

## 1. BET Meeting Documents

Documents:

[BET\\_MEETING\\_AGENDA\\_12-20-04.PDF](#)  
[BET\\_MEETING\\_MINUTES\\_12-20-04.PDF](#)



**REGULAR MONTHLY MEETING OF THE  
BOARD OF ESTIMATE AND TAXATION  
MONDAY, DECEMBER 20, 2004  
7:00 PM  
TOWN HALL MEETING ROOM  
A G E N D A**

**Votes**

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>
NW-1	<b>Nathaniel Witherell</b>	<b><u>\$3,653,497</u></b>	Release of Conditions
	A450-51000	\$3,080,276	Salary & Fee Expense
	A450-52000	\$73,737	Service Expense
	A450-53000	\$378,370	Supply Expense
	A450-54000	\$46,114	Maintenance Expense
	A450-56000	\$75,000	Insurance
NW-2	<b>Nathaniel Witherell</b>	<b><u>\$107,500</u></b>	Additional Appropriation
	Z450-59200		Replacement of Centrifugal Chiller
B-1	<b>Police Criminal Investigations</b>	<b><u>\$6,705</u></b>	New Appropriation/Approval to Use
	A213-53550		Cyanoacrylate Fuming Chamber purchase
B-2	<b>Police Criminal Investigations</b>	<b><u>\$17,500</u></b>	New Appropriation/Approval to Use
	A213-59210	\$16,000	Krimesite Imager w/carrying case
	A213-51490	\$1,500	Training Certification
B-3	<b>Police General Services</b>	<b><u>\$5,205</u></b>	Additional Appropriation/Approval to Use
	A213-53310		Personal Protective Equipment
L-2	<b>Health</b>	<b><u>\$10,045</u></b>	Approval to Use
	F406-51490	\$6,960	Professional & Other Special Services
	F406-52010	\$775	Advertising & Public Notices
	F406-52150	\$493	Office Services
	F406-53010	\$739	Office Supplies
	F406-53250	\$1,078	Medical Supplies

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose and Committee</u>	<u>Votes</u>
L-1	<b>Health – GEMS</b> A440-51490 A440-51450	<u>\$1,079,925</u> \$1,004,162 \$75,763	Release of Funds Professional – NOC Professional & Other Special Services – Fees	
SS-1	<b>Social Services</b> A501-51000 A502-51000 A509-51000 A510-51000	<u>\$738,700</u> \$127,100 \$300,100 \$114,700 \$196,800	Release of Conditions Salary Expenses Salary Expenses Salary Expenses Salary Expenses	

**REGULAR APPLICATIONS**

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose and Committee</u>
SE-1	<b>First Selectman</b> P935-57350	<u>\$500,000</u>	Additional Appropriation Judgment – Stroumbakis v. TOG
SE-2	<b>First Selectman</b> A105-52130	<u>\$35,000</u>	Additional Appropriation Transportation Association of Greenwich Board- Deficit fiscal year 2004-2005
HS-1	<b>Board of Ed</b> Hamilton Ave. School Z6800292-59560-25110	<u>\$2,550,000</u>	Additional Appropriation Hamilton Avenue Reconstruction

3. Human Resources Committee Actions & Report:
  - Approval of Employee Health Care Budget Status Report
4. Assessor's Report
5. BET Committee & Liaison Reports
6. Comptroller's Report
7. Acceptance of Treasurer's Report showing investment portfolio activity for the periods of November 1 – November 30, 2004
8. Approval of BET minutes for: Regular Meeting November 15, 2004
9. Officer's Report

10. OLD BUSINESS

<u>Number</u>	<u>Department</u>	<u>Amount</u>	<u>Purpose and Committee</u>
ED-1	<b>Bd. of Ed</b>	<u>\$45,603</u>	Approval to Use
E92751			Immigrant Children & Youth Grant

BET must appropriate this one-time Grant. BOE application contained an error in Grant amount. RTM approved this on 12/13/04. BET gave approval to accept/use on 11/15/04.

11. NEW BUSINESS

- Acceptance of Actuarial Valuation as of July 1, 2004 – The Retirement System of the Town of Greenwich dated October 14, 2004
- Acceptance of Actuarial Valuation as of July 1, 2004 – Life and Medical Benefits for Retired Employees of the Town of Greenwich dated December 1, 2004
- Presentation of Budget Committee revision of the role of the BET Liaisons in the Budget Process
- Discussion on BET Human Resources Committee Draft Policy – Pay Plan, Job Reclassifications and Creation of new positions or Deletions of existing positions and Policy & Procedure Committee proposals on 100 MOC accounts and fixed charges

12. Adjournment

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Peter J. Tesei, Chairman



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, December 20, 2004 in the Town Hall Meeting Room, Greenwich, CT.

