1. BET Meeting Documents

Documents:

BET_MEETING_AGENDA_12-15-03.PDF
BET_MEETING_MINUTES_12-15-03.PDF
REGULAR MONTHLY MEETING OF THE
BOARD OF ESTIMATE AND TAXATION
MONDAY, DECEMBER 15, 2003, 8:00 PM
TOWN HALL MEETING ROOM

AGENDA

1. Call to Order and Pledge of Allegiance

2. Consideration of Applications:

### ROUTINE APPLICATIONS

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<tr>
<th>Number</th>
<th>Department</th>
<th>Amount</th>
<th>Purpose and Committee</th>
<th>Votes</th>
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<tbody>
<tr>
<td>ED-3</td>
<td>Board of Education</td>
<td>$25,000</td>
<td>Tuition reimbursement</td>
<td>12-0-0</td>
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<td>STONE, KRUMEICH</td>
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<td>L-1</td>
<td>Health GEMS</td>
<td>$1,001,424</td>
<td>Approval to use/Release of Funds</td>
<td>12-0-0</td>
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<td>$924,777</td>
<td>Professional NOC</td>
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<td>$76,647</td>
<td>Professional/Other Special Services/Fees</td>
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### REGULAR APPLICATIONS

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<th>Purpose and Committee</th>
<th>Votes</th>
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<td>Board of Education</td>
<td>$550,000</td>
<td>New Appropriation</td>
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<td>Construction Manager for school</td>
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<td>Construction projects</td>
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<td>NW-1</td>
<td>Nathaniel Witherell</td>
<td>$3,575,064</td>
<td>Approval to use/release of funds</td>
<td>12-0-0</td>
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<td>$3,021,772</td>
<td>Salary &amp; Fee Expenses</td>
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<td>$43,925</td>
<td>Services Expenses</td>
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<td>$352,450</td>
<td>Supply Expenses</td>
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<td>$55,000</td>
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<td>$45,000</td>
<td>Capital-Software</td>
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<td>NW-2</td>
<td>Nathaniel Witherell</td>
<td>$10,000</td>
<td>Release of Conditions</td>
<td>11-1-0</td>
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<td>Halyon Day Properties consulting</td>
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<td>Funds for state Medicaid audit</td>
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3. Human Resources Committee Actions & Report:

Selectman’s Office: Request to approve the classification of the newly created position of Town Administrator at salary grade M/C 11 with a proposed salary range of $105,691-$142,992, (midpoint $124,343), proposed salary $136,000, which would be eliminating the Assistant to the First Selectman position, M/C-3, with a salary of $68,393.

Public Works: Request to hire a Sewer Works Superintendent (LIUNA, grade level A, salary range $60,349-$90,523, midpoint $75,437) Salary request - $90,523.

Approval of 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 November 1, 2003 through November 30, 2003

Approval of BET minutes for: November 17, 2003

8. Officer’s Report

9. OLD BUSINESS
Presentation and discussion of BET Governance/Election Charter Changes Postponed

10. NEW BUSINESS
Approval of RTM amendments to Sec. 11, Comptroller; appointment; term; salary; vacancy. Postponed

Tax Collector – Delinquent Motor Vehicle fee

Approve change of January/September meeting dates on 2004 BET meeting calendar that conflict with RTM meeting dates. Changed to January 21, 2004 and September 21, 2004.

11. Adjournment

Peter J. Tesei, Chairman
MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, December 15, 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
- Valeria P. Storms, Clerk
- Jara N. Burnett
- Janice C. Gardner
- Kathryn Guimard
- Edward Krumeich (telephonically)
- Michael Mason
- Frank E. Mazza
- Alma Rutgers
- Laurence B. Simon
- Robert S. Stone
- Stephen G. Walko

Staff: Edward Gomeau, Comptroller; Roland Gieger, Finance Department; Fernando de Arango, John Wetmore, Law Department; Ted Gwartney, Assessor’s Office; Fred Baker, Larry Leverett, Board of Education; Maureen Kast, Bernadette Welch, Human Resources; Curtis Milton, Ray Augustine, Nathaniel Witherell

Other: James Lash, First Selectman; Peter Crumbine, Penny Monahan, Selectmen; Peter Berg, BET member-elect; Sam Romeo, Carl Carlson, Chris von Keyserling, RTM; Paula Corrado, Elaine McIntyre, Brian Spille

ROUTINE APPLICATIONS:

ED-3  BOARD OF EDUCATION – Transfer - $25,000

Request to transfer:
$25,000 to A620-52090 Tuition
$25,000 from A620-51270 Sabbatical

In conjunction with the new Greenwich Education Association contract, funds previously identified for development leaves will be redirected for tuition reimbursement.

