolution

This request is for approval to amend the authorization resolution for the Board of Education and to establish a reserve for restricted receipts. Beginning with the 2004/2005 school year, coaches funded by booster clubs would be paid through the Town payroll using the same system currently used by the Athletic Department for budgeted coaches (i.e., three times a year following each season).

The proposed amendment adds the following language to the resolution: “(f) the Board of Education be authorized to accept receipts from athletic booster clubs, these receipts to become appropriations that the Board of Education may add to appropriations for coaches salaries.”

Ms. Storms noted that the Budget Committee approved the resolution change in a vote of 4-0, but acknowledged the need for further investigation into the “paid volunteers” issue.

Mr. Stone said that the resolution should not be limited to paid athletic volunteers, but rather should be broadened to ensure that all paid volunteers are covered, not just athletic volunteers. Mr. Stone pointed out that all discussions with BOE staff had gone solidly in that direction with their total concurrence. Mr. Stone strongly urged that the more inclusive language be added as soon as possible.

Upon a motion by Ms. Storms, seconded by Mr. Walko, the Board voted 12-0-0 to approve the resolution change.

ED-2 BOARD OF EDUCATION – Additional Appropriation - \$25,700

This application was withdrawn.

## **HUMAN RESOURCES COMMITTEE ACTIONS & REPORT:**

### *Finance Department*

The Finance Department requested a new position of Financial Analyst I, LIUNA salary grade F, salary range \$46,356-\$59,815 effective October 1, 2004.

The Finance Department will eliminate a position of ASA IV, funded at the GMEA salary grade F \$28,552-\$39,428 effective October 1, 2004.

No additional funds are requested.

Upon a motion by Mr. Stone, seconded by Mr. Krumeich, the Board voted 12-0-0 to approve the request for the new position of Financial Analyst I and the elimination of the position of ASA IV, effective October 1, 2004.

## **APPROVAL OF HEALTH CARE BUDGET STATUS REPORT:**

Upon a motion by Ms. Guimard, seconded by Mr. Walko, the Board voted 12-0-0 to accept the Health Care Budget Status Report as submitted.

## **M/C EMPLOYEE HEALTH CARE BENEFIT ELECTION REVIEW:**

Mr. Simon reported that a committee, headed by Maureen Kast, has been formed for M/C employee health care benefit election review. The committee, which is working with the First Selectman, will present their findings to the BET in December.

## **ASSESSOR'S REPORT:**

Mr. Gwartney, Assessor, highlighted for the Board his monthly Assessor's Report.

Mr. Gwartney noted that ProVal Plus software has been installed on all computers in the department.

Mr. Gwartney said that the new assessment maps, created with GIS technology, are now in public use. There has been good public response to them.

Mr. Gwartney noted that he has been meeting with the Commission on Aging to review the Elderly Tax Relief program in anticipation of the sunset provision whereby the program expires in 2006. For the program to continue a new ordinance needs to be put in place. Mr. Gwartney is working with the COA to consider possible changes to the existing ordinance, including the possibility of allowing seniors to reapply for the tax credit every two years instead of yearly. He hopes to have a preliminary report by February or March. Mr. Simon said that he would like to put his questions on the table early on in this review process.

Mr. Walko inquired about the revaluation timetable. Mr. Gwartney noted that the revaluation is on schedule.

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

**PUBLIC HEARING – CDBG BUDGET FOR 2005 – (continued)**

Upon a motion by Mr. Krumeich, seconded by Mr. Walko, the Board voted 12-0-0 to close the public hearing at 8:13 PM.

A-1 **FIRST SELECTMAN/COMM. DEV. – Approval to Accept & Use - \$1,265,797**

Upon a motion by Ms. Storms, seconded by Ms. Gardner, the Board voted 12-0-0 to approve acceptance and use of the 2005 Community Development Block Grant Entitlement, loan repayment and unused funds from prior and current years for a total budget of \$1,265,797 for the 2005 CDBG Year.

**CDBG RESOLUTION APPROVAL:**

Upon a motion by Ms. Gardner, seconded by Ms. Rutgers, the Board voted 12-0-0 to approve the Community Development Block Grant Resolution (see attached).

**BET COMMITTEE & LIAISON REPORTS:**

**AUDIT COMMITTEE**

Mr. Stone said that he intends to follow up with Dr. Curcio on the issue of broadening the definition of paid volunteers with the Board of Education to include all such volunteers, not just volunteer athletic coaches. He also addressed the need to regularize use of the town's tax identification number, which may have been improperly used by organizations not legally part of the Town.

