

## 1. BET Meeting Documents

Documents:

[REVISED\\_BET\\_MEETING\\_AGENDA\\_11-17-03.PDF](#)  
[BET\\_MEETING\\_MINUTES\\_11-17-03.PDF](#)



**REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
MONDAY, NOVEMBER 17, 2003, 8:00 PM  
TOWN HALL MEETING ROOM  
REVISED AGENDA**

1. Call to Order and Pledge of Allegiance
2. 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>	<b><u>Votes</u></b>
SE-1	<b>Selectman</b> P935-57350	<u>\$240,000</u>	Additional Appropriation Settlement of Claims Higgins vs. Arkin SIMON, GARDNER, WALKO, KRUMEICH	11-0-0
SE-2	<b>Selectman</b> P935-57350	<u>\$7,500</u>	Additional Appropriation Settlement of Claims Liu vs. Kordick SIMON, GARDNER, WALKO, KRUMEICH	11-0-0
FL-1	<b>Fleet</b> Z380-59220	<u>\$58,000</u>	Additional Appropriation Replacement of fuel pumps at Indian Field, North St. & two above- Ground tanks at North Street BURNETT, WALKO	11-0-0
P-1	<b>Schools</b> Z6801592-59560	<u>\$70,000</u>	Transfer WMS auditorium renovation STONE, KRUMEICH	11-0-0
TX-1	<b>Tax Collector/Comptroller</b> A139-51450	<u>\$19,500</u>	Additional Appropriation State fees for delinquent MV put on's SIMON, GARDNER	11-0-0
PW-1 (J-1)	<b>Public Works</b> F314-59600-24104	<u>\$153,624</u>	Additional Appropriation/ Acceptance of Grant Asphalt Paving Program BURNETT, WALKO	11-0-0

<b>Number</b>	<b>Department</b>	<b>Amount</b>	<b>Purpose and Committee</b>	<b>Votes</b>
J-2	<b>Public Works</b> K361-59650-20004	<u>\$11,000</u>	Approval to Use Monthly Report of Traffic Control No. Mianus Sewer Construction BURNETT, WALKO	11-0-0
J-3	<b>Public Works</b> Z345-59560-24077	<u>\$115,000</u>	Approval to Use Salt & Sand Storage Facility BURNETT, WALKO	11-0-0

**REGULAR APPLICATIONS**

<b>Number</b>	<b>Department</b>	<b>Amount</b>	<b>Purpose and Committee</b>	<b>Votes</b>
B-1	<b>Police</b> G219-53070 G219-53010 G219-53550	<u>\$108,135</u> \$6,850 \$2,800 \$98,485	New Appropriation/ Addl. Appropriation Data Word Processing Supplies Office Supplies Mechanical Supplies & Small Tools RUTGERS, TESEI	pulled
B-2	<b>Police</b> Z213-59120	<u>\$7,300</u>	Acceptance of Gift 1999 dodge Intrepid Vehicle (seized property) RUTGERS, TESEI	11-0-0
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 to reclassify the position of Administrative Staff Assistant III from salary grade GMEA E (\$30,576 - \$42,224) to Employee Benefits Technician salary grade GMEA B (proposed salary \$49,700)			11-0-0
	Status of Board of Assessment Appeals stipend increase			no vote
	Approval of Employee Health Care Budget Status Report 11-0-0			
5.	Assessor's Report			11-0-0
6.	BET Committee & Liaison Reports			
7.	Chief Financial Officer/Comptroller's Report			11-0-0
8.	Acceptance of Treasurer's Report showing investment portfolio activity for the periods of October 1, 2003 through October 31, 2003 11-0-0			
	Approval of BET minutes for:	Special Meeting of the BET 9/15/03		8-0-3
		Regular Meeting of the BET 10/20/03		11-0-0
9.	Officer's Report			