L-1  HEALTH GEMS – Release of Funds - $1,001,424

Request to release:
$924,777 to A440-51490 Professional – NOC
$ 76,647 to A440-51450 Professional and Other Special Services – Fees

This request is to release the second half payment for GEMS and second half payment for contract fee – Emergency Operations Management Coordinator for FY2003-2004.

Upon a motion from Ms. Storms, seconded by Mr. Simon, the Board voted 12-0-0 to approve the routine applications.

REGULAR APPLICATIONS:

ED-1  BOARD OF EDUCATION – New Appropriation - $550,000

Request for a new appropriation:
$550,000 to Z680-5956 Construction Manager for School Construction Projects
$550,000 from Capital Non-Recurring Fund

The Board of Education is seeking an initial appropriation of $550,000 for the Hamilton Avenue School for the purpose of engaging a construction management firm to facilitate its renovation or rebuilding and handle related construction planning processes. Dr. Leverett commented that these funds are being requested at this time in order to accelerate the Hamilton Avenue School project, but it is hoped that the chosen contractor would be found qualified to also oversee the 10-year long-range building plan for the Board of Education. The Budget Committee voted unanimously to approve this item. It was determined that the appropriation would come from the Capital Non-Recurring Fund.

Ms. Gardner inquired if the Board of Education was exploring alternative locations, in particular the Western Greenwich Civic Center, should the staff and student body need to be relocated during construction. Dr. Leverett remarked that the school can continue to be occupied after immediate repairs, but the WGCC would be considered as an alternate location if need arose.

Upon a motion by Ms. Storms, seconded by Mr. Mazza, the Board voted 12-0-0 to approve the Board of Education’s request for $550,000 to be used for a construction manager for school construction projects.

NW-1  NATHANIEL WITHERELL – Release of Conditions - $3,575,064

Request to release:
$3,021,772 to A450-51000 Salary & Fee Expense
$  43,925 to A450-52000 Services Expense
$ 352,450 to A450-53000 Supply Expense
$ 55,000 to A450-54000 Maintenance Expense
$ 56,917 to A450-56000 Liability Insurance
$ 45,000 to Z450-59090-24103 Capital - Software

This request, which is to release the funding for the third quarter in the amount of $3,575,064, represents 25% of the 2004 fiscal year revised budget.

The monthly report for Nathaniel Witherell was discussed. Mr. Milton stated that posting revenues and expenses tend to lag, and Mr. Augustine adjusts the MUNIS report accordingly. Mr. Simon reviewed the report with Mr. Augustine prior to the meeting and concluded that the numbers can be reconciled; this is just a more conservative way to present the monthly status report. Mr. Stone inquired about the difference in budget numbers. Mr. Milton replied that the budget that was approved by the BET was revised (with no change in the grand total) and he reports actuals versus revised budget. He will now add a column to show the original budgeted numbers.

Upon a motion from Ms. Storms, seconded by Mr. Simon, the Board voted 12-0-0 to approve the request to release $3,575,064 for The Nathaniel Witherell.

NW-2 NATHANIEL WITHERELL – Release of Conditions - $10,000

Request to release:
$10,000 to A45051-51490 Professional & Other Special Services NOC (other consulting fees)
$10,000 from A45051-51490 Professional & Other Special Services NOC (Medicaid Credit Audit)

This request is for a reallocation of Halcyon Day Properties consulting funds of $10,000 (that were previously requested to be used specifically for the state Medicaid credit audit) to be used for Halcyon Day Properties consulting fees for other services. Gwynn Lamont has been requested to provide information to the RTM Special Committee, the Finance Department’s financial feasibility consultant, and to the CON negotiations with the state, and for all this he needs to be paid. At the same time, TNW staff has been doing the work on the audit, so very little of that money has been spent.

Therefore, although there is money earmarked for Halcyon that has not been spent, according to the condition imposed by the BET, the purpose for which all Halcyon money is to be used must be approved.
Mr. Stone inquired if Nathaniel Witherell will be able to stay within the $100,000 budget for Halcyon Day Properties. Mr. Milton responded that he was confident that he will be within the $100,000 budget. Mr. Tesei commented that there needs to be better control over requests by Town agencies for Halcyon Day consulting. Mr. Milton concurred. Mr. Walko commented that he was not in favor of this item, as he felt that there is a lack of control over the utilization of Halcyon Day Properties services. Ms. Storms said she believed that Halcyon assistance to the RTM Special Committee should be paid from RTM funds appropriated for that purpose and not from TNW funds, and that this should be sorted out when all the bills are in.

Upon a motion from Ms. Storms, seconded by Mr. Mazza, the Board voted 11-1-0 to approve the request to release $10,000 to The Nathaniel Witherell, with Mr. Walko dissenting.

**HUMAN RESOURCES REPORT:**

*Selectman’s Office – Town Administrator – M/C 11 ($105,691 - $142,994)*

Request to approve the classification of the newly created position of Town Administrator at salary grade M/C 11 with a proposed salary range of $105,691-$142,994 (midpoint $124,343), proposed salary $136,000.

