1. BET Meeting Documents

Documents:

BET_MEETING_AGENDA_10-21-02.PDF
BET_MEETING_MINUTES_10-21-02.PDF
Call to Order and Pledge of Allegiance

Consideration of Applications:

**ROUTINE APPLICATIONS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
</tr>
</thead>
</table>
| V-1    | Registrar of Voters         | $30,983        | Additional Appropriation  
Cover the cost of professional fees for the additional primary  
SIMON, GARDNER                                           |
| J-2    | Public Works                | $25,000        | New Appropriation, Addl. Appropriation  
Implement on 2-month trial basis managed parking at Lewis St/Elm St parking lot  
BURNETT, WALKO                                           |

Human Resources & Actions: Perrot Library request to reclassify Librarian II (LIUNA, ME-1) to Librarian III (LIUNA, MC-1)

Greenwich Library request to fill Library IV position LIUNA, B-1 midpoint: $63,666 (requesting $68,971)

Retirement Board request to create one new position of Retirement Plans Administrator MC-5

Assessor’s Report

BET Committee & Liaison Reports

Chief Financial Officer/Comptroller’s Report

Acceptance of Treasurer’s Report showing investment portfolio activity for the periods of September 1, 2002 through September 30, 2002

Approval of BET minutes for: September 18, 2002

Officer’s Report
10. **OLD BUSINESS:**
   Al Cava – Update on Health Care Cost and Budget

11. **NEW BUSINESS:**
    Approval of Budget Calendar for 2003

12. Adjournment

____________________________________
Peter J. Tesei, Chairman

CBET Agenda 10 21 -02
MINUTES of the Regular Meeting of the Board of Estimate and Taxation held on Monday, October 21, 2002, in the Cone Meeting Room, Greenwich, Connecticut.

The Chairman, Peter J. Tesei, called the meeting to order at 8:06 PM, after which the members pledged allegiance to the flag.

Board Members in Attendance:

Peter J. Tesei, 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

Absent: James A. Lash, Vice-Chairman

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

Other: Richard Bergstresser: Office of the Selectman
       Michael Pagliaro, Jim Lavin, Mark Kordick: Retirement Board

ROUTINE APPLICATIONS:

V-1    REGISTRAR OF VOTERS - Additional Appropriation – $30,983

      Additional primary elections for Probate Judge.

      Request to transfer:
      $30,983 from Contingency
      $30,983 to A120-51450 Professional Fees

      Upon a motion from Mrs. Storms, seconded by Mr. Mazza, the Board voted
      11-0-0 to approve the request.

J-2    PUBLIC WORKS – New Appropriation/Addl. Appropriation - $25,000

      Traffic Engineering - Parking
Request for additional appropriation:

$25,000 from Parking Fund
$25,000 to G318-51430 Traffic Engineering-Parking Fund – Professional Services.

Mr. Walko requested that the application be taken up as a regular application. He recommended that a funding decision be delayed until completion of the Parking and Traffic Study by the First Selectman’s Office. Mr. Mazza requested that the application be amended to indicate the source of funds as the Parking Fund.

Upon a motion from Mrs. Storms, seconded by Mr. Mazza, the Board voted 10-1-0 to approve the request. Mr. Walko opposed, noting a concern over the Traffic and Parking Committee’s lack of oversight of Town-wide parking issues.

**Human Resources Actions:**

*Perrot Library –*

Request to reclassify one Librarian II, LIUNA, M-E-1, ($38,913 - $58,369) to Librarian III LIUNA, M-C-1, ($45,949 - $68,923)

Discussion of the responsibilities of the position, emphasizing that this position is #3 in command of the facility followed, together with a review of reporting relationships and staff complement. The library reported no negative impact on either the F03 or F04 budget, as the position was previously filled at the range maximum.

Mr. Simon expressed concern that at times individuals are, in effect, reclassifying their own positions and requested a table of organization for the Perrot Library. Mr. Gonzalez compared this library with the Greenwich Library from an organizational perspective.