- | 10.           | <b>OLD BUSINESS</b>   | <b><u>Votes</u></b> |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|---------------|---|---------------------|-------------------------------------|---------------|------------------------------|---------|------|-----------------|-----------|----------|--|--|------------|----------|------------------|--|--|------------|----------|----------------|--|--|------------|----------|-----------------|--|--|------------|---------|-------------------|--|--|--|--|-------------------------------------|--|--|
|               | 1. Revised 2004-2005 Budget Schedule  | 11-0-0              |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 2. Discussion of Policy and Procedure Committee as a standing committee   | 11-0-0              |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
| 11.           | <b>NEW BUSINESS</b>   |                     |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 1. Fiscal 2004 Budget – Transfer of Funds to Department of Human Resources  |                     |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Number</u></th> <th style="text-align: left;"><u>Department</u></th> <th style="text-align: left;"><u>Amount</u></th> <th style="text-align: left;"><u>Purpose and Committee</u></th> <th style="text-align: right;">no vote</th> </tr> </thead> <tbody> <tr> <td>HR-1</td> <td>Human Resources</td> <td>\$110,011</td> <td>Transfer</td> <td></td> </tr> <tr> <td></td> <td>A312-51920</td> <td>\$35,442</td> <td>To/From Highways</td> <td></td> </tr> <tr> <td></td> <td>A361-51920</td> <td>\$58,042</td> <td>To/From Sewers</td> <td></td> </tr> <tr> <td></td> <td>A318-51920</td> <td>\$12,671</td> <td>To/From Parking</td> <td></td> </tr> <tr> <td></td> <td>A351-51920</td> <td>\$3,856</td> <td>To/From Bldg Insp</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>WALKO, GARDNER,<br/>BURNETT, GUIMARD</td> <td></td> </tr> </tbody> </table> | <u>Number</u>       | <u>Department</u>                   | <u>Amount</u> | <u>Purpose and Committee</u> | no vote | HR-1 | Human Resources | \$110,011 | Transfer |  |  | A312-51920 | \$35,442 | To/From Highways |  |  | A361-51920 | \$58,042 | To/From Sewers |  |  | A318-51920 | \$12,671 | To/From Parking |  |  | A351-51920 | \$3,856 | To/From Bldg Insp |  |  |  |  | WALKO, GARDNER,<br>BURNETT, GUIMARD |  |  |
| <u>Number</u> | <u>Department</u>   | <u>Amount</u>       | <u>Purpose and Committee</u>        | no vote       |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
| HR-1          | Human Resources   | \$110,011           | Transfer                            |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | A312-51920  | \$35,442            | To/From Highways                    |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | A361-51920  | \$58,042            | To/From Sewers                      |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | A318-51920  | \$12,671            | To/From Parking                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | A351-51920  | \$3,856             | To/From Bldg Insp                   |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               |   |                     | WALKO, GARDNER,<br>BURNETT, GUIMARD |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 2. Distribution of Evaluation forms for Assessor and Comptroller – Return Date 12-15-03   | no vote             |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 3. Audit Committee Parking Violations Citations past due in 11-0-0 excess of one year – Resolution  |                     |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 4. Acceptance of resignation from Jim Lash, effective November 30, 2003   | 11-0-0              |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
|               | 5. Appointment to fill vacancy  | 11-0-0              |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |
| 12.           | Adjournment   | 11-0-0              |                                     |               |                              |         |      |                 |           |          |  |  |            |          |                  |  |  |            |          |                |  |  |            |          |                 |  |  |            |         |                   |  |  |  |  |                                     |  |  |

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Peter J. Tesei, Chairman

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, November 17, 2003, in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 8:09 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  
Laurence B. Simon  
Robert S. Stone  
Stephen G. Walko

Absent: Alma Rutgers

Staff: Edward Gomeau, Comptroller; Roland Gieger, Finance Department; John Wetmore, Law Department; Ted Gwartney, Bob Shipman, Assessor's Office; Marcos Madrid, Public Works; Al Cava, Maureen Kast, Bernadette Welch, Human Resources; Lt. Kordick, Sgt. Chila, Police Department; Joe Siciliano, Parks & Recreation

Other: Richard Bergstresser, First Selectman; Penny Monahan, Selectman; Tom Heagney, Michael Mason, Peter Berg, Brian Spille

Mr. Tesei recognized the contributions of the First Selectman, Richard Bergstresser, who has been a regular attendant at BET meetings. He wished him and his wife the very best for the future.