Mr. Walko made a motion, seconded by Ms. Guimard to approve the position of Town Administrator M/C 11, salary range $105,691 - $142,994, with a starting salary of $136,000. He reported that the HR Committee voted 4-0 in favor of the position. There will be no additional headcount to the Selectman’s Office, as the Town Administrator will be replacing the position of Assistant to the Selectman.

Mr. Lash stated that he will fund the salary differential between the two positions with unused consulting fees. The Town Attorney has reviewed the job description and has concluded that it does not conflict with the Town charter and that the position would not be part of a bargaining unit. The First Selectman has the authority to create or dissolve positions for his office without RTM approval according to the Town charter.

Mr. Mazza opined that he supports the position, but the charter should be amended to include it. Mr. Lash commented that the position would most likely be recommended for inclusion in the charter at the time of the next election.

Mr. Carlson inquired as to the dismissal of an incumbent in the Town Administrator position. Mr. Lash responded that the position is part of the pay plan and hopefully will not be affected by changes in administration, but that the position could be eliminated. Ms. Guimard stated that the position could only be terminated for cause as with any other M/C position. Mr. Wetmore concurred with Ms. Guimard.
Mr. von Keyserling asked if support staff would be necessary for the Town Administrator. Mr. Lash stated that no additional support staff would be necessary and that any costs related to the position would be closely watched.

Mr. Carlson questioned the authority the Town Administrator would have. Mr. Wetmore and Mr. Lash concurred that the First Selectman can delegate authority (similar to the authority delegated to the Commissioner of Public Works).

Mr. Romeo confirmed that the increase of approximately $68,000 in salary from the old position to the new one does not need a second action by the BET and asked if the consulting account line would be reduced accordingly. Mr. Lash replied that the Selectman’s proposed budget will remain within the BET’s guidelines.

Ms. Gardner stated that she was in favor of the position and hoped that it will be made permanent through a charter change. She opined that this position would bring a higher level of executive management to the Town, would enhance the budgeting process, and would help build organizational plans across departmental functions.

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 12-0-0 to approve the position of Town Administrator as described by the HR Committee.

Mr. Walko then made a motion that an annual salary of $136,000 be attributed to the position of Town Administrator effective immediately upon hiring.

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 12-0-0 to approve the annual salary of $136,000 for the Town Administrator effective immediately upon hiring.

Mr. Walko made a motion to take up the following item that was not on the agenda.

*Department of Public Works – Sewer Works Superintendent - A-1 ($60,349 - $90,523)*
Request to fill the vacant position of Sewer Works Superintendent A-1 ($60,349 - $90,523) at a salary of $90,523 (top of the range).

His motion was seconded by Ms. Gardner, and passed by the Board 12-0-0.

Mr. Walko stated that the Department of Public Works would like to offer the position of Sewer Works Superintendent to a candidate at the salary of $90,523. The department has made repeated attempts to find a qualified candidate and has finally found one with an impressive resume who is more than qualified for the position and is seeking a job that does not require much travel.
Upon a motion from Mr. Walko, seconded by Ms. Gardner, the Board voted 12-0-0 to approve the position of Sewer Works Superintendent at grade level A-1, salary range $60,349 - $90,523, hiring salary $90,523.

APPROVAL OF EMPLOYEE HEALTHCARE BUDGET:

Ms. Kast noted the following: costs seem to be going down; bills are balancing out; the new healthcare plan had some difficulties with numbers being delayed; the billing for November and December is ahead of schedule. Mr. Simon requested a final reconciliation of the number of healthcare participants with premiums paid. He said that $31,000 of the previously identified discrepancy of $40,000 had now been accounted for. Ms. Kast identified several issues regarding record keeping and is currently trying to reconcile by the end of January.

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 12-0-0 to accept the healthcare report as submitted.

ASSESSOR’S REPORT:

Mr. Gwartney stated that the 2002 Supplemental Motor Vehicle Grand List has been completed and sent to the Tax Collector for billing. Mr. Simon inquired about the Real Estate Grand List growth rate. Mr. Gwartney responded that the low growth rate of 0.77% is the result of less new constructions, lot splits, less teardowns; also a number of properties have had reductions in value since the revaluation. Mr. Tesei inquired if this will have an impact on the budget. Mr. Gomeau stated that the impact on the budget will be $1.4-1.5 million, but we will know for sure in January.

Upon a motion from Ms. Burnett, seconded by Ms. Gardner, the Board voted 12-0-0 to accept the Assessor’s Report as submitted.