Mr. Mazza expressed a concern, which was echoed by other members of the Board, over the lack of documentation provided for this position change and also for the other put forward by the Greenwich Library. Mrs. Burnett requested that the HR Committee review the effectiveness of procedures recently implemented at the December committee meeting.

Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the request to reclassify the position.

*Greenwich Library –*

Request to fill vacant position of Librarian IV, LIUNA B-1 above the midpoint of $63,666 at a starting salary of $68,971. ($50,932 - $76,399)

Discussion of the candidate’s specialized work experience and the unique requirements of the position followed. The candidate’s prior experience in negotiating contracts, experience in purchasing, and expertise with business information databases were highlighted.

Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the request to hire above the mid-point of the range.
Retirement Board—
Request to create a new position of Retirement Plans Administrator, M/C 5, ($66,576 - $90,072).
(Note: The HR Department incorrectly listed the range maximum as $97,824.)

Mr. Walko reported that the committee had approved the request and that Human Resources had confirmed the M/C 5 salary grade for the current job description, noting that funding for salary and benefits for this position would come from the Retirement Trust Fund, and would have no impact on either the ’03 or ’04 budgets.

Mr. Gomeau introduced Michael Pagliaro, SVP Operations and Human Resources, White Plains Hospital Center, and member of the Retirement Board. Mr. Pagliaro reported that the Retirement Board had voted unanimously to approve a salary of $85,000 - $92,000 for the position.
(Note: $92,000 is above the current M/C5 range maximum, and approval was not granted to hire above range maximum.)

Mr. Simon noted that the creation of this position was an important step and emphasized the importance of filling the position, noting the error in salary maximum printed on the ‘blue sheets’.

Mr. Simon requested that the Retirement Board review all services provided to employees and retirees to assure that needs are being met. He requested a table of organization indicating the interface between the board and its constituents. Mr. Pagliaro reported that the board has already begun development of a five-year plan and anticipated both an improvement in delivery as well as savings from the effort.

Mrs. Guimard requested that additional comparables be provided for the proposed position, including a survey of neighboring communities similar to Greenwich. Mr. Gomeau reported a lack of positions with comparable job content in neighboring communities, but agreed to complete the survey.

Upon a motion from Mr. Walko, seconded by Mrs. Guimard, the Board voted 11-0-0 to approve the request to hire above the mid-point of the salary range.

OLD BUSINESS:

The Board voted unanimously to take up the matter of healthcare claims expenses out of order.

Monthly Medical Claims Report—
Mr. Cava provided copies of a detailed report on medical claims, indicating that with the opportunity to purchase less expensive coverage, many employees and retirees were switching to HealthNet, which is a fully insured coverage plan. For the year to date, claims experience is slightly below budget projections.

RFP for Medical Third Party Administrator—
An RFP will be issued for TPA services with a target of 2/1/03 for a report on responses. Implementation is planned for 7/1/03. A quotation for an insured health plan will also be requested.
Medical Claims Audit / Medical Claims Expense–

Reaching back to 1999, the claims audit has produced $213,000 in potential claims overpayment. CIGNA has already agreed to credit the town for $41,900 of this amount. $66,000 in assisting surgeon fees and $105,000 in claims for which Medicare should have been the primary insurer have also been identified. Discussion is ongoing regarding reimbursement for these potential overpayments.

Note: (Compared to $45MM in expenses during this same time period, this recovery represents only 0.5%, which is a very small amount. In addition, the Town had already identified (but not recovered reimbursement for) the one person whose coverage incorrectly indicated Medicare as secondary.)

Mr. Tesei reported an inquiry regarding a possible ad hoc increase for retirees to help mitigate the increase in their medical premiums. He indicated that a particular concern had been voiced with regard to the remaining Police Benefit Fund recipients.

Mr. Cava noted that the proposed Board of Education benefits “buy out” would be effective 7/1/2003, if the current contract was ratified.

Mr. Gomeau urged the development of an incentive plan for employees to delay retirement, one additional means of reducing the total cost of all post-employment benefits.

Assessor’s Report:

Mrs. Gotz reported that at this time paper copies of GIS data are available to the public, but no electronic copies are being provided for this copyrighted material.

