1. BET Meeting Documents

Documents:

BET_MEETING AGENDA_11-18-02.PDF
BET_MEETING_MINUTES_11-18-02.PDF
MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
MONDAY, NOVEMBER 18, 2002
TOWN HALL MEETING ROOM - 8:00 PM
AGENDA

1. Call to Order and Pledge of Allegiance

2. Consideration of Applications:

ROUTINE APPLICATIONS

<table>
<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Community Development</td>
<td>$84,050</td>
<td>Transfer</td>
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<tr>
<td></td>
<td>Diamond Hill Comm Service Corp.</td>
<td></td>
<td>Renovations and upgrades</td>
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<tr>
<td></td>
<td>Q19702 5990 22230</td>
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<td>RUTGERS, STORMS</td>
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<tr>
<td>L-1</td>
<td>Health</td>
<td>$10,286</td>
<td>New Appropriations, Approval to accept Health Ed/Risk Reduction Grant Funding</td>
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<td></td>
<td>Special Projects</td>
<td>$8,475</td>
<td>RUTGERS, STORMS</td>
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<td></td>
<td>Prof. &amp; Other Spec. Services</td>
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<td></td>
<td>#A406-51490</td>
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<tr>
<td></td>
<td>Advert &amp; Public Notices</td>
<td>$650</td>
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<td>A406-52010</td>
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<td>Postage</td>
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<td>A406-52150</td>
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<td>Office Supplies</td>
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<td></td>
<td>Med, Surg &amp; Lab Supplies</td>
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<td>#A406-53250</td>
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<td>L-2</td>
<td>Health</td>
<td>$17,439.84</td>
<td>New Appropriations, Approval to accept Grant Funding for Bioterrorism</td>
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<td></td>
<td>Special Projects</td>
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<td>Accept funding from CDC to upgrade</td>
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<td>Temp Services-GPP</td>
<td>$13,951.87</td>
<td>preparedness for &amp; response to bioterrorism,</td>
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<tr>
<td></td>
<td>#A4031-51300</td>
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<td>other outbreaks of infectious disease &amp;</td>
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<tr>
<td></td>
<td>Tuition Payments</td>
<td>$3,487.97</td>
<td>other public health threats &amp; emergencies</td>
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<td></td>
<td>#A4031-52090</td>
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<td>RUTGERS, STORMS</td>
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<td>T-1</td>
<td>Planning &amp; Zoning</td>
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<td>Approval to accept 2 Grants</td>
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<td>Land Use</td>
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<td>2 grants from CT DEP – Office of LI Sound</td>
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<td>Consulting, Research, Surveys</td>
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<td>for coastal waterfront public access &amp; for</td>
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<tr>
<td></td>
<td>#A171-51440</td>
<td></td>
<td>coastal waterfront public access &amp; design</td>
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<td></td>
<td></td>
<td>specifications &amp; review of waterfront</td>
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<td></td>
<td></td>
<td>business zones. Also to study up-stream</td>
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<td>storm water pollution sources in watersheds</td>
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<td>draining to LI Sound. SIMON, GARDNER</td>
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REGULAR APPLICATIONS

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<thead>
<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
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<tr>
<td>E-1</td>
<td>Parks &amp; Recreation</td>
<td>$1,250,000</td>
<td>Loan – Improve drainage at the golf course</td>
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<td>Griffith E. Harris Golf Course</td>
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<td>BURNETT, GARDNER</td>
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3. Human Resources Committee Actions & Report:
   - Report on M/C Compensation Plan
   - Employee Health Care Budget Status Report

4. Assessor’s Report

5. BET Committee & Liaison Reports

6. Chief Financial Officer/Comptroller’s Report

7. Acceptance of Treasurer’s Report showing investment portfolio activity for the periods of October 1, 2002 through October 31, 2002

8. Approval of BET minutes for: October 21, 2002

9. Officer’s Report

10. OLD BUSINESS:
    Discussion of Charter Amendments to Article 11, Public Parking – Frank Mazza

    BET Policy/Procedure Committee:
    - 1st Reading - Retention of Independent Auditors
    - 1st Reading - Encumbrance Policy
      Preview – Use of Auditor Engaged to Certify Accuracy & Fairness of the Town’s Financial Statements
      Preview – Risk Management

    Approval of BET Meetings for Budget Calendar for 2003

11. Adjournment

*A Special BET Meeting / Public Hearing is scheduled for Monday, December 2, 2002 at 6:30 PM in the Town Hall Meeting Room for the purpose of approving an additional appropriation and Bond Resolution for the North Mianus Sewer Project.

