

1. BET Meeting Documents

Documents:

[VOTED_BET_MEETING_AGENDA_09-22-03.PDF](#)
[BET_MEETING_MINUTES_09-22-03.PDF](#)



**REGULAR MONTHLY MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
MONDAY, SEPTEMBER 22, 2003, 8:00 PM
TOWN HALL MEETING ROOM
REVISED AGENDA (9/19/03, 11:30 a.m.)**

1. Call to Order and Pledge of Allegiance
2. Public Hearing for the Community Development Block Grant Budget for the year 2004 – fifth increment of 5-year consolidated action plan.
3. Consideration of Applications:

ROUTINE APPLICATIONS

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose and Committee</u>	<u>Votes</u>
RTM-101	RTM A130-51490	<u>\$3,000</u>	Additional Appropriation Reimburse Finance Department for RTM Special Committee on TNW for Interviewing TNW architect & facility consultant	
A-1	Selectman F105-54950	<u>\$2,500</u>	Approval to Use Maintenance NOC – accept grants from Area Nine Cable Council SIMON, GARDNER	
L-1	Health F403-51300 F403-53010	<u>\$36,040</u>	New Appropriation \$28,227 Accept public act funds for FY 03/04 \$7813 RUTGERS, STORMS	
L-2	Health F403-51300	<u>\$10,000</u>	New Appropriation Funding from CDC RUTGERS, STORMS	
P-1	Board of Ed Z6801292-59560 24102	<u>\$109,495</u>	New Appropriation Capital Outlay – Boiler replacement STONE, KRUMEICH	
P-3	Board of Ed Z6800992-59560 24096	<u>\$400,000</u>	Approval to Use – Release of Condition Capital Outlay–Dundee exterior cladding STONE, KRUMEICH	
J-1	Public Works K361-59650-20004	<u>\$39,000</u>	Approval to Use Monthly report of traffic control N. Mianus Sewer Construction BURNETT, WALKO	

REGULAR APPLICATIONS

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose and Committee</u>	<u>Notes</u>
CDBG	Community Development	<u>\$1,493,201</u>	Fifth increment of 5-year Consolidated Action plan – proposed budget & activities funded by CDBG for 2004 RUTGERS, STORMS	
NW-1	Nathaniel Witherell	<u>\$3,579,668</u>	Release of Conditions	
	A450-51000	\$3,055,500	Salary & fee expense	
	A450-52000	\$95,050	Service expense	
	A450-53000	\$340,200	Supply expense	
	A450-54000 & 56000	\$88,918	Maintenance expense	

4. Human Resources Committee Actions & Report:

Request to reclassify the position of manager of Golf Course Operations from salary grade M/C 4 (\$61,242.00 - \$82,856.00 – current salary \$72,224.00) to salary grade M/C 5 Range (\$66,576.00 - \$90,073.00 - proposed salary \$78,324.00)

Request for a compensation adjustment to the position of Fleet Director salary range M/C 6 (\$72,305.00 - \$97,824.00) from current salary of \$85,696.00 to proposed salary of \$90,696.00

Discussion of the Town Attorney’s opinion of August 4, 2003 on the validity of the Greenwich Pay Plan.

Approval of Employee Health Care Budget Status Report

5. Assessor’s Report

6. BET Committee & Liaison Reports

7. Chief Financial Officer/Comptroller’s Report

8. Acceptance of Treasurer’s Report showing investment portfolio activity for the periods of July 1, 2003 through July 31, 2003 and August 1, 2003 through August 31, 2003

Approval of BET minutes for: July 14, 2003 Regular Meeting & August 26, 2003 Special Meeting

9. Officer’s Report

10. **OLD BUSINESS**

- Policy & Procedure Committee Quarterly Progress Report
- BET approval to make the Policy & Procedures Committee a standing committee

11. **NEW BUSINESS**

- Approval of Budget Guidelines for fiscal year July 1, 2004 – June 30, 2005
- Approval of Audit Committee recommendation on amendments to Town’s existing Cell Phone usage

12. Adjournment

Peter J. Tesei, Chairman

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, September 22, 2003, in the Town Hall Meeting Room, Greenwich, Connecticut.

The Chairman, Peter J. Tesei, called the meeting to order at 8:07 PM, after which the members pledged allegiance to the flag.