The Chairman, Peter J. Tesei, called the meeting to order at 7:02 PM, 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  
Peter E. Berg  
Jara Burnett  
Janice C. Gardner  
Kathryn Guimard  
Edward Krumeich  
Michael Mason  
Laurence B. Simon  
Valeria P. Storms  
Stephen G. Walko

Staff: Peter Mynarski, Roland Gieger, Finance Department; Ted Gwartney, Robert Shipman, Assessor's Office; Maureen Kast, Human Resources Department; Dr. Leverett, Board of Education; Ed Gomeau, Town Administrator; Chief Walters, Police Department; Ray Augustine, Christine Clark, Nathaniel Witherell; Valerie Maze, John Wetmore, Law Department

Ex Officio Members: First Selectman, James A. Lash; Selectmen Penny Monahan and Peter Crumbine

Other: Jim Boutelle, TAG; John Booth, Pat Geismar, Board of Social Services; Leslie Tarkington, Nathaniel Witherell Board; Frank Mazza, Hamilton Avenue Building Committee; Joan Caldwell, Pay Plan Working Group, RTM; Michael Pagliaro, Retirement Board

Mr. Tesei requested that a moment of silence be observed in memory of Harold L. Von Brock who served as Assessor from 1964-1979, and who passed away December 14, 2004 at the age of 86.

Ms. Gardner requested that items NW-1 and SS-1 be moved from routine to regular applications.

**ROUTINE APPLICATIONS:**

NW-2 NATHANIEL WITHERELL – Additional Appropriation - \$107,500

Request for additional appropriation:

\$107,500	to	Z450-59200	Replacement of Centrifugal Chiller
\$107,500	from		Capital Reserve Fund

Mr. Augustine, Nathaniel Witherell, submitted the requested information regarding the CIP ranking of this replacement project. It ranked #11 out of 69.

B-1 POLICE DEPARTMENT – New Appropriation/Approval to Use - \$6,705

Request for an additional appropriation/approval to use:

\$6,705	to	A213-53550	Cyanoacrylate Fuming Chamber
\$6,705	from	F213-35018	Federal Asset Forfeiture Fund

B-2 POLICE DEPARTMENT – New Appropriation/Approval to Use - \$17,500

Request for new appropriation/approval to use:

\$16,000	to	A213-59210	Krimesite Imager with carrying case
\$ 1,500	to	A213-51490	Training Certification
\$17,500	from	F213-35018	Federal Asset Forfeiture Fund

B-3 POLICE DEPARTMENT – Additional Appropriation/Approval to Use - \$5,205

Request for additional appropriation/approval to use:

\$5,205	to	A213-53310	Personal Protective Equip.
\$5,502	from		US Department of Justice Grant

L-2 HEALTH – Approval to Use - \$10,045

Request approval to use:

\$ 6,960	to	F406-51490	Prof. & Other Special Serv.
\$ 775	to	F406-52010	Adv. & Public Notices
\$ 493	to	F406-52150	Office Services
\$ 739	to	F406-53010	Office Supplies
\$ 1,078	to	F406-53250	Medical Supplies
\$10,045	from	HERR Funds	

L-1 HEALTH – GEMS – Release of Funds - \$1,079,925

Request to release:

\$1,004,162	to	A440-51490	Professional NOC
\$ 75,763	to	A440-51450	Professional and Other Special Services-Fees

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

**REGULAR APPLICATIONS:**

NW-1 NATHANIEL WITHERELL – Release of Condition - \$3,653,497

Request for release of condition:

\$3,080,276	to	A450-51000	Salary & Fee Expense
\$ 73,737	to	A450-52000	Service Expense
\$ 378,370	to	A450-53000	Supply Expense
\$ 46,114	to	A450-54000	Maintenance Expense
\$ 75,000	to	A450-56000	Insurance

Ms. Storms noted that this request is to release the funds for the Nathaniel Witherell third quarter which is 24.6% of their budget. She said that the facility was behind in revenue because of the slow start up of the rehabilitation service.

Mr. Stone requested a status update on the rehab program. Ms. Clark noted that there was a delay due to the contract negotiations with Greenwich Hospital and that the contract is almost finalized.

Upon a motion by Ms. Storms, seconded by Ms. Burnett, the Board voted 12-0-0 to approve the release of the conditioned funds for Nathaniel Witherell.