**COMPTROLLER'S REPORT:**

Mr. Mynarski, Comptroller, noted that Chuck Schwabe from Sunnyvale, CA will be working with the Department of Social Services next week, as well as with the Department of Parks and Recreation and the Fleet Department. Mr. Mynarski will advise the Board of the dates and the times for these outcome based budgeting sessions with the consultants. Mr. Mynarski indicated that the outcome based budgeting presentation to the BET Budget Committee should be deferred to November or December 2004.

Mr. Mynarski said that he hoped to have the risk management report finished by December, but that he didn't want to commit to have the final report by this date as something might

come up that another department refutes. Mr. Simon asked that the BET be e-mailed the scope of the risk management project and that he would like to see the draft of the report before it goes to all the departments. Mr. Tesei requested that members of the Board be copied on findings of the study. Mr. Tesei anticipated an impact on the Law Department and that this department might have questions. Mr. Krumeich said that he would hope the Law Department is playing a proactive, not reactive, role in the process. Mr. Walko asked if the time line has changed. Mr. Mynarski said there has been a delay of two weeks and emphasized that this has been a joint venture with the First Selectman.

Following a question to and answer from Mr. Mynarski concerning the use of Ron Lalli for the year-end close for a period of several months, Mr. Stone expressed his concern that, with regard to internal audit, we were being “penny wise and pound foolish” by “running too lean.” He said that it was a rule of thumb that for every \$1 put into internal audit, \$2 will be saved. He said that he had been led to believe that we would have at least one full time internal auditor and it is now apparent that the one person we have (Ron Lally) will be otherwise occupied for a reasonably lengthy period. Mr. Mynarski responded that the two new financial analysts will be cross trained to perform the year end audit next year so that Ron Lally can be moved back 100% into internal audit.

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

#### **TREASURER’S REPORTS:**

Upon a motion by Mr. Simon, seconded by Ms. Burnett, the Board voted 12-0-0 to accept the Treasurer’s Reports for July 2004 and August 2004 as submitted.

#### **APPROVAL OF MINUTES:**

Mr. Walko noted a change to the July 19, 2004 minutes (p. 3 change to .5 position).

Approval of the July 19, 2004 minutes was deferred to the October meeting, pending review by the Town Attorney, as Mr. Krumeich felt the minutes as written might not accurately reflect Mr. Wetmore’s presentation to the Board at the July meeting.

Upon a motion by Ms. Burnett, seconded by Mr. Berg, the Board voted 11-0-1 to approve the minutes of special meeting of the Board of Estimate and Taxation of July 23, 2004 as submitted. Ms. Guimard abstained, because she was not present at the meeting.

Upon a motion by Mr. Berg, seconded by Mr. Walko, the Board voted 11-0-1 to approve the minutes of special meeting of the Board of Estimate and Taxation of July 27, 2004 as submitted. Ms. Guimard abstained, because she was not present at the meeting.

Upon a motion by Ms. Burnett, seconded by Mr. Walko, the Board voted 12-0-0 to approve the minutes of the special meeting of the Board of Estimate and Taxation of August 2, 2004 as submitted.

**OFFICER'S REPORT:**

Mr. Tesei stated in his report that the cost of the comptroller search totaled \$26,167.30. He said a letter was sent Maureen Kast of the Human Resources Department expressing the BET's appreciation for the professionalism displayed by Mary Jo Iannuccili during the lengthy search process.

Mr. Tesei noted that there have been two transition meetings with Mr. Mynarski in his new role as Comptroller and that he and Mr. Simon are reviewing 16 topics with Mr. Mynarski. The next transition meeting is scheduled for October 4. Board members were invited to give input to Mr. Tesei and Mr. Simon.

Mr. Tesei reported that a meeting was held with the North Mianus Homeowners Group on August 11 regarding issues with the sewer project and that we would be discussing this in more detail later in the meeting.

Mr. Tesei reported on the risk management study in connection with an e-mail that was sent to some RTM members. Mr. DeMeo, Risk Manager, had responded, via e-mail, as to why Arthur J. Gallagher & Co., was not chosen as a consultant on the project, while Arm Tech (an AON company) was chosen.