Pursuant to Town Charter, Section 245, the BET must provide 10-day notice of public hearing on such appropriation in a local newspaper with circulation in the Town.

This meeting was not able to be scheduled until the amendments to the project were approved by the Planning and Zoning Commission and the Budget Committee of the BET. These approvals were granted on Tuesday, November 12, 2002.

______________________________
Peter J. Tesei, Chairman

CBET Agenda 11 18 -02
MINUTES of the Regular Meeting of the Board of Estimate and Taxation

The Chairman, Peter J. Tesei, called the meeting to order at 8:00 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
Edward T. Krumeich, Jr.
Frank E. Mazza
Alma Rutgers
Laurence B. Simon
Robert S. Stone
Stephen G. Walko

Absent: Kathryn Guimard

Staff: Edward Gomeau and Roland Gieger: Finance Department
      Alfred Cava: Human Resources Department

Other: Richard Bergstresser, Penny Monahan: Office of the Selectman

ROUTINE APPLICATIONS:

A-1 COMMUNITY DEVELOPMENT – Transfer - $84,050
Renovation of and improvements to Diamond Hill Community Service Corp. facility

Request to transfer:
$84,050 from Q19702-5990-22243 Contingency
$84,050 to Q19702-5990-22230 Diamond Hill Comm’ty. Svc. Corp.

Request for additional funds to complete renovation and facility upgrade currently in progress. Funds to be utilized to replace windows, install new gutters, and upgrade quality of cabinetry in six kitchens and eight bathrooms.

L-1 HEALTH – New Appropriation/Approval to Accept Grant - $10,286
Request for approval to accept HERR health education/risk reduction funding for 2002-2003 fiscal year.

Request for new appropriation:
$ 10,286 from HERR Grant – DPH Log 2003-106
$  8,475 to A406-51490 Professional and Other Special Svcs.
$   650 to A406-52010 Advertising and Public Notices
L-2  HEALTH – New Appropriation/Approval to Accept Grant - $17,439.84
Request for approval to accept a grant from the Center for Disease Control and Prevention through the State of CT DPH to upgrade local preparedness for and response to bioterrorism.

Request for new appropriation:

$17,439.84 from Grant – LOG 2002 – 404
$13,951.87 to A4031-51300 Temporary Services – GPP
$3,487.97 to A4031-52090 Tuition Payments

The State of Connecticut received a grant of $12MM, of which $3MM was available for distribution to Connecticut municipalities.

T-1  PLANNING & ZONING - New Appropriation/Approval to Accept Two Grants - $45,965
Request for approval to accept two grants from CT DEP, Office of Long Island Sound Programs.

Request for new appropriation:

$22,715 from OLISP Grant – Coastal Waterfront Public Access Study and Design
$23,250 from OLISP Grant – Upstream Storm Water Pollution Study
$45,965 to A171-51440 Consulting, Research & Surveys

A one-time grant has been awarded to Greenwich for a study of waterfront business zones to help develop standards for public and private access to Long Island Sound. A second one-time grant has also been awarded to study upstream storm water pollution sources in watersheds draining into Long Island Sound, which will be helpful in developing Phase II Storm Water Drainage Regulations. Some matching funds in the form of manpower resources will be provided by the department staff.

Upon a motion from Mrs. Storms, seconded by Mr. Lash, the Board voted 11-0-0 to approve the routine items.

REGULAR APPLICATIONS:

E-1  PARKS & RECREATION – Loan/New Appropriation - $1,250,000
Request for a loan in the amount of $1,100,000 from the Capital Reserve Fund to make improvements in the irrigation system at the Griffith E. Harris Golf Course.
Request for loan and for authorization to spend:

$1,250,000 from Capital Reserve Fund
$1,250,000 to M824-59840 Irrigation System Improvements

The irrigation system at the golf course, which was installed in 1968 and upgraded twice since then, is antiquated, undependable, and highly labor intensive to operate. The golf course proposes to use the loan proceeds of $1,100,000, plus $150,000 from the Unreserved Fund Balance of its Revolving Fund, to replace the existing system. The loan will be repaid from savings in system maintenance, increases in tournament and outing revenue, and increases in membership and utilization fees over a five-year period. Work is scheduled to commence in March 2003.

