

1. BET Special Meeting Documents

Documents:

[BET\\_SPECIAL\\_MEETING\\_AGENDA\\_10-03-11.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_SPECIAL\\_MEETING\\_MINUTES\\_10-03-11.PDF](#)  
[APPROVED\\_BET\\_SPECIAL\\_MEETING\\_MINUTES\\_10-03-11.PDF](#)



**TOWN OF GREENWICH  
SPECIAL MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION**

**Monday, October 3, 2011  
6:00 P.M.  
Town Hall Meeting Room**

**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Hay Group Presentation
3. Old Business:
  - Adoption of Policies and Procedures
4. Adjournment

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Stephen G. Walko, Chairman



MINUTES of the special meeting of the Board of Estimate and Taxation held on Monday, October 3, 2011 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Stephen Walko called the meeting to order at 6:05 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Stephen G. Walko, Chairman  
Jim Campbell, Vice Chairman  
Joseph L. Pellegrino, Clerk  
William R. Finger  
Randall Huffman  
Mary Lee Kiernan  
Michael S. Mason  
Arthur D. Norton  
Jeffrey S. Ramer  
Laurence B. Simon  
Leslie L. Tarkington

Absent: William G. Kelly

Selectmen: Peter Tesei, First Selectman; David Theis, Selectman

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Al Cava, Director of Labor Relations; Maureen Kast, Director of Human Resources; Mary Jo Iannuccilli, Assistant Director of Human Resources; Phyllis Wilson, Executive Assistant to Director of Human Resources; Mary Ann Hohl, HR Systems Specialist; Alison Graham, Employee Benefits Manager; Debbie Wood, Payroll Clerk; Roger Lulow, Superintendent of Schools; Robert Lichtenfeld, Director of Human Resources; Regina Williams, Assistant Director of Human Resources; Geraldine Thompson, Confidential Assistant to the Director of Human Resources, Board of Education

Other: Leslie Moriarty, Vice-Chairman, Board of Education; Neville Kenning; Adam Meyers; Meredith Boehringer; Megan Gilroy, Hay Group

### **Hay Group Presentation**

Mr. Walko shared comments regarding the request for review of the Town's and Board of Education's Human Resources functions, culminating in the draft report being presented this evening. Mr. Walko also stated that the BET will continue to review this report; the final report will be presented for approval at the regular meeting in November; and, that the BET will not take any action on this report other than approving or disapproving the final report.

Mr. Kenning presented the Town of Greenwich Organizational and Staffing Review of Human Resources Service Providers: Draft to the Board. A discussion followed regarding cost savings, implementation, impact, workers compensation and risk management, physical location, industry trends, organizational structure, employees' surveys and feedback, and the primary criteria.

Mr. Walko stated that all comments should be sent to the Finance Department, for distribution to the Board members, as well as the Hay Group, by October 13<sup>th</sup>, in order to have those comments added to the report which will be presented for discussion at the regular BET meeting on October 17<sup>th</sup>. The Final Report will be submitted for review to Mr. Campbell and Mr. Simon by November 14<sup>th</sup>, after which the Board will review and vote at the regular BET meeting on November 21, 2011.

## **OLD BUSINESS**

### **BET Policies and Procedures**

The BET turned their attention to a discussion on the approval of the Board of Estimate and Taxation Reference Book. The discussions centered on amendments to the document as presented.

Mr. Finger began by making a motion, seconded by Mr. Pellegrino, to change the word "prior" to "current" in the first full paragraph on page 38. The change was adopted by unanimous consent.

Mr. Finger made a motion, seconded by Mr. Pellegrino, to strike the last sentence in the first paragraph on page #34, stated as "and a policy dealing with the BET Law Committee's authority to approve legal settlements." The BET was waiting for a final opinion from the Law Department on this matter before including it into the text of this document.

Mr. Huffman made a motion, seconded by Mr. Ramer, to strike all of the language on page 34 under the caption "Financing of Capital Projects and Debt Management", down to the beginning of "Internal Audit Policy". Mr. Huffman's basis for striking such language was what he felt were inconsistencies between this section and the Debt Policy contained in the Appendix of this document. After discussions opposing the removal of such language the motion failed 11-10-0.

Mr. Finger made two motions, seconded by Mr. Pellegrino both times, to strike the words "sewer related" on page 34 in the third and fourth paragraphs under "Financing/Borrowing Policy". Both motions passed 11-0-0.

Mr. Finger made a motion, seconded by Mr. Pellegrino, to insert the words "consistent with the Town of Greenwich Debt Policy" on page 34 after "final installment" and before "shall be due, etc." in the second paragraph under "Financing/Borrowing Policy". The motion passed 11-0-0.

Mr. Simon made a motion, seconded by Mr. Ramer, to clarify the meaning of the word "date" contained several times in the "Financing/Borrowing Policy" section on page 34. By unanimous consent it was decided to add the words "of issuance" after the word date at the end of the second, third and fifth paragraphs in this section on page 34.

Mr. Ramer made a motion, seconded by Mr. Finger, to change the language on page 23 from the section entitled, "Order of Business", starting on page 22. Mr. Ramer requested that all of the language starting with "Note:" be replaced with "Items may be added to the agenda of any

meeting upon motion of a member, seconded and approved by a two thirds (2/3) vote of the members in attendance at the meeting". The motion passed 11-0-0.

Mr. Ramer made a motion, seconded by Mr. Simon, to reword the second paragraph under "Conduct of Public Hearings". The motion failed on a vote of 4-7-0.

By unanimous consent, it was decided to add an insert and separate the last two paragraphs on the bottom of page 23.

Mr. Ramer made a motion, seconded by Mr. Huffman, to add language that the BET biennially, at its organizational meeting, vote to retain the Standing Committees, Liaison Positions and Special Project Teams, detailed on page 26. Mr. Finger pointed out that adequate language already existed on page 4, third paragraph, requiring the BET to vote to accept the Reference Book biennially in even numbered years at its first regular meeting in January. The motion failed on a vote of 2-9-0.

Mr. Ramer made a motion, seconded by Mr. Simon, to strike the parenthetical citation (25 CS 305) in the last paragraph on page 30 under "Board of Education", the reference being deemed not necessary. By unanimous consent, it was decided to strike the reference.

Mr. Ramer made a motion, seconded by Ms. Kiernan, to change the word "targeted" to "anticipated" in the second paragraph on page 37, under "Budget Guidelines". After an extended discussion, Mr. Finger offered changing the word to "acceptable" as a compromise. The original motion by Mr. Ramer failed by a vote of 4-7-0.

On a motion by Mr. Ramer, seconded by Mr. Finger, and by unanimous consent, it was decided to add the language "together with certain adjustments as set forth in Section 24 of the Charter" to the end of the first full paragraph at the top of page 38.

By unanimous consent, it was agree to correct Mr. Ramer's fax number on page 45.

Mr. Finger made a motion, seconded by Mr. Pellegrino, to approve the Board of Estimate and Taxation Reference Book with all of the aforementioned amendments effective October 3, 2011. The motion passed on a vote of 10-0-1 (Mr. Huffman dissenting).

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

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Peter Mynarski, Recording Secretary

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Joseph L. Pellegrino, Clerk of the Board

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Stephen G. Walko, Chairman



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