

## 1. BET Meeting Documents

Documents:

[BET\\_MEETING\\_AGENDA\\_11-20-06.PDF](#)  
[VOTED\\_BET\\_MEETING\\_AGENDA\\_11-20-06.PDF](#)  
[BET\\_MEETING\\_MINUTES\\_11-20-06.PDF](#)



**TOWN OF GREENWICH  
REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
MONDAY, NOVEMBER 20, 2006  
7:00 PM  
TOWN HALL MEETING ROOM**

**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>	
HD-4	<b>Health</b>	<b>\$40,913</b> Approval to Use
	F4031-51010	20,000Regular Salaries
	F4031-51490	2,500Professional Services NOC
	F4031-52010	1,000Advertising
	F4031-52020	8,000Printing & Binding Reports
	F4031-52920	4,000Work Transfer Other Depts
	F4031-52950	1,000Miscellaneous – NOC
	F4031-53010	1,500Office Supplies
	F4031-57050	2,913Social Security
HD-5	<b>Health</b>	<b>\$34,500</b> Approval to Use
	F4031-51010	7,000Regular Salaries
	F4031-52010	5,000Advertising
	F4031-52150	3,000Office Services
	F4031-52950	3,000Miscellaneous - NOC
	F4031-53260	15,000Lab Supplies
	F4031-54200	1,500Maintenance of Equipment

3. Human Resources Committee Actions & Report:  
Summary of Active Employee Healthcare Costs
4. Assessor's Report
5. BET Committee & Liaison Reports
6. Comptroller's Report

7. Acceptance of Treasurer's Report showing investments portfolio activity for the periods of October 1, 2006 - October 31, 2006
8. Approval of BET Minutes for:  
Regular Meeting of the BET Meeting Minutes – October 16, 2006
9. Officer's Report
10. OLD BUSINESS
11. NEW BUSINESS:  
  
Approval of Finance Department and Assessor budgets for fiscal year 2007-2008
12. Adjournment

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Peter J. Tesei, Chairman



**TOWN OF GREENWICH  
REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
MONDAY, NOVEMBER 20, 2006  
7:00 PM  
TOWN HALL MEETING ROOM**

**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Consideration of Applications:

**Request for Budget Adjustments**

**Votes**

**ROUTINE APPLICATIONS**

<b><u>Number</u></b>	<b><u>Department</u></b>		
HD-4	<b>Health</b>	\$40,913	Approval to Use 12-0-0
	F4031-51010	20,000	Regular Salaries
	F4031-51490	2,500	Professional Services NOC
	F4031-52010	1,000	Advertising
	F4031-52020	8,000	Printing & Binding Reports
	F4031-52920	4,000	Work Transfer Other Depts
	F4031-52950	1,000	Miscellaneous – NOC
	F4031-53010	1,500	Office Supplies
	F4031-57050	2,913	Social Security
HD-5	<b>Health</b>	\$34,500	Approval to Use 12-0-0
	F4031-51010	7,000	Regular Salaries
	F4031-52010	5,000	Advertising
	F4031-52150	3,000	Office Services
	F4031-52950	3,000	Miscellaneous - NOC
	F4031-53260	15,000	Lab Supplies
	F4031-54200	1,500	Maintenance of Equipment

3. Human Resources Committee Actions & Report:  
Summary of Active Employee Healthcare Costs
4. Assessor's Report 12-0-0
5. BET Committee & Liaison Reports
6. Comptroller's Report 12-0-0

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|-----|---|--------|
| 7.  | Acceptance of Treasurer’s Report showing investments portfolio activity for the periods of October 1, 2006 - October 31, 2006 | 12-0-0 |
| 8.  | Approval of BET Minutes for:<br>Regular Meeting of the BET Meeting Minutes – October 16, 2006                                 | 11-0-1 |
| 9.  | Officer’s Report  |        |
| 10. | OLD BUSINESS  |        |
| 11. | NEW BUSINESS:   |        |
|     | Approval of Finance Department budgets for fiscal year 2007-2008  | 12-0-0 |
|     | Approval of Assessor budget and operational plans for fiscal year 2007-2008   | 12-0-0 |
| 12. | Adjournment   |        |