**ROUTINE APPLICATIONS:**

SE-1 SELECTMAN – Additional Appropriation - \$240,000

Request for additional appropriation:  
\$240,000 to P935-57350 Settlement of Claims  
\$240,000 from Risk Fund Balance

SE-2 SELECTMAN – Additional Appropriation - \$7,500

Request for additional appropriation:

\$7,500	to	P935-57350	Settlement of Claims
\$7,500	from		Risk Fund Balance

FL-1 FLEET – New Appropriation - \$58,000

Request for new appropriation:

\$58,000	to	Z380-59220	Replacement of fuel pumps at Indian Field and North Street and two above-ground tanks at North Street
\$58,000	from		Capital and Non-Recurring Fund Balance

The Fleet Department is requesting a new automated fueling software system as a capital item for fiscal year 2004-2005. Normally, new fueling pumps would be installed as part of this software change. The current pumps in use are extremely problematic and deteriorating; the manufacturer is no longer in business; and repairs can only be done by cannibalizing pumps that are no longer utilized.

Therefore, new fueling pumps are needed at this time. In addition, two below-ground storage tanks at Board of Education North Street facility need to be replaced with above-ground tanks to ensure compliance with the EPA.

P-1 Mr. Mazza's motion, seconded by Ms. Guimard, to consider P-1, a \$70,000 appropriation for the Western Middle School auditorium, with regular rather than routine applications was passed unanimously.

TX-1 TAX COLLECTOR/COMPTROLLER – Additional Appropriation - \$19,500

Request for additional appropriation:

\$19,500	to	A139-51450	State Fees for Delinquent MV Accounts
\$19,500	from		Contingency

Legislation was passed by the General Assembly in August 2003 requiring municipalities pay a fee (fifty cents) for each delinquent motor vehicle account that they report to the Department of Motor Vehicles.

PW-1 PUBLIC WORKS – New Appropriation - \$153,624

(J-1)

Request for new appropriation:

\$153,624	to	F314-59600-24104	Asphalt Paving Program
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This request is to accept a grant of \$153,624 to perform asphalt paving on Town roads. These are grant monies provided to Greenwich under the State Town Aid Grant in semi-annual installments of \$76,812. The second installment is expected in January 2004.

J-2 PUBLIC WORKS – Approval to Use - \$11,000

Request to release:

\$11,000 to K361-59650-20004 North Mianus Sewer  
Construction

This request covers traffic control funds for December 2003.

J-3 PUBLIC WORKS – Approval to Use - \$115,000

Request to release:

\$115,000 to Z345-59560-24077 Salt and Sand Storage  
Facility

This request is to release funds for construction of a temporary salt and sand storage facility at the Holly Hill Transfer Station.

Upon a motion by Ms. Storms, seconded by Mr. Lash, the Board voted 11-0-0 to approve the routine applications.

**REGULAR APPLICATIONS:**

B-1 POLICE – New Appropriation - \$108,135

Request for new appropriations:

\$ 6,850 to G219-53070 Data Word Proc. Supplies  
\$ 2,800 to G219-53010 Office Supplies  
\$98,485 to G219-53550 Mechanical Supplies &  
Small Tools  
\$108,135 from Parking Fund

Mr. Lash noted that this item was rejected by the BET Budget Committee as there was no obvious reason to upgrade these parking meters. This item was not moved.

B-2 POLICE – Acceptance of Award by Court - \$7,500

Request to accept an award by court:

\$7,300 to F213-9120 1999 Dodge Sedan  
\$7,300 from Grant

This vehicle is part of an inventory of property seized in connection with a criminal case in June 2002. Because the owner was not identified, the court has awarded the car to the Greenwich Police Department. This car will be used in the Fleet Department's car pool and will not be replaced when it is no longer functional.

Upon a motion by Mr. Lash, seconded by Ms. Storms, the Board voted 11-0-0 to accept the award by the court of the 1999 Dodge sedan.

P-1 SCHOOLS – New Appropriation - \$70,000

Request for new appropriation:

\$70,000	to	Z6801592-5956023170	WMS Auditorium
\$70,000	from		Capital Reserve Fund

In order for the renovation of the Western Middle School auditorium to be completed, a revised floor system had to be developed, unanticipated asbestos monitoring and special inspections were necessary, and orchestra pit lighting, stage curtains, and additional contingency are being added. The project is expected to be completed by November 27, 2003.

A discussion ensued concerning the authority of the BET to approve these funds to be transferred without RTM approval. Mr. Wetmore, Town Attorney, asked Mr. Gieger to confirm which account the funds were originally appropriated from. Mr. Gieger confirmed that the project was funded from the Capital and Non-Recurring Fund. That being the case, this item should go before the RTM for approval in December.