Board members in attendance:

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

Staff: Edward Gomeau, Roland Gieger, Finance Department
Nancy Brown, Director of Community Development
Curtis Milton, Acting Director of Nathaniel Witherell
Al Cava, Director of Human Resources
Ted Gwartney, Assessor
Robert Carey, Board of Education

Other: Richard Bergstresser: First Selectman
Michael Mason, RTM

PUBLIC HEARING – Community Development Block Grant - 2004

Mr. Tesei called the public hearing on the Community Development Block Grant to order at 8:11 PM.

Nancy Brown, Director of Community Development, requested the fifth increment of the Five Year Consolidated Action Plan in the amount of \$1,493,201 for 2004. Ms. Brown commented that Community Development planned to be on target for spending per program plan. Mr. Lash commented that the grant had been thoroughly presented by Ms. Brown at the BET Budget Committee meeting.

REGULAR MEETING

ROUTINE APPLICATIONS:

RTM-101 RTM – Additional Appropriation - \$3,000

Request to appropriate funds to reimburse the Finance Department for money that was provided to the RTM Special Committee on The Nathaniel Witherell to cover costs of interviewing the TNW architect and the facility consultant.

Request for additional funds:

\$3,000	to	A130-51490	Consulting Fees
\$3,000	from		Contingency

A-1 FIRST SELECTMAN’S OFFICE – New Appropriation - \$2,500

Request that the Town of Greenwich continue to accept grants from the Area Nine Cable Council (ANCC), which provides the Town with funds to purchase and upgrade equipment and associated services necessary to communicate with its citizens over a government-access television channel. Grants are passed to Greenwich through the Area Nine Cable Council from SNET Personal Vision and Cablevision.

Request for approval to use:

\$2,500	to	F105-54950	Maintenance -NOC
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L-1 HEALTH – New Appropriation - \$36,040

Request to accept Public Act Funds for Fiscal Year 2003/2004 for personnel services and supplies. The funds will be used for staffing a part-time Epidemiologist and a part-time Clerical Assistant.

Request for approval to use:

\$28,227	to	F403-51300	Pymts Temp Serv-Green Pay
\$ 7,813	to	F403-53010	Office Supplies

L-2 HEALTH – New Appropriation - \$10,000

Request to accept additional funding from the Centers for Disease Control and Prevention (CDC), through the State of Connecticut Department of Public Health, in the amount of \$10,000, covering the period of July 1, 2003 through August 30, 2003. These additional funds will be used to support Bio-terrorism Emergency Response with the development of a regional smallpox mass vaccination plan.

Request for approval to use:

\$10,000	to	F403-51300	Pymnts Temp Serv-Green Pay
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P-1 BOARD OF EDUCATION – New Appropriation - \$109,495

Request for funds to replace one boiler at Riverside School.

Request for additional funds:

\$109,495	to	Z680-1292-59560	Boiler Replacement
\$109,495	from		Capital Reserve

Replacement costs include:

- Asbestos removal \$18,000
- New boiler 83,178
- Contingency of 10% 8,317

P-3 BOARD OF EDUCATION – Approval to Use - \$400,000

Request for release of funds for the exterior cladding of the Dundee School as appropriated at the Annual Town Meeting.

Request for release:

\$400,000	to	Z680-0992-59560	Dundee Exterior Cladding
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Clarification was made that the material is plywood covered by metal.

J-1 PUBLIC WORKS – Approval to Use - \$39,000

North Mianus Sewer Project – Traffic Control

Request to release:

\$39,000	to	K361-59650-20004	No. Mianus Sewer Construct.
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Upon a motion by Ms. Storms, seconded by Mr. Lash, the Board voted 12-0-0 to approve the routine applications.

REGULAR APPLICATIONS:

CDBG COMMUNITY DEVELOPMENT – Approval to Use - \$1,493,201

Request for release/approval to use:

\$1,493,201	to	Q197	Community Development Block Grant
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No public comments were received regarding the Community Development Block Grant.

Upon a motion from Mr. Mazza, seconded by Ms. Rutgers, the Board voted 12-0-0 to close the public hearing at 8:25 PM.

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

NW-1 NATHANIEL WITHERELL – Release of Conditions - \$3,579,668

Request for release of funding for the second quarter, in the amount of \$3,579,668, which represents 25.0% of the 2004 fiscal year line items below.