The repayment schedule will be: $180K in 2003-04, $200K in 2004-05, $220K in 2005-06, $240K in 2006-07, and $260K in 2007-08. The loan will be made, interest free, from and repaid to, the Capital Reserve Fund.

It was noted that in the construction estimate the sum of $644,965.00 for installation includes a contingency of $100,000, which should be recorded as a separate line item.

Upon a motion from Mr. Lash, seconded by Mrs. Burnett, the Board voted 11-0-0 to approve the request for the loan of $1,100,000 plus authorization to spend an additional $150,000 from the Capital Reserve Fund.

**Human Resources Actions:**

**Resignation of Assessor:**

With regret, Mr. Tesei announced the resignation of Mrs. Harriet Gotz, Assessor, effective January 3, 2003. Mr. Tesei appointed an Ad Hoc Search Committee comprised of Messrs. Tesei and Simon and Mms. Storms and Burnett to work with the HR Department during the recruitment process.

Upon a motion by Mr. Lash, seconded by Mr. Walko, the board voted 11-0-0 to discuss the job description and salary range for the position of Assessor.

During the previous search, an executive search firm was engaged. This firm presented 22 candidates, seven of whom were deemed to be acceptable. Of those seven, two withdrew from consideration, and four passed the examination. The Board failed to concur regarding the candidates, and a second search was initiated, bringing the total search process to ten months duration.

For this search, applications will be accepted until January 7, 2003, and a list will be issued on January 29th. It was noted that at present, North Branford, Monroe, and Manchester are also seeking applications for the position of Assessor.

The current job description has been updated to include requirements for expertise needed for new methodologies and software systems used in the functioning of the office, and the change in the Town’s schedule to quadrennial revaluations. Candidates will be required to have CCMA I certification or be required to complete the requirements within two years following hire. CCMA II certification will be required within two years following hire for those candidates having CCMA I
certification or within two years of completion of the CCMA I certification. The requirement for a valid drivers license will not specifically require a Connecticut license.

Upon a motion from Mr. Krumeich, seconded by Mr. Simon, the Board voted 11-0-0 to approve the job description for Assessor as an M/C 7, as amended.

M/C Compensation Plan –
Mr. Walko summarized the meeting held on November 7, 2002, wherein the HR Committee rejected the recommendations of the M/C Compensation Study recently completed by the Hay Group. In summarizing the view of the committee, Mr. Walko read from the remarks he presented to the HR Committee at that meeting as follows:

“What is the goal and objective of the BET HR Committee regarding the compensation of all M/C employees? The goal simply stated is: To compensate all M/C employees based upon the worth of the position, taking into consideration market values, and consistent with the idea that TOG M/C employees should be expected to perform at the highest level and when they do, they should be compensated in kind. In other words, the TOG should expect the best and when those expectations are met, M/C employees should expect the best in return.”

“Based upon that goal and objective, the discussion then turns to the threshold question of whether the instant application or Hay Study gets the TOG closer to our stated goal. It is not apparent that the instant application is consistent with our goal.”

Employee Health Care Budget Status Report -
Mr. Cava updated the Board on claims experience vs. budget, indicating that claims experience trends vs. budget has continued to improve.

He indicated that an analysis of Board of Education medical premiums, credits being applied, and their administration is currently underway, with results expected soon. He also indicated that six “grandfathered” employees had been identified who are being charged approximately 30% less than that levied against comparable employees. The issue of whether ‘double credits’ were being applied, and also a reconciliation of apparent data inconsistencies with regard to data provided to and received from USI regarding premiums to be charged is underway.

The Town has entered into an agreement with CareMark, a coalition of 140,000 members organized to reduce pharmacy expenses. Discounts on brand and generic drugs will be available immediately. Credits for purchase of formulary drugs, although not included in our current plan description, will be made available after 180 days.

The medical claims audit has been completed. CIGNA is issuing a credit for $37,000 for claims overpayment but is disputing an additional $69,000 claim for overcharging of assistant surgeon fees. An additional $105,000 in claims paid, which erroneously indicated that the Town was primary to Medicare, is being pursued.