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Peter J. Tesei, Chairman

**TOWN OF GREENWICH  
BOARD OF ESTMIATE & TAXATION**

MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, November 20, 2006 in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 7:03 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Peter J, Tesei, Chairman  
Robert S. Stone, Vice Chairman  
Alma Rutgers, Clerk  
Nancy E. Barton  
William R. Finger  
James Himes  
Edward T. Krumeich  
Michael Mason  
Arthur D. Norton  
Laurence B. Simon  
Leslie Tarkington  
Stephen G. Walko

Ex Officio Board Members: James Lash, First Selectman; Peter Crumbine, Selectman

Staff: Roland Gieger, Peter Mynarski, Finance Department: Ed Gomeau, Town Administrator; Ted Gwartney, Robert Shipman, Assessors Office

Mr. Tesei began the meeting by acknowledging the efforts of Edward Krumeich who actively participated in this year's election process as a candidate for State Representative. Mr. Tesei commended Mr. Krumeich for his vigorous participation in the election process.

**ROUTINE APPLICATIONS:**

**HD-4 HEALTH DEPARTMENT- Approval to Use- \$40,913**

Request for approval to use:

\$20,000	to	F-4031-51010	Regular Salaries
\$ 2,500	to	F-4031-51490	Professional Services-NOC
\$ 1,000	to	F-4031-52010	Advertising
\$ 8,000	to	F-4031-52020	Printing and Binding Reports
\$ 4,000	to	F-4031-52920	Work Transfer-Other Departments
\$ 1,000	to	F-4031-52950	Misc- NOC
\$ 1,500	to	F-4031-53010	Office Supplies

\$ 2,913                      to      F-4031-57050                      Social Security  
\$40,913                      from    Emergency Preparedness Planning Grant

**HD-5 HEALTH DEPARTMENT- Approval to Use- \$34,500**

Request for approval to use:

\$ 7,000	to	F-4031-51010	Regular Salaries
\$ 5,000	to	F-4031-52010	Advertising
\$ 3,000	to	F-4031-52150	Office Services
\$ 3,000	to	F-4031-52950	Misc- NOC
\$ 15,000	to	F-4031-53260	Lab Supplies
\$ 1,500	to	F-4031-54200	Maintenance of Equipment
\$ 34,500	from		Emergency Preparedness Planning Grant

Upon a motion by Ms. Rutgers, seconded by Mr. Walko, the Board voted 12-0-0 to approve the routine applications.

**HUMAN RESOURCES COMMITTEE ACTIONS & REPORT- EMPLOYEE HEALTH CARE BUDGET STATUS REPORT**

The Employee Health Care Budget Status Report was provided to the Board for their review prior to the meeting.

Ms. Tarkington presented the Human Resources Committee Report to the Board. The HR Committee met on November 2, 2006. All Committee members, as well as Mr. Mynarski, Mr. Tesei and Mr. Mason were in attendance.

The Committee discussed the month's informational reports, which included the Reclassifications/Upgrades and the Town's Vacant Positions Listing. Positions left vacant for up to two years are still of concern to the Committee. The October Part Time Employee Report included year-to-year comparisons, and the total number of part time employees in October increased 7.3%.

Mr. Mynarski, as a member of the M/C Compensation Committee, provided an update. A new RFP for the compensation and benchmarking study was issued on October 27, 2006, and the new deadline for receipt of proposals is November 22, 2006.

The following resolution, to be presented to the First Selectman, was passed by the HR Committee:

“The HR Committee is concerned that the majority of the M/C Study Committee has a conflict of interest with respect to their own compensation and the other matters within the scope of the M/C study. Therefore, the Committee was disappointed to learn that the

Request For Proposal for the M/C Study was issued without prior review by the HR Committee as had previously been discussed.

The HR Committee strongly recommends that the M/C Study Committee be reconstituted to have a majority of independent members who are not M/C Employees, as good governance would dictate.”

In addition, the HR Committee recommended that Maureen Kast, as Chairman of the M/C Compensation Committee, be a full voting member.

Mr. Tesei has met with the First Selectman to discuss the HR Committee’s concern. A plan has been agreed to which changes the voting composition of the M/C Compensation Committee to include five members from Appointing Authorities, including the BET, Library, Nathaniel Witherell and four town M/C employees. Ms. Tarkington and Ms. Rutgers will represent the BET. The reconfigured committee is expected to meet the week of December 4, 2006.