Regarding tax relief for the elderly, Mrs. Gotz noted that three cases regarding properties held in trust had been reviewed by the Law Department. Each case received a reduction in the benefit awarded, but none were removed from the list of those eligible for a subsidy. In the future, copies of trust tax returns will be requested, as well as certification as to who was responsible for payment of property taxes.

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 –

Mr. Stone reported that the operational audit of the Town’s purchasing function was progressing well, with the preliminary report identifying no issues. Documentation for the significant cost overruns for the North Mianus Sewer Extension Project has been requested. A study of the method by which traffic control estimates are prepared and overtime is assigned has been requested, as has documentation of traffic control expenses by project for the last 18 months. The committee began a review of the Internal Audit Plan for 2003-5, and Mr. Stone said that both the plan and the issue of adequacy of staffing for the audit function would be revisited at the next meeting.

Investment Advisory Committee – Mrs. Guimard –

To prepare for implementation of the committee’s long-term investment strategy, an RFP has been issued to 10 firms as possible candidates for management of the fixed income portion of the OPEB fund. Responses are due by October 31, 2002. EFI, Inc., the Town’s actuary, will provide the Town
with a report on its actuarial valuation of retiree medical benefits liabilities for p/e 6/30/02 during the first week of November.

**Human Resources Committee – Mr. Walko –**
The committee will be meeting on November 7th in the Hayton Room to discuss the M/C Compensation Study. Mr. Walko asked that departments defer all other normal business, if possible, until the committee’s December meeting to allow adequate time for discussion.

**Policies and Procedures Committee – Mrs. Gardner –**
The committee has reviewed policies for Independent Auditors, Internal Audit, Risk Management, Encumbrances, and Transfers and is working on policies for Sewer and Law. The Independent Auditors Policy will be ready for a first reading at the November BET meeting. Mr. Simon again requested that the final version of the Budget Committee policy as approved by the Policy and Procedures Committee be disseminated to Board members in electronic format.

Mr. Simon repeated his request that all policies submitted to the BET include page and version numbers and creation dates.

**Budget Committee – Mrs. Storms –**
Mrs. Storms gave a report explaining the Budget Committee’s concern over cost overruns and lack of documentation for budget figures provided by DPW for the North Mianus sewer project. She reported the committee’s unanimous vote to deny the $3,500,000 request at its October 15th meeting and its request for additional supporting documentation from the First Selectman regarding:

1. Clarification with regard to the wording of the contract for engineering services, the method of payment and its relationship to percentage of time elapsed or percentage of project completed.

2. Reconciliation of original appropriations, by project, with current expenditures; including but not limited to the incorporation of additional sewered residences, changes in responsibility for performing required seismic testing, and removal and isolation of the pump stations from the original project scope. Identification of the responsible party and the reason for the incorrect estimation of the number of residences to be serviced should also be included.

3. Accounting of funds expended to date for traffic control; a detailed explanation of how the cost for these services escalated from $75,000, the original estimate, to the current estimate of $985,000. Such explanation should also address the question of support for expending $421,000 to date for such services without official authorization.

When requested information has been received, the Budget Committee expects to address this matter again.

**Comptroller’s Report:**

Upon a motion from Mrs. Guimard, seconded by Mrs. Gardner, the Board voted 11-0-0 to accept the Comptroller’s Report as submitted.
Treasurer’s Report:

Upon a motion from Mr. Stone, seconded by Mrs. Guimard, the Board voted 11-0-0 to accept the Treasurer’s Report for investment activity for the period ending September 30, 2002, as submitted.

Approval of Minutes:

Upon a motion from Mr. Walko, seconded by Mrs. Gardner, the Board voted 11-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of September 18, 2002, as amended.

Officer’s Report:

Mr. Tesei reported on a meeting held with Sandy Waters, Chair of the Board of Education, to review the budget process and discuss preliminary budget projections.

He also reported visiting both Glenville Elementary and Western Middle Schools. He noted the need to upgrade the WMS auditorium and address flaws in classroom configuration at Glenville.