SS-1 SOCIAL SERVICES – Release of Conditions - \$738,700

Request release of conditions:

\$127,100	to	A501-51000	Salary Expenses
\$300,100	to	A502-51000	Salary Expenses
\$114,700	to	A509-51000	Salary Expenses
\$196,800	to	A510-51000	Salary Expenses

Ms. Storms said that this request is for the release of \$738,700 as the second installment of the conditioned portion of the department's budget.

Ms. Storms noted that the Department's staff, Board and BET liaisons have worked very hard and have a better understanding of the programs. She noted that the Budget

Committee felt that great progress has been made. Ms. Gardner emphasized how hard the Board has worked. Mr. Krumeich added that the Commissioner of Social Services as well as the Board should be commended for the work that has been done.

Upon a motion by Ms. Storms, seconded by Ms. Rutgers, the Board voted 12-0-0 to approve the release of the conditioned funds for the Department of Social Services.

SE-1 FIRST SELECTMAN – Additional Appropriation - \$500,000

Request for additional appropriation:

\$500,000	to	P935-57350	Settlement
			Stroumbakis v. TOG
\$500,000	from		Risk Fund Balance

Mr. Walko said that the Law Committee reviewed this settlement and voted 2-0 to accept it.

Upon a motion by Ms. Storms, seconded by Mr. Walko, the Board voted 12-0-0 to approve the additional appropriation for the settlement in the case of Stroumbakis v. TOG.

SE-2 FIRST SELECTMAN – Additional Appropriation - \$35,000

Request for additional appropriation:

\$35,000	to	A105-52130	TAG
\$35,000	from		Contingency

Ms. Storms noted that these funds are for an anticipated deficit for the TAG 2004/2005 budget. Ms. Storms said that it is not yet clear whether the deficit is the result of rising fuel costs or unrealistic budgeting. Mr. Boutelle, TAG Chairman, stated that next year's budget will be more realistic, taking into account higher fuel costs, van replacements, etc. Mr. Stone asked what progress TAG was making in being able to purchase fuel through the Town of Greenwich. Mr. Boutelle responded that discussions with the Town are ongoing. Mr. Boutelle noted that a savings of 35 cents per gallon could be realized (estimated savings of \$15,000 to \$16,000 per year) if it were possible to buy fuel at wholesale prices.

Mr. Walko requested a comprehensive review of fundraising efforts (historically and in the past year) as part of their budget presentation in February 2005.

Upon a motion by Ms. Storms, seconded by Ms. Burnett, the Board voted 12-0-0 to approve the additional appropriation for \$35,000 for TAG.

HS-1 BOARD OF EDUCATION – Additional Appropriation - \$2,550,000



Request for additional appropriation:  
\$2,550,000 to Z6800292-59560-25110 Ham.Ave.Building Committee  
\$2,550,000 from Capital and Non-Recurring  
Reserve Fund

Mr. Mazza gave the Board a status update:

An architect has been hired.

The building committee has interviewed several project managers and is close to choosing one at this time.

The demolition of the school has been approved; bids for demolition will go out in February with a March start date.

The shell of the original 1938 building on the corner of Hamilton and St. Roch's Avenues will be kept and gutted.

Bids for building will go out in July/August with a construction start date some time in September.

Upon a motion by Ms. Storms, seconded by Mr. Simon, the Board voted 12-0-0 to approve the additional appropriation for \$2,550,000 for the Board of Education, Hamilton Avenue Building Committee.

#### **HUMAN RESOURCES COMMITTEE ACTIONS & REPORT:**

Mr. Stone reported that the HR Committee met on December 9 and reviewed the Table of Organization for full and part time employees. Mr. Stone said that the HR Committee reached general agreement that the BET should retain financial control over the Town's Table of Organization. He said that several approaches were discussed and eventually approved, by a 3-1 vote, for review by the Policy and Procedures Committee and for a first reading by the full BET.

#### **APPROVAL OF EMPLOYEE HEALTH CARE BUDGET STATUS REPORT:**

Ms. Kast said that the new format of the report is finalized. She distributed an attrition report as requested, but noted that there could be as much as a 3 month lag time in information. She said the department will be tracking attrition from this point forward.

Ms. Kast noted that there is a \$355,000 variance in the Anthem number. The department is auditing to determine the cause of the discrepancy.

Mr. Simon requested that Ms. Kast provide, for next month's report, analysis based on usage, number of employees opting out of healthcare, teamster healthcare benefits, and an analysis of the number of enrollees in the PPO Plan vs. POS Plan. Mr. Krumeich further added that a section of the report include analysis of variances.