Request for release:

\$3,055,500	to	A450-51000	Salary & Fee Expense
\$ 95,050	to	A450-52000	Service Expense
\$ 340,200	to	A450-53000	Supply Expense
\$ 61,000	to	A450-54000	Maintenance Expense
\$ 27,918	to	A450-56000	Liability Insurance

Mr. Lash noted that in the presentation to the Budget Committee Curtis Milton, Acting Director of Nathaniel Witherell, gave a status report on the facility noting that there was good progress in control over expenses. Staffing expenditures were reduced by substituting regular and part-time hours for overtime and pool hours without affecting quality of care.

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

HUMAN RESOURCES ACTIONS AND REPORT:

Manager, Golf Course Operations – M/C 4 (\$61,242 - \$82,845)

Request to reclassify the position of Manager, Golf Course Operations from salary grade M/C 4 (\$61,242 - \$82,856 – current salary \$72,224) to grade M/C 5 Range (\$66,576 - \$90, 073 – proposed salary \$78,324) was taken off the agenda and will be rescheduled.

Fleet Director – M/C 6 (\$72,305 - \$97,824)

Request for a compensation adjustment to the position of Fleet Director salary range M/C 6 (\$72,305 - \$97,824) from current salary of \$85,696 to proposed salary of \$90,696.

Upon a motion from Mr. Walko, seconded by Ms. Gardner, the Board voted 12-0-0 to approve the compensation adjustment.

Discussions:

The discussion of the Town Attorney's August 4, 2003 opinion on the validity of the Greenwich pay plan is rescheduled until the Board's regular October meeting.

Report of Meeting:

Mr. Walko reported that at the October Human Resources Committee meeting the elected officials' salaries will be set (prior to the November election) and Light Duty Assignment will be discussed.

New Business:

The M/C Compensation Plan will be mailed to all Board members shortly. Comments will be collected by the HR Committee.

According to a report on open positions since 7/1/03, savings to date are \$300,000 in salaries. Exempt from this count are nurses, fire, and police. The Police Department has seven open positions that will remain open until recruits can be trained at either the state academy or possibly a new local academy.

Ed Gomeau, Comptroller, will look at restructuring Payroll Support and A/P as a possible way to consolidate positions. To date no other progress has been made by the First Selectman toward the consolidation of positions.

Employee Health Care Budget Status Report:

The Employee Health Care Budget Status Report was submitted and reviewed by Mr. Cava. Mr. Simon stated that it looks like the healthcare costs will be at about 32 million, and therefore, there appears to be more control over the budget.

Upon a motion from Ms. Guimard, seconded by Ms. Burnett, the Board voted 12-0-0 to approve the Employee Health Care Budget Status Report as submitted.

ASSESSOR'S REPORT

Ted Gwartney, Assessor, submitted the September, 11, 2003 Assessor's Report for approval. Mr. Gwartney stated that exempt properties are coded and their impact on revenue can be tracked.

A discussion ensued regarding land re-evaluations. Mr. Gwartney stated the importance of keeping property values current. The commercial properties are not assessed as high as residential (residential at 81%, commercial at 74%), because there are smaller number of sales and comparable property selling information available.

Mr. Gwartney stated that the department is on target for deadlines for the proposed Work Plan, and he will add status and duration columns to each project for more accurate reporting.

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

BET Committee/Liaison Reports:

Audit Committee – Mr. Stone

At the September 11, 2003 meeting of the Audit Committee:

1. Ron Lalli, Internal Audit, reviewed, as requested on a quarterly basis, the monthly reconciliation reports of the Town of Greenwich's bank accounts provided by the Treasurer. The report, though not having been fully regularized, shows that significant improvement has been made. The differences are related to conversion to the MUNIS system and, according to the Internal Audit staff, are all limited to mis-postings among various Town accounts.
2. The Town Cell Phone Policy – The committee discussed the September report delivered by Internal Audit concerning Ron Lalli's review of cell phone invoices. The committee has agreed on several recommendations that are being proposed under the New Business portion of this meeting.

Law Committee – Mr. Krumeich, Mr. Walko

The Law Committee met on August 26, 2003. They met with Town attorneys regarding charter provisions and election of BET members. It was noted that the RTM removed the provision with the requirement that BET members be Town of Greenwich taxpayers. The Town attorneys are gathering further information on these subjects and will reconvene with the Law Committee at a later date.