Ms. Storms had consulted with Mr. Wetmore, Town Attorney, prior to moving this item. The issue of transferring money from one capital account to another is still not settled and will be reviewed by the BET's Policy and Procedure Committee and Law Committee.

Upon a motion from Ms. Storms, seconded by Mr. Lash, the Board voted 11-0-0 to approve the application as a new appropriation.

**HUMAN RESOURCES COMMITTEE ACTIONS AND REPORT:**

*Parks and Recreation – Manager of Golf Course Operations – M/C-4 (\$61,242 - \$82,856)*

Request to reclassify the position of Manager of Golf Course Operations M/C-4 (\$61,242 - \$82,856) to M/C-5 (\$66,576 - \$90,073) with a proposed salary of \$78,324 (mid-point) effective July 1, 2003.

Mr. Walko stated that this item came before the HR Committee in September and was postponed at that time. Mr. Siciliano, Parks and Recreation, commented that the Manager of Golf Course Operations has one LIUNA C position that reports to him that has a salary of \$62,099.



Upon a motion from Mr. Walko, seconded by Mr. Lash, the Board voted 11-0-0 to approve the request to reclassify the position of Manager of Golf Course Operations to M/C-4 (\$61,242 - \$82,856) to M/C-5 (\$66,576 - \$90,073) with a proposed salary of \$78,324 (midpoint) effective July 1, 2003.

Board of Education – Administrative Staff Assistant III – GMEA G-E (\$30,576 - \$42,224)

Request to reclassify the position of Administrative Staff Assistant III from salary grade GMEA G-E (\$30,576 - \$42,224) to Employee Benefits Technician salary grade GMEA G-B (\$41,748 - \$57,652) with a proposed salary of \$49,700 (midpoint).

In an effort to consolidate services and provide prompt and efficient benefits information services, it is proposed that the Town Hall Human Resources Department will assume responsibility for all employees' healthcare benefits including those for Board of Education employees.

In order for the Human Resources Department to assume the additional workload, an additional benefits employee is required by the Town. The Board of Education is proposing that a currently vacant position be restructured and transferred from the Board of Education's table of organization to that of the Town's in order to incorporate the duties of an additional benefits technician. This position would be physically located in Human Resources (Town Hall) and paid through the Board of Education accounts for the remainder of the current fiscal year. Effective July 1, 2004 the position would be in the Human Resources budget. No additional headcount is needed. The two benefits technicians will be cross-trained to cover each other's positions when needed. The GMEA is supportive of this upgrade. When the position is filled, a more detailed job description regarding 401(k) paperwork will be created.

Upon a motion from Mr. Walko, seconded by Ms. Burnett, the Board voted 11-0-0 to approve the request to reclassify the position of Administrative Staff Assistant III to salary grade GMEA G-B (salary range \$41,748 - \$57,652) at a salary of \$49,700 (mid-point) effective immediately upon filling the position.

At this time, Mr. Tesei welcomed the Town's new Director of Human Resources, Maureen Kast, to the meeting.

Status of Board of Assessment Appeals Stipend

Mr. Walko stated that the last resolution on this issue occurred on June 21, 1993. The HR Committee will review this item at the December 6, 2003 meeting and will then make a recommendation to the Board. Further details are needed in order to make a decision. Mr. Stone noted that, based on comparative data, the requested increase is out of line. Mr. Gwartney noted that the next revaluation year is 2005, with hearings in February 2005. Mr. Walko will report on the final outcome at the December BET meeting.

### **APPROVAL OF HEALTHCARE BUDGET STATUS REPORT:**

Mr. Cava, Human Resources, commented that the CIGNA run out will be within the budget. The Human Resources Department has completed open enrollment and will be using these numbers to set the budget. Anthem is continuing to add more Greenwich physicians to the network.

Mr. Simon noted that approximately \$500,000 per year are funds unaccounted for (approximately \$40,000 per month) and requested that the numbers be reconciled.

Mr. Walko noted that Mr. Carew, Ovation Benefits Group, gave an update on the Town's health benefits to the HR Committee. The agenda included historical trends, utilization and cost analysis, network update, RX update, CIGNA run out, and recommended strategies. Mr. Cava will give a copy of the presentation to each Board member.

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 11-0-0 to accept the healthcare report as submitted.

