

1. BET Law Comm Webinar Agenda

Documents:

[BET\\_LAW\\_COMM\\_AGENDA\\_11-09-2020.PDF](#)

2. BET Law Comm. Meeting Packet

Documents:

[BET\\_LAW\\_COMM\\_MEETING\\_PACKET\\_11-10-2020.PDF](#)



**BET LAW COMMITTEE  
Regular Meeting**

**Tuesday, November 10, 2020 - 3:00 P.M.**

**Meeting**

Join Zoom Meeting

<https://greenwichct.zoom.us/j/81954603825?pwd=V2lPZ1lRY0NZRlpkSHFMZzIWWFQyQT09>

Meeting ID: 819 5460 3825

Passcode: 1276575

Telephone: US: +1 646 518 9805

Meeting ID: 819 5460 3825

Passcode: 1276575

One tap mobile

+16465189805,,81954603825#,,0#,,1276575# US

**AGENDA**

1. Executive Session to Discuss Pending Litigation
2. Old Business
  - COVID19 Update
3. New Business
  - Review and approval of draft resolution for acceptance of COVID19 funds under the CARES Act
  - Budget Resolutions Relating to Human Resources
4. Approval of BET Law Committee Meeting Minutes of September 14, 2020  
Approval of BET Law Committee Meeting Minutes of October 14, 2020
5. Adjournment

Next Meeting – Wednesday, December 10, 2020, at 3 PM either a virtual meeting or in the Law Department Conference Room, 1st Floor, Town Hall.

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.*



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**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
LAW COMMITTEE MEETING  
MINUTES**

Tuesday, September 14, 2020  
Regular Meeting  
Virtual Meeting Room

Committee: Karen Fassuliotis, Chair; Elizabeth K. Krumeich

Law: Vincent Marino, Town Attorney; Aamina Ahmed, Assistant Town Attorney

BET: Laura Erickson; Miriam Kruezer

The Chair called the meeting to order at 3:00 PM.

**1. Executive Session of Pending Cases in Litigation**

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted unanimously to go into Executive Session at 3:03 PM to discuss pending cases in litigation. Motion carried.

The Committee entered into an Executive Session.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 2-0-0 to come out of Executive Session at 3:30 PM. Motion carried.

The Committee exited the Executive Session.

**2. Old Business - Law Department – COVID-19 Update**

The Town Attorney updated the Committee on the COVID-19 restrictions with the reopening in Town Hall. Attorney Marino noted that Town Hall was re-opened on June 1, 2020 and the public is allowed to enter the building by appointment only. Some individuals continue to work remotely and it has not been problematic for the Department.

**3. New Business**

- Town Policy(ies) with respect to Public Health and HIPAA

Attorney Ahmed informed the Committee that Caroline Baisley, Health Department Director, had forwarded to her a binder of the Health Department polices with respect to public health and HIPAA. Attorney Ahmed will be reviewing the polices and will have a discussion with Ms. Baisley to go through the polices once her review is completed.

○ **Town Policy(ies) regarding Police Body Cameras**

The Town Attorney informed the Committee that he had forwarded the State of Connecticut's Use of Body Worn Cameras Policy adopted by the Connecticut Police Officers Standards and Training Council to Police Chief Heavey. The Town Attorney stated that the policy is comprehensive and recommended that the Greenwich Police Department adopt this going forward.

○ **Budget Resolutions Relating to Human Resources**

The Committee discussed with the Town Attorney the change in personnel in the Police Department reorganization. Questions were raised as to whether or not the reorganization, which was carried out during the summer, was in compliance with the Budget Resolutions. Based on the opinion of the Town Attorney, the Budget Resolutions required prior approval of the BET Human Resources Committee and the full BET. As part of the upcoming FY21-22 budget, the Law Committee will be reviewing the FY21-22 Budget Resolutions relating to the BET authority to approve changes to the Town's table of organization.

**3. Approval of Minutes**

It was agreed that the Committee will defer approval of the July 13, 2020 minutes to the October meeting.