**NEW BUSINESS:**

**APPROVAL OF 2005-2006 BUDGET GUIDELINES AND CALENDAR:**

Ms. Storms presented the Board with the 2005-2006 Budget Guidelines for approval. Ms. Storms highlighted several areas including: a projected 4.8% increase in the Town's budget, a guideline for a mill rate increase of 3.5%, with a \$750,000 shortfall in the Town's operating budget under the proposed guidelines. On the Board of Education's side, there will be an estimated increase in enrollment of 127 students bringing their operating budget to \$109.5 million or a 4.4% increase over last year's budget. The difference between this number and the schools' preliminary budget is \$1.425 million.

Mr. Tesei requested that Mr. Lash explain the financing of the 10-year capital plan. Mr. Lash explained how the town should be able to meet the cash requirements for the projects in the years that they are scheduled.

Upon a motion by Ms. Burnett, seconded by Ms. Gardner, the Board voted 11-1-0 to accept the 2005-2006 Budget Guidelines and Calendar with Mr. Krumeich opposed.

Mr. Krumeich noted his opposition to the budget guidelines because he feels that “backing into a budget this way is inappropriate” and that the budget should provide for services based on needs.

**APPROVAL OF RESOLUTION ESTABLISHING ENTERPRISE FUND ACCOUNTING AT NATHANIEL WITHERELL SNF:**

“Resolved, the Board of Estimate and Taxation hereby establishes the Nathaniel Witherell Enterprise Fund. Said fund is authorized to receive revenue from fees and activities associated with Nathaniel Witherell operation, and expend said fees for activities associated with operation of the Nathaniel Witherell operation. The Nathaniel Witherell Enterprise Fund will be regulated by the standards established by the Governmental Accounting Standards Board (GASB) for the operation of Enterprise Funds.

Said Fund will become effective for the fiscal year 2004-2005 commencing July 1, 2004.”

Mr. Gomeau noted that if the BET approves this resolution, it can be brought before the RTM in October 2004. A discussion ensued regarding the necessity for RTM approval of the resolution. It is not required by Town Charter that the RTM act on this, but it was felt that the RTM should be aware of and understand a change of this nature.

Mr. Stone asked Mr. Gomeau if there was a downside to using the full accrual accounting of an enterprise fund instead of the modified accrual basis used in municipal accounting. Mr. Gomeau said that there was no downside for an activity like this and that, in his experience, it has worked well. Mr. Gomeau said that the Town’s cash reserve would be used to make up for losses which the enterprise fund would then pay back. Mr. Stone asked if there would be any adverse consequences for the Town, and Mr. Gomeau responded that there would be none.

Upon a motion by Ms. Guimard, seconded by Mr. Walko, the Board voted 12-0-0 to approve the resolution to establish the Nathaniel Witherell Enterprise Fund.

**REPORT ON AND DISCUSSION OF NORTH MIANUS HOMEOWNER’S SEWER PROJECT ISSUES:**

Mr. Tesei read from a letter dated June 29, 2004 that was sent to the First Selectman regarding the NM Sewer Project from the Mianus Valley Association and Mimosa Area Homeowners’ Group. The letter requests the Comptroller and the BET to address specific cost issues before the project is certified.

Mr. Shulman of the Mimosa Area Homeowners’ Group addressed the BET and said that the most important issue is to define the costs associated with the project. This will enable the homeowners to decide which costs they consider inappropriate to include in the Certification and to charge to the homeowners.

Mr. Gomeau reviewed for the Board the process, which is as follows:

Commissioner of Public Works gives notification that the project is complete  
Comptroller certifies the cost of the project  
Certification goes to the Condemnation Commission

Once the Certification goes to the Condemnation Commission, maps are made available; homeowners are notified of a public hearing; a hearing is conducted and the Condemnation Commission can make changes and modifications; a final map is filed in the Town Clerk's Office; notices are sent to each homeowner and any appeal to the superior court must be made within 30 days. Once the process is completed assessments are sent to the homeowners by the following September 1.

It is the duty of the Comptroller to certify the cost of the project. Discussion ensued regarding the extent to which the Comptroller has discretion in certifying the cost and what, if any, role there is for the BET in this process.

Mr. Tesei said that this item was on the agenda to keep the Board informed of what is happening with regard to the North Mianus Sewers so that the BET can "get in front of it" before Certification by the Comptroller.

Mr. Gomeau indicated that he will provide the homeowners with all the information they request.

Upon a motion by Mr. Walko, seconded by Ms. Gardner, the Board voted 12-0-0 to adjourn at 10:45 PM.

Respectfully submitted,

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Jennifer Sargeant, Recording Secretary

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Peter J. Tesei, Chairman

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Alma Rutgers, Clerk of the Board