### **ASSESSOR'S REPORT:**

Mr. Tesei noted that several neighborhood associations are funding an analysis of market evaluations, appraisal styles, models, and the like that were used in the last revaluation. The good cooperation of Mr. Gwartney and his staff was commented upon. It is expected that a number of recommendations will emerge from this study.

Ms. Storms asked about the amount of revaluation assistance that will be needed. Mr. Gwartney will discuss this with the Capital Improvement Committee. The last revaluation was treated as a Capital Project. Mr. Gwartney has prepared an estimate of what needs to be contracted out.

Mr. Simon inquired about the MUNIS system. Mr. Gwartney commented that his staff is working with MUNIS on reports, and only one requested report has not been delivered.

Upon a motion from Mr. Simon, seconded by Mr. Lash, the Board voted 11-0-0 to accept the Assessor's Report as submitted.

### **BET Committee/Liaison Reports:**

#### **Policy and Procedure Committee – J. Gardner**

Ms. Gardner noted that the committee is awaiting the return of the risk management policies and procedures from the Law Department. A review of the current budget process resulting from the charter change will be taken up at the next committee meeting.

Law Committee – S. Walko

The Law Committee is anticipating outside counsel's opinion regarding the Pay Plan in December. The committee is also reviewing the BET election process (six possible scenarios) and will present at the December meeting.

Audit Committee – R. Stone

Mr. Stone noted that the Treasurer's Report that was submitted to the Audit Committee had only one account with an outstanding balance. The committee accepted Mr. Lalli's report on the internal audit of the limited scope review of parking violations and meter collections. The report established that there is approximately \$560,000 in outstanding parking ticket debt. The committee has therefore created a proposal to direct the Comptroller to seek approval to investigate the hiring of an outside collection agency for this debt.

The Nathaniel Witherell – Mr. Simon

Mr. Simon noted that the next meeting is scheduled for December 2, 2003 for the state and the Town to continue discussions on the Certificate of Need.

**COMPTROLLER'S REPORT:**

Mr. Gomeau confirmed for Mr. Simon that the missing documentation from The Nathaniel Witherell Certificate of Need material has been located.

Mr. Mazza inquired about the Sewer Project \$2 million in bonds and what should be done if the project exceeds the contracted amount. The funds can be appropriated if under \$1 million. Mr. Stone commented that the bonds are issued in the dollar amount approved by the RTM.

Mr. Tesei thanked Mr. Gomeau for his diligence, as the Town of Greenwich will be receiving a Certificate of Excellence Award for Financial Reporting.

Upon a motion from Mr. Walko, seconded by Ms. Storms, the Board voted 11-0-0 to accept the Comptroller's report as submitted.

**TREASURER'S REPORT:**

Mr. Stone reported that the \$100,000 increase in the monthly contribution to the OPEB Vanguard Fund started in October. It was noted that Vanguard's performance for the month of October was up approximately 14%. Ms. Guimard requested that the Town's portfolio report be more specific and will discuss it further with Mr. Stone.

Upon a motion from Mr. Stone, seconded by Ms. Guimard, the Board voted 11-0-0 to accept the Treasurer's Report for investment activity for the period of October 1, 2003 through October 31, 2003.

### **APPROVAL OF MINUTES:**

Upon a motion from Ms. Storms, seconded by Mr. Simon, the Board voted 8-0-3 to approve the minutes of the special meeting of the Board of Estimate and Taxation of September 15, 2003. The members abstaining were absent from the meeting.

Upon a motion from Ms. Burnett, seconded by Ms. Storms, the Board voted 11-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of October 20, 2003.

### **OFFICER'S REPORT:**

Mr. Tesei reported that he attended a meeting on October 21, 2003 regarding the severance agreement review process. The attendees discussed severance agreements initiated and executed and what power the appointing authorities have under the charter. Mr. Cava submitted a recap to the committee listing all executed severances. The committee will continue its work after the new administration is in place.

On November 5, 2003 the Board of Education held a meeting to communicate to parents and teachers options for addressing short-term environmental concerns at Hamilton Avenue School. On December 9, 2003 administrators will present an update on the situation.

Mr. Tesei will meet with Dr. Leverett, Superintendent of Schools, to discuss the upcoming budget process. Mr. Lash also noted that he met with Dr. Leverett and urged him to consider a search, prior to the budget cycle, for a construction management firm to oversee the upcoming capital projects.