An RFP for medical claims administration will be issued shortly by the HR Department.
Mr. Simon recommended that an audit of administrators be performed on a routine, rotating basis and requested the Audit Committee look into developing a schedule to implement this recommendation. He noted apparent discrepancies in premium amounts charged to Board of Education and Town retirees and inconsistencies in credits being applied.

Mr. Cava indicated that CIGNA will be providing a file containing all data pertaining to dependents, which will be loaded into MUNIS to populate those data fields.

**Assessor’s Report:**
Mrs. Gotz reported that processing of the Supplemental Motor Vehicle Grand List bills in MUNIS for the first time is underway with an anticipated completion date of December 31, 2003. If the processing of the Grand List does not proceed as expected, a one-month extension will be requested from the First Selectman to February 28, 2003.

Mrs. Gotz recommended that the Board include New York City within its search for a new Assessor. She requested an exit interview.

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

**BET Committee/Liaison Reports:**

*Budget Committee – Mr. Lash –*
Mr. Lash reviewed the role of liaisons in the budget process, noting that their responsibilities include meeting with departments to assure that they understand the budget guidelines. The liaisons should discuss with them any changes in departmental services or any other noteworthy issues. Mr. Lash requested that written comments, recommendations, and observations by the liaisons be submitted to the Budget Committee to help with budget reviews.

The budget sessions scheduled for 2/6/03 and 2/10/03 have been rescheduled from 9:00 AM to 1:00 PM.

*Audit Committee – Mr. Stone –*
Mr. Stone reported that at its 11/13 meeting, the committee reviewed the procedures employed by the Police Department for assigning personnel to traffic control at Town construction projects, and for estimating the cost of such anticipated assignments. It was determined that Police Department input is not formally sought and therefore frequently not included in the initial requests for funding.

The internal auditor has reviewed Police Department adherence to policies affecting assignment of overtime personnel to DPW projects and reported no adverse findings. The committee has requested clarification from the Town Attorney regarding possible regulatory and contractual constraints that could affect changes the Town might wish to make regarding the use of non-uniformed personnel for traffic control, as well as possible changes to existing Police Department assignment procedures for such activities.

Concerning the Mianus West Sewer Project, DPW has agreed to provide monthly reports in the more detailed format and on a schedule requested by the committee.
A special meeting of the committee has been called for December 2, 2002, to review the Mianus West Sewer Project with the project engineer, project manager, and the Commissioner of DPW. The First Selectman has been asked to attend.

The committee reviewed and approved the FY03-05 Internal Audit Plan, after adjusting the scope of one of the activities. Mr. Gomeau recommended that any additional staff support be requested on a project-by-project basis as required, rather than increasing permanent audit staff levels.

Investment Advisory Committee – Mr. Stone -
A meeting will be held on 11/19/02 to interview candidates for investment management of the fixed income segment of the OPEB fund. The committee expects to make their recommendation at the December 2, 2002, special meeting of the BET.

Law Committee – Mr. Krumeich -
In a meeting attended by Messrs. Gomeau, Bergstresser, DeMeo, Walko, and Krumeich an update was provided on the Creamer case, and the AON report on risk management was reviewed. The attorneys, Mr. Gomeau, and Mr. Bergstresser will hold another meeting to discuss approaches the Town may take regarding risk management.

Information Technology – Mr. Simon –
The first meeting of the Technology Steering Committee was held, with nine members representing various areas of the town in attendance. The next meeting will be held on December 6, 2002. The objective of the committee is to make recommendations in time for them to be included in the Capital Improvement Projects prioritization process.

Comptroller’s Report:
Mr. Gomeau reported that McGladry and Pullen has been effective in negotiating a reduction in the IRS penalty for late filing.

He reported that the issue of utilizing an outsourced firm to gather and update individual employee data is still open. Data gathered would verify all existing demographic, dependent, and beneficiary elections. Funding to undertake such an initiative is estimated at $75,000.

Mr. Gomeau reported that a number of initiatives were being considered to extend the length of time employees work for the Town before they retire. Possibilities include contributions to a defined contribution plan following attainment of maximum service credit, and providing service credit for the defined benefit plan after attainment of a particular age. Implementing such initiatives would statistically lower the projected liability of Town retirement programs and save on payroll expenses for new employees, while maintaining the knowledge base of employees who provide valuable experience to the Town.

Upon a motion from Mr. Walko, 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 Mrs. Burnett, seconded by Mrs. Gardner, the Board voted 11-0-0 to accept the Treasurer’s Report for investment activity for the period ending October 31, 2002, as submitted.