Mr. Walko asked to whom questions should be directed regarding the Healthcare Status Report. Mr. Tesei said that questions should be directed to the Human Resources Department.

Mr. Walko said he would like an explanation of what is driving the difference in headcount from what was budgeted. Mr. Simon responded that this is the result of 1) vacancies not being filled and 2) employees waiving insurance.

### **ASSESSOR’S REPORT**

Mr. Gwartney presented his report to the Board.

Mr. Gwartney said that he met with MUNIS representatives to try to resolve problems with the system. Nine major problems are being addressed, and Mr. Gwartney hopes to get a positive response.

Mr. Walko asked what the timetable was in terms of investigating alternative software systems if an acceptable response is not received. A preliminary report is expected from MUNIS next week. Based on the results in the report, Mr. Gwartney will have a better idea as to the next steps.

In response to a question from Mr. Tesei regarding the processing of 500 condominium conversions and whether additional staff would be needed, Mr. Gwartney said that this can be managed with existing staff and that it is not a complex issue. Most of the work involves setting up a model.

Mr. Gwartney said that work on the 2006 Grand List is ongoing.

Mr. Gwartney said that the budget and operational plan for the Assessor’s Office for FY 2007-08 is attached to his report.



Upon a motion by Ms. Tarkington, seconded by Ms. Barton, the Board voted 12-0-0 to accept the Assessor's Report.

Upon a motion by Mr. Walko, seconded by Ms. Barton, the Board voted 12-0-0 to take up Item 11, New Business, Approval of the Finance Department and Assessor Budgets and Operational Plans for FY 2007-08.

## **NEW BUSINESS**

### *Assessor's Operational Plan and Budget*

Mr. Walko noted that the working draft of the Assessor's operational plan has taken into account comments made at the Budget Committee meeting, and that the Revaluation Time Line and Tasks spreadsheet will be helpful in budget deliberations.

Upon a motion by Mr. Simon, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the Assessor's operational plan and budget for FY 2007-2008.

In response to a question from Mr. Krumeich, Mr. Gwartney clarified that the initial revaluation funding is included in the Assessor's 2007-2008 budget which is a change from previous years when it was included in the Capital Budget.

### *Finance Department's Operational Plan and Budget*

In response to a question from Mr. Stone, Mr. Mynarski said that the \$30,000 for professional services to supplement the internal audit staff that the Audit Committee recommended is reflected in the Finance Department's budget for FY 2007-2008.

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 12-0-0 to approve the Finance Department's operational plan and budget for FY 2007-2008.

## **BET COMMITTEE & LIAISON REPORTS**

### *Audit Committee- Robert Stone*

The Audit Committee met on November 9, 2006. The committee discussed what actions various town departments have taken concerning the Payroll Audit. While no action is known to have yet

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been taken, the understanding is that specific measures satisfying the findings of the Auditor, will be implemented by January 1, 2007.

Also reviewed was McGladrey and Pullen's work with the ongoing financial audit for the fiscal year ending June 30, 2006. Most of the audit work has been completed and it has been a smooth process. The full report is scheduled for release on December 31, 2006, with presentation to the Audit Committee on December 14, 2006.

The committee continues to review the process of awarding contracts. Purchasing Director Joan Sullivan has responded to submitted questions, and the Risk Manager will develop a questionnaire to be completed by prospective vendors, which will focus on the litigation history of the potential winning vendor.

Total costs of various contract awards will also be looked at, including cost overruns.

In connection with a request dated January 2005, the Audit Committee noted no action regarding a town audit of town owned vehicles.

The Audit Committee unanimously recommended that the Finance Department budget for FY 2007-2008 include a line item of \$30,000 for professional services that will supplement the Internal Audit staff.

#### Retirement Board Liaison-Robert Stone

The Retirement Board began its review of existing investment managers in late October. Mr. Stone and Mr. Simon will meet with the Chairman of the Retirement Board in the near future to discuss the Retirement Fund's investment performance.

#### Ad Hoc Treasurer Search Committee-Robert Stone

The Committee has interviewed three of the six finalists for the Treasurer position. The remaining three candidates are to be interviewed on Wednesday, November 22, 2006. A final round of interviews will be on December 6, 2006 and a selected candidate will be presented for appointment at the December 18, 2006 BET meeting.