Nathaniel Witherell – Mr. Simon, Ms. Storms

There was a discussion regarding the Certificate of Need for The Nathaniel Witherell and the dynamics of the process. The RTM Committee on TNW is gaining a good understanding of the financials of the facility. An answer from the state concerning the Certificate of Need is expected in October.

COMPTROLLER'S REPORT

Mr. Gomeau commented on the progress of putting Outcome Based Budgeting in place. Training sessions for the Balanced Scorecard concept will be scheduled next week for the four participating departments. Much more responsibility will be placed on the managers of these departments regarding budgeting and creating long range plans.

Mr. Simon remarked on the new tax law with regard to delinquent taxes and the DMV. Mr. Gomeau stated that the new law requires municipalities to pay a fee of fifty cents each time a delinquent motor vehicle listing is sent to the DMV. The DMV is allowed to withhold new or renewal of motor vehicle registrations if owners are delinquent on their motor vehicle property taxes. The Town sends in more than 15,000 listings annually. This will be an additional tax collection tool for the Town of Greenwich but will necessitate an interim appropriation in January to pay for the listing fee.

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

TREASURER'S REPORT:

The Treasurer's Report was submitted for acceptance. A discussion evolved regarding the OPEB funds. Mr. Simon inquired about the return on investment. In the month of July, the fixed income segment of the fund lost almost 4.55%. The overall fund, including the equity portion, is expected to return an average of 7% annually over 30 years. \$100,000 per month is being moved to the all stock/index fund until the maximum of 31% is achieved. The investment activity will continue to be monitored on a monthly basis.

Upon a motion from Mr. Simon, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Treasurer's Report for investment activity for the periods of July 1-31, 2003 and August 1-31, 2003, as submitted.

APPROVAL OF MINUTES:

Upon a motion from Mr. Lash, seconded by Ms. Guimard, the Board voted 11-0-1 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of July 14, 2003, Mr. Krumeich abstaining.

Upon a motion from Mr. Krumeich, seconded by Ms. Burnett, the Board voted 11-0-1 to approve the minutes of the special meeting of August 26, 2003, Ms. Gardner abstaining.

OFFICERS REPORT:

Mr. Tesei requested that the Law Committee review the charter with regard to the Comptroller appointment prior to January 2004. Mr. Tesei commented that the Law Committee should have a response from the Town Attorney at the October meeting regarding BET election methodology including:

- Competitive Elections

- Staggered Terms
- Majority/Minority Composition
- Role of First Selectman on the Board

Mr. Tesei noted that the Award of Excellence is being given to Mr. Roy Carey, Finance Department on September 25, 2003.

A concert is being organized to benefit the orphaned children of two Town employees on October 24, 2003 at 7:30 PM.

OLD BUSINESS:

Policy and Procedures Committee:

Mr. Tesei stated that the effect of the committee has been beneficial, but that its purview and jurisdiction need further definition. Mr. Mazza strongly urged that the committee only act to make changes in policies if requested through the chairman by the full Board – that changing policies should not be taken lightly. A quarterly report and definition document will be supplied to the Board at the October meeting and, at that time approval for a standing committee will be determined.

NEW BUSINESS:

Approval of Budget Guidelines:

The Budget Guidelines were presented for approval. Mr. Lash explained the projections and reiterated that they and the Guidelines are simply tools for the budgeting process. A full review of the Guidelines was done at the Budget Committee meeting. Mr. Gieger will attach a budget schedule prior to distribution.

Upon a motion from Mr. Lash, seconded by Mr. Mazza, the Board voted 11-1-0 to approve the Budget Guidelines as submitted, Mr. Krumeich dissenting.

Approval of Cell Phone Usage Policy:

The proposal of recommendations for the Cell Phone Usage policy is intended to enhance the existing policy. Internal Audit found the policy lacking and a number of recommendations were made.

- The Audit Report will be given to The Selectmen’s Office for review.
- The Audit Report will be given to the BOE requesting compliance to the policy.

Upon a motion from Mr. Stone, seconded by Ms. Burnett, the Board voted 12-0-0 to approve the recommendation on amendments to the Cell Phone Usage Policy.

There being no further business before the committee, the meeting was adjourned at 10:27 PM.

Respectfully submitted,

Jennifer Sargeant, Recording Secretary

Peter J. Tesei, Chairman

Valeria P. Storms, Clerk of the Board