CALENDAR – Budget Cycle:
The calendar for the budget process for FY04 was discussed. The proposed schedule is included below; but it was agreed that there would be further discussion, particularly regarding the number of daytime meetings.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TOPIC</th>
<th>TIME</th>
</tr>
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<tbody>
<tr>
<td>31-Jan-03</td>
<td>FRI</td>
<td>DISTRIBUTE BUDGET MATERIAL</td>
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<tr>
<td>1-Feb-03</td>
<td>SAT</td>
<td>WEEKEND</td>
<td></td>
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<tr>
<td>2-Feb-03</td>
<td>SUN</td>
<td>WEEKEND</td>
<td></td>
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<tr>
<td>3-Feb-03</td>
<td>MON</td>
<td></td>
<td></td>
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<tr>
<td>4-Feb-03</td>
<td>TUES</td>
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<tr>
<td>5-Feb-03</td>
<td>WED</td>
<td>SELECTMAN’S PRESENTATION OF BUDGET</td>
<td>6:30 P.M.</td>
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<td>6-Feb-03</td>
<td>THUR</td>
<td>FIRST DAY FINANCE OVERVIEW(AM), FIXED CHARGES AND CAPITAL BUDGET (HR Committee to meet at 6:30 PM)</td>
<td>9:00 A.M.</td>
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<td>7-Feb-03</td>
<td>FRI</td>
<td>DEPARTMENTAL REVIEWS</td>
<td>9:00 A.M.</td>
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<td>8-Feb-03</td>
<td>SAT</td>
<td>WEEKEND</td>
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<tr>
<td>9-Feb-03</td>
<td>SUN</td>
<td>WEEKEND</td>
<td></td>
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<tr>
<td>10-Feb-03</td>
<td>MON</td>
<td>DEPARTMENTAL REVIEWS-DAY TWO</td>
<td>9:00 A.M.</td>
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<tr>
<td>11-Feb-03</td>
<td>TUES</td>
<td>BOARD OF EDUCATION BUDGET AT HAVEMEYER (Budget Comm to Meet at 5PM)</td>
<td>6:00 P.M.</td>
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<tr>
<td>12-Feb-03</td>
<td>WED</td>
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<tr>
<td>13-Feb-03</td>
<td>THUR</td>
<td>PUBLIC HEARING NIGHT</td>
<td>6:30 P.M.</td>
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<td>14-Feb-03</td>
<td>FRI</td>
<td>CONSOLIDATION DAY</td>
<td>9:00 A.M.</td>
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<td>15-Feb-03</td>
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<td>WEEKEND</td>
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<td>16-Feb-03</td>
<td>SUN</td>
<td>WEEKEND</td>
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<tr>
<td>17-Feb-03</td>
<td>MON</td>
<td>PRESIDENTIAL DAY HOLIDAY</td>
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<tr>
<td>18-Feb-03</td>
<td>TUES</td>
<td>BET MEETING</td>
<td>8:00 P.M.</td>
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<td>19-Feb-03</td>
<td>WED</td>
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<td>20-Feb-03</td>
<td>THUR</td>
<td>DECISION DAY ONE</td>
<td>9:00 A.M.</td>
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<td>21-Feb-03</td>
<td>FRI</td>
<td>DECISION DAY TWO(IF NEEDED)</td>
<td>9:00 A.M.</td>
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<tr>
<td>22-Feb-03</td>
<td>SAT</td>
<td>WEEKEND</td>
<td></td>
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Upon a motion from Mrs. Gardner, seconded by Mrs. Burnett, the Board voted 10-1-0 to approve the full BET public hearing schedule as proposed. Mr. Krumeich opposed, noting past practice of deliberating and voting on the same night as the public hearing, thus permitting members of the public present at the hearing to witness the deliberations and voting.

The Budget Committee will review its February schedule again at its November meeting.

There being no further business before the Board, upon motion from Mr. Walko, seconded by Mrs. Gardner, the regular meeting of the Board of Estimate and Taxation was adjourned at 10:10 PM.

________________________________________
Charnel K. Benner, Recording Secretary

________________________________________
Peter J. Tesei, Chairman

________________________________________
Val P. Storms, Clerk of the Board