**Approval of Minutes:**

Upon a motion from Mrs. Storms, seconded by Mrs. Rutgers, the Board voted 11-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of October 21, 2002, as amended.

Upon a motion from Mrs. Burnett, seconded by Mr. Simon, the Board voted 11-0-0 to approve the minutes of the special meeting of the Board of Estimate and Taxation of September 10, 2002, as submitted.

**Officer’s Report:**

Mr. Tesei requested that members of the Board prepare performance evaluations of Mr. Gomeau on the forms that have been provided by the Human Resources Department. He also encouraged members to prepare comments regarding the performance of Mrs. Gotz, as she has requested an exit interview. Completed evaluations should be submitted to the Chair not later than December 2, 2002.

Meetings were held on November 1st with the PTA Council and on November 7th with the Greenwich High School PTA to discuss the budget process and guidelines for the upcoming budget.

Mr. Peter Crumbine, Selectman, has requested that Mr. Tesei serve as a member of the selection committee for the new Police Chief.

Mrs. Storms is working with Josh Brown, RTM Finance Committee Chairman, to develop a calendar for the exchange of information between the bodies during the upcoming budget process.

**OLD BUSINESS:**

*Discussion of Proposed Charter Amendments to Article 11, Parking Fund—*

A hearing on the proposal will be held during January 2003 at a date and time to be announced.

Mr. Gieger will prepare a report on the cash flows into and out of the fund for presentation at the January BET meeting.

Mr. Mazza provided a brief overview of the proposed changes to Sections 142 and 145 of the charter, relating to the operation of the Parking Fund.

Mr. Lash indicated that the Board of Estimate does not support the establishment of “special purpose” funds, and that by taking the proposed action, parking-related projects would be evaluated on the same basis, and in the same context, as other capital requests during the budget process. He indicated that implementing the proposed changes would have no impact on taxpayers, as they are both revenue and operating fund neutral. He also noted that rather than “kill” the fund, the proposed
changes would actually preserve the current fund balance and protect it from further depletion resulting from the payment of various operating expenses, as is the current practice.

Betsy Hand, Chair of the Selectman’s Parking and Traffic Committee, requested that no action be taken on the matter until the Parking and Traffic Study was completed. She also previewed several of the anticipated recommendations of the study, including public transportation options that would reduce demand for parking.

Mr. Lash assured Mrs. Hand that the proposed action would stabilize the current fund balance, and that decisions regarding the funding of parking projects and programs would continue to be evaluated on a year-to-year basis.

**BET Policy/Procedure Committee – Mrs. Gardner**

Two policies were presented for a first reading: a) Retention of Independent Auditors and b) Encumbrances. A number of changes were recommended, and the policies were returned to the committee for revision. Mrs. Benner will summarize the Board’s comments and convey this information to Mrs. Gardner for submission back to the appropriate committees.

Mr. Lash was excused from the meeting at 10:20 PM.

Recommended changes to any policy should be returned to the committee where it originated, and a revised draft should be submitted to the Policy Committee for presentation to the Board. Mr. Tesei noted that it is the responsibility of the authoring committee to draft policy revisions.

**CALENDAR – Budget Cycle:**

The calendar for the FY04 budget process was discussed. Due to the unavailability of Mr. Lash on March 20, 2003, the Board recommended the following amendments to the schedule for the March sessions: a) 3/17/03 – BET meeting to be held at 6:00 PM, prior to the 7:30 PM Public Hearing; b) 3/19/03 - Decision Day meeting to begin at 7PM, with party caucuses held prior to the meeting.

Upon a motion from Mr. Walko, seconded by Mrs. Rutgers, the Board voted 8-2-0 to revise the calendar as noted. Messrs. Mazza and Krumeich opposed. Mr. Mazza opposed based on a preference for holding the BET meeting on a day other than that scheduled for a public hearing. Mr. Krumeich opposed due to a preference for making decisions on the same day as the public hearing on the matters under consideration.

There being no further business before the Board, upon motion from Mr. Stone, seconded by Mrs. Gardner, the regular meeting of the Board of Estimate and Taxation was adjourned at 10:45 PM.

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Charnel K. Benner, Recording Secretary

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Peter J. Tesei, Chairman

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Val P. Storms, Clerk of the Board