Mr. Tesei noted that, as the Board is coming to the end of this term, a new minority party representative must be designated (refer to p. 30 of the BET Hand Book) to replace Mr. Mazza.

### **OLD BUSINESS:**

#### 2004-2005 Budget Schedule

One change on February 27, 2004 to a 9:00 AM start time was noted.

#### Discussion of the Policy & Procedure Committee

Mr. Krumeich proposed a motion that the ad hoc Policy and Procedure Committee be made a standing committee of the Board of Estimate and Taxation. The structure and responsibility of the committee are described as:

Four members (two from each party) shall be appointed biennially at the January organizational meeting of the Board by the Chairman of the Board of Estimate and Taxation. The Chairman will designate one such appointee from the majority party as the chair of the Committee. The Committee shall have the responsibility for developing and preparing the policies and procedures of the BET. These policies, adopted by the full BET, constitute the governing principles by which the Board oversees the financial affairs of the Town of Greenwich. Each policy shall be accompanied by a statement of authority, citing relevant state statute and/or Town Charter, with the procedures by which the policy shall be put into effect. The Committee shall maintain a BET Policy and Procedure manual.

The Committee shall consider all matters concerning policies, procedures, and rules only at the request of the BET. Adoption of any policy requires a majority vote of the BET. Each policy adopted by the BET shall supercede all previous memoranda, circulars, precedents, and the like, on that issue.

Upon a motion by Mr. Krumeich, seconded by Ms. Gardner, the Board voted 11-0-0 to approve the Policy and Procedure Committee as a standing committee of the Board of Estimate and Taxation.

**NEW BUSINESS:**

HR-1 HUMAN RESOURCES – Transfer - \$110,011

A request to transfer the savings from various Public Works departments to the Human Resources Department to partially offset the negative amount of \$743,368 in the 2003/2004 budget (the 100 account).

\$110,011	to	A109-51070	Tranf. Vacancy Savings to HR
\$ 35,442	from	A312-51920	Transf to/from Highways
\$ 58,042	from	J361-51920	Transf to/from Sewers
\$ 12,671	from	G318-51920	Transf to/from Parking
\$ 3,856	from	A351-51920	Transf to/from Bldg. Insp.

This is one-time savings from the salaries of open positions. All 15 positions are expected to be filled. Mr. Bergstresser acknowledged that expected savings of \$743,368 have not been reached yet, and that approximately \$200,000 in savings in other open positions had to be used to offset part-time temporary position charges.

Distribution of Evaluation Forms

Ms. Kast, Director of Human Resources, distributed evaluation forms for the Assessor and Comptroller to the Board. Each Board member is to complete the forms and submit to Mr. Tesei by December 15, 2003 for compilation. Ms. Kast will also e-mail the forms to the Board for their convenience.

Audit Committee Parking Violation Citations Resolution

Mr. Stone proposed the following motion:

Whereas the October 17, 2003 report concerning parking violations and collections by Internal Audit reflected that as of May 31, 2003 the accounts receivable for parking violations more than one year past due exceeded \$560,000 and whereas such receivables appear to be increasing at a rate exceeding \$100,000 per year, and whereas the Town does not currently employ a firm to pursue collection of such receivables on a contingency basis, now therefore, as recommended by the Audit Committee, we direct the Comptroller to explore retention of a firm to provide this service.

Upon a motion from Mr. Stone, seconded by Ms. Guimard, the Board voted 11-0-0 to direct the Comptroller to explore retention of a collection agency for the parking violation and collections exceeding one year in age.

Resignation of Mr. Lash

Mr. Tesei expressed appreciation for Mr. Lash's four-year contribution to the Board and accepted his resignation effective November 30, 2003.

Ms. Storms made a motion to appoint Michael Mason as a replacement for Mr. Lash effective December 1, 2003.

Upon a motion from Ms. Storms, seconded by Mr. Walko, the Board voted 11-0-0 to appoint Mr. Mason as a replacement for Mr. Lash effective December 1, 2003.

There being no further business before the Board, the meeting adjourned at 10:18 PM.

Respectfully submitted,

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Jennifer Sargeant, Recording Secretary

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Peter J. Tesei, Chairman

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Valeria P. Storms, Clerk of the Board