**6. Adjournment**

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 2-0-0 to adjourn the meeting at 3:56 PM. Motion carried.

The next regular meeting of the Law Committee shall take place virtually on Wednesday, October 14, 2020, at 3:00 PM.

Respectfully submitted,



Karen Fassuliotis  
Karen Fassuliotis, BET Law Committee Chair

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
LAW COMMITTEE MEETING  
MINUTES**

Tuesday, October 14, 2020  
Regular Meeting  
Virtual Meeting Room

Committee: Karen Fassuliotis, Chair; Elizabeth K. Krumeich  
Law: Vincent Marino, Town Attorney; Aamina Ahmed, Assistant Town Attorney  
BET: Laura Erickson  
BOE/GPS: Sean O’Keefe, Chief Operating Officer, GPS

The Chair called the meeting to order at 3:05 PM.

**1. Executive Session of Pending Cases in Litigation**

The Committee did not have an executive session.

**2. Old Business - Law Department**

**COVID-19 Update**

The Town Attorney updated the Committee on the Law Department operations under COVID-19 restrictions. The Law Department continues to operate relatively normally. Some staff work remotely and the number working remotely have increased from when COVID-19 restrictions were in place. There are some concerns from office administration on the timing of receiving notifications on COVID-19 updates and the Town Attorney has spoken to the Town Administrator to request more timely notifications.

The budget has been consistent throughout the pandemic and the Law Department is operating with one less attorney. The Town Attorney plans to request an additional attorney in the FY 21-22 budget to allow them to gain institutional knowledge prior to any retirements in the Law Department.

The Town Attorney is planning to shadow special education litigation to get a better understanding of what the issues and reasoning is behind settlements. He is looking at whether there is excess capacity in the Law Department to be able to handle more Board of Education work in-house.

Town Attorney Marino also indicated that he will be having a discussion with the Finance Department to add a “check off box” to assure that any outside counsel contemplated by Town Departments and the Board of Education/Greenwich Public Schools is approved by the Town Attorney prior to an outside counsel being retained on a legal matter.

The Town Attorney also indicated that he is looking to establish a centralized database for town contracts and is working on a procedure to accept digitally-signed contracts. He will be working with the Town's Information Technology Department to assure that cybersecurity protocols are in place.

### **Town Policy(ies) with respect to Public Health and HIPAA – Update**

Attorney Ahmed informed Committee members that she has reviewed the Health Department's policy with respect to HIPAA and she is working with Caroline Baisley, Health Department Director, to update two documents. The Nathaniel Witherell is working with outside consultants to update their policies and procedures.

### **Town Policy(ies) regarding Police Body Cameras – Update**

The Police Department has a 9-page policy for the use of police worn body cameras that was adopted by the State of Connecticut Police Officer Standards and Training Council.

### **Budget Resolutions Relating to Human Resources – Update**

This item was not discussed by the Committee. As part of the upcoming FY21-22 budget, the Law Committee will be reviewing the FY21-22 Budget Resolutions relating to the BET authority to approve changes to the Town's table of organization.

## **3. New Business**

### **Discussion of Risk Fund for FY22**

The Town Attorney indicated that the proposed reduction to the FY21-22 Risk Fund contemplated by the BET Budget Committee should not have an impact since many of the court cases have been pushed back on the court schedule for 2021 and 2022.

### **School Lunch Fund gift to BOE**

Sean O'Keefe gave the Committee a brief overview of the United Way gift to the School Lunch Fund. The gift is not subject to approval by the BET.

## **3. Approval of Minutes**

The Committee took a vote on the Minutes.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 2-0-0 to approve the Minutes of both the July 13, 2020, and September 14, 2020, meetings of the Law Committee, subject to the scrivener's errors that will be corrected,

## **6. Adjournment**

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Committee voted 2-0-0 to adjourn the meeting at 4:15 PM. Motion carried.  
The next regular meeting of the Law Committee shall take place virtually on Monday, November 9, 2020, at 3:00 PM.

Respectfully submitted,

Karen Fassuliotis, BET Law Committee Chair

SUBJECT TO APPROVAL