#### Hamilton Avenue Building Committee-Stephen Walko

The Committee meets on a monthly basis to review Phase II, the actual construction of the building. Whether the contingency amount is sufficient to complete the project may become an issue,

Mr. Walko said he would keep the Board updated regarding the contingency situation.

In response to a question from Mr. Simon regarding the completion date, Mr. Walko said the timeline continues to call for completion by summer 2007.

## **COMPTROLLER'S REPORT**

Mr. Mynarski presented his report to the Board. He began by reporting that the last scheduled meeting on the North Mianus Sewer Assessment will be on December 7, 2006, and that certification should follow shortly thereafter.

In response to a question from Mr. Mason regarding the M/C status of the position of Executive Assistant to the Comptroller, Mr. Mynarski said that he had met with Mr. Tesei and Maureen Kast. Ms. Kast says that this position and three other similar assistant positions belong in the GMEA. Attempting to fill this as an M/C position could tie things up for as long as a year, as the GMEA has claimed it as a union position. If the job description is re-written and the position reverts to the GMEA, it can be filled within 2 months.

Mr. Tesei pointed out that although the position reports directly to the Comptroller, part of its function is to support the administration of the BET. He suggested more communication with Mr. Cava before a final decision is made with regard to the status of this position. He said that he did not believe that Mr. Cava has yet made a compelling case for this to be a union position.

Mr. Himes, noting that the Retirement Board had placed two equity managers under review (Armstrong Shaw and Sands Capital), and asked why underperforming manager Westcap had not also been placed under review. Mr. Mynarski said that he did not have an immediate answer, but will consult with the Retirement Board and have additional information at the next BET meeting.

Mr. Stone added that he and Mr. Simon will be meeting with the Chairman of the Retirement Board, Michael Pagliaro, to discuss not only performance but possible guidelines that the Retirement Board may utilize in the future when putting an investment manager under review. Such guidelines do not presently exist.

In response to a question from Mr. Walko with regard to receipt of the operational plan from the Tax Collector, Mr. Gieger said he had not yet received it. Mr. Walko asked that he follow up so that the plan can be provided to the First Selectman.

Mr. Tesei commended the work of Finance Department employees Anthony Giovannone and Pat Maranan, who both received Awards for Excellence. Mr. Mynarski praised both Pat and Anthony for their performance in the Finance Department.

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 12-0-0 to accept the Comptrollers Report.

## **ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR THE PERIODS OF OCTOBER 1, 2006-OCTOBER 31, 2006**

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Upon a motion by Mr. Walko, seconded by Mr. Himes, the Board voted 12-0-0 to accept the Treasurer's Report.

### **APPROVAL OF MINUTES**

Upon a motion by Mr. Walko, seconded by Mr. Simon, the Board voted 11-0-1, to approve the Regular Meeting Minutes of the BET from October 16, 2006, with Mr. Himes abstaining as he was absent from the meeting.

### **OFFICER'S REPORT**

Mr. Tesei reminded the Board that it is one of its important responsibilities is to evaluate the performance of the Assessor and Comptroller. He anticipates receiving the forms from the Human Resources Department sometime before the December BET meeting.

Mr. Tesei reported that as an Ex Officio Member of the Bruce Museum Board, he has been attending recent meetings of that Board. Center Brook Architects presented the models for the proposed expansion of the Bruce Museum. The Museum Board also met with a consulting firm specializing in fund development. They are looking to raise \$60 million for the expansion. Of an expected \$72 million, \$32 million will be for endowment and reserves, \$12 million of which has already been raised, and \$40 million will be for facilities. The spring of 2010 is the expected completion date.

Mr. Tesei reported speaking to the Northeast Greenwich Association on November 9, 2006. He reviewed roles and responsibilities of the BET at the meeting, and discussed upcoming challenges in the budget. Also discussed were anticipated school enrollment and the impact of rerouted air traffic at the Westchester County Airport.

Mr. Tesei noted that a number of Board members worked hard to address the issue of BOE transfers and the control of commitments. He said there would be another meeting between town representatives and the BOE before the December BET meeting. He expressed appreciation to Ms. Barton, Mr. Mason and Mr. Walko for their efforts at attempting to resolve this issue.

### **ADJOURNMENT**

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 12-0-0 to adjourn at 8:05 P.M.

Respectfully submitted,

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Valerie Zebrowski, Recording Secretary

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Alma Rutgers, Clerk of the Board

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Peter J. Tesei, Chairman