BET COMMITTEE/LIAISON REPORTS:

Budget Committee – V. Storms
Ms. Storms noted that the preliminary departmental budgets were submitted on December 1, 2003. The CIP Committee is holding meetings now. The Board of Education is still reviewing their budget. Health waivers by teachers have not come through as promised. The subject is under discussion with Dr. Leverett.

Audit Committee – R. Stone
The Audit Committee met on December 11, 2003. The monthly bank reconciliations are going very well and only one account is out of balance. McGladrey and Pullen audit is on schedule and will be concluded at the end of the calendar year.
Mr. Tesei asked that each committee chairman summarize any pending business for this term in order for a smooth transition to the new committees for next term.

**COMPTROLLER’S REPORT:**

Mr. Gomeau commented that IT is investigating an off site location for contingency planning in the event that town hall data center becomes unavailable. Planning is being done for disaster recovery backup.

Upon a motion from Mr. Simon, seconded by Ms. Guimard, the Board voted 12-0-0 to accept the Comptroller’s Report as submitted.

**TREASURER’S REPORT:**

Upon a motion from Ms. Burnett, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Treasurer’s report as submitted.

**APPROVAL OF MINUTES:**

Upon a motion from Ms. Gardner, seconded by Ms. Storms, the Board voted 11-0-1 to approve the minutes of the regular meeting of Board of Estimate and Taxation of November 17, 2003, Ms. Rutgers abstaining, as she was not present.

**OFFICER’S REPORT:**

Mr. Tesei noted that Ms. Rutgers was named spokesperson for the Democrats’ caucus. He and Ms. Rutgers will discuss the BET committees for the next term.

**OLD BUSINESS:**

Presentation and Discussion of BET Governance/Election Charter Change:
Mr. Walko noted that the Law Committee and Town Attorney are still discussing the six options/models concerning the BET elections:
1. Maintain the status quo.
2. Conduct non-partisan elections for the BET.
3. Stagger and lengthen the terms of BET members.
4. Follow a model similar to that used to elect members of the Board of Education.
5. Conduct direct elections of BET members.
6. Conduct direct elections providing for staggered and longer terms of office.

Mr. Walko stated that they will be presented at the January 21, 2004 BET meeting and suggested that a public hearing be held on January 29th.
NEW BUSINESS:

Approval of RTM Amendments to Sec. 11, Comptroller:
Ms. Burnett made a motion, seconded by Ms. Gardner, to approve the RTM amendments to Sec. 11 of the Town charter: Comptroller; appointment; term; salary; vacancy.

EXECUTIVE SESSION:

The Board adjourned to executive session at 10:20 PM to discuss Sec.11, Comptroller; appointment; term; salary; vacancy.

In attendance were:

Peter Berg: RTM, BET member-elect
James Lash, Penny Monahan, Peter Crumbine: Office of the Selectman
Edward Gomeau, Roland Gieger: Finance Department
Mssrs. Stone, Mazza, Tesei, Mason, Simon, Walko, and Kruemeich: Board of Estimate
Mmes. Burnett, Guimard, Storms, Rutgers, and Gardner: Board of Estimate

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 12-0-0 to conclude the executive session and resume the regular meeting at 10:50 PM.

At this time, Ms. Burnett withdrew her motion as seconded by Ms. Gardner, to approve the RTM amendments to Sec. 11 of the Town charter: Comptroller; appointment; term; salary; vacancy.

Tax Collector – Delinquent Motor Vehicle Fee:
Mr. Gomeau requested approval to charge a $5.00 fee on any person delinquent in the payment of property tax on a motor vehicle. The following language has been approved by the Law Department to be forwarded to the RTM for their January meeting:

Any person who was delinquent in the payment of any property tax or installment on any motor vehicle and for whom the Tax Collector notified the Commissioner of Motor Vehicles of such delinquency under the provisions of General Statutes 14-33 shall pay a fee of five dollars ($5.00).

While the enabling state legislation requires only legislative body approval, the Town Attorney felt this change should first pass through the BET, since that board is the Tax Office’s oversight authority.

Upon a motion from Ms. Storms, seconded by Ms. Gardner, the Board voted 12-0-0 to approve the language authorizing a $5.00 charge for delinquent motor vehicles.

Approve Changes to Meeting Dates January/September 2004:
The meeting dates of the January and September BET meetings conflict with RTM meeting dates and have been changed to: January 21, 2004 and September 21, 2004.

Upon a motion from Mr. Walko, seconded by Ms. Guimard, the Board voted 12-0-0 to approve the rescheduled dates of January 21 and September 21, 2004 for BET meetings.

Mssrs. Simon and Tesei commended Mr. Mazza on his 45 years of service in town government.

There being no further business before the Board, the meeting adjourned at 10:59 PM.

Respectfully submitted,

__________________________________________
Jennifer Sargeant, Recording Secretary

__________________________________________
Peter J. Tesei, Chairman

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Valeria P. Storms, Clerk of the Board