Upon a motion by Ms. Guimard, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Health Care Budget Status Report as submitted.

## **ASSESSOR'S REPORT:**

Mr. Gwartney, Assessor, highlighted for the Board his monthly Assessor's Report.

Mr. Gwartney reported that the work on the 2004 real estate values has been completed in ProVal and that the values are being bridged to MUNIS and the department has begun the validation process. He noted that there was a growth in taxable assessment this year of 1.3% (vs. last year at .79%) and that the 2004 personal property declarations are being processed.

Mr. Gwartney noted that for the 2005 revaluation, several smaller contracts have been awarded.

Mr. Gwartney met with representatives from the BET and the Commission on Aging and discussed some improved administrative methods for processing Senior Tax Relief Credits; specifically allowing applicants to file every other year and accepting mail-in submissions.

Ms. Burnett noted that the Assessor's Department submitted its 2005/2006 budget, operational plan and capital improvement plan to the Finance Department. Ms. Burnett said that the BET, as the appointing authority, should have reviewed the operational plans for both the Finance Department and the Assessor's Office. Mr. Tesei said that this was an "excellent point" and that this should have been done, but that this was still a new process.

Upon a motion by Mr. Simon, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Assessor's Report as submitted.

## **BET COMMITTEE & LIAISON REPORTS:**

### *Audit Committee* – R. Stone

Mr. Stone reported that the Audit Committee reviewed the status of the issue concerning compensated volunteers and that the Superintendent of Schools hosted a meeting during which the problems that the RTM Education Committee had with the original resolution were resolved. It is expected that an amended resolution will be put forward for BET and RTM approval, which should lead to the elimination of the current exposure. Mr. Stone further reported that the Audit Committee heard from the Comptroller and Risk Manager regarding the vetting of those bank accounts identified as improperly carrying the Town's taxpayer ID# and that most of these accounts have already been adjusted or closed. Other matters taken up by the Audit Committee were the review by Internal Audit of the Town's travel and entertainment policies and procedures and the Treasurer's monthly bank reconciliation report, which reflected no out-of-balance accounts.

### *Law Committee* – E. Krumeich

Mr. Krumeich noted that the Law Committee has been in communication with the Law Department concerning the HR Policy, which will be discussed later in the meeting. He also said that Mr. Mynarski will be bringing a copy of the Charter to all meetings as previously requested.

## **COMPTROLLER'S REPORT:**

Mr. Mynarski presented the Board with his monthly report.

Mr. Mynarski noted that the Milbrook sewer project has been certified for \$4,732,699.60 to the Condemnation Commission. Mr. Mynarski said that he and Mr. Gomeau are working to resolve the issues surrounding the North Mianus sewer project so that it too can be certified.

The Outcome Based Budget project continues to progress. Mr. Schwabe from Sunnyvale, CA will be in Greenwich in January to work with the next five departments that are moving to outcome based budgeting.

Mr. Mynarski said that the Risk Management Study will hopefully be finished in January and that he is working with AON to have the report for the Board's January meeting.

Mr. Mynarski said that Anthem has estimated the medical insurance rates for FY 2005/2006 at a 10% increase for the BOE, and 0% for the Town.

Mr. Mynarski said that he met with the Budget Committee to review the guidelines for the CIP process. The approved guidelines were sent to all department heads. All CIP requests for FY 2005/2006 have been submitted. There will be a public meeting in January 2005.

Mr. Stone asked about the fee arrangement with the pension consultants. Mr. Stone asked what confirmation the Retirement Board receives from NEPC that the firm is not the beneficiary of any type of consideration from the various managers or principals introduced to the Town of Greenwich by them, specifically including Welsh Carson. Mr. Mynarski said that he would follow up on this.

Upon a motion by Mr. Stone, seconded by Mr. Walko, the Board voted 12-0-0 to accept the Comptroller's Report as submitted.

#### **TREASURER'S REPORT:**

Mr. Stone confirmed for Ms. Guimard that the last meeting with US Trust was in July 2004 and another meeting is expected to take place in January or February 2005.

Upon a motion by Ms. Burnett, seconded by Mr. Stone, the Board voted 12-0-0 to accept the Treasurer's Report for November 2004 as submitted.

#### **APPROVAL OF MINUTES:**

Upon a motion by Mr. Walko, seconded by Ms. Burnett, the Board voted 12-0-0 to approve the minutes of the regular meeting of the Board of Estimate and Taxation of November 15, 2004 as submitted.

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

Mr. Tesei said that the 2005 BET calendar has been updated. He asked BET members to advise Anne Giamarino of any needed corrections by December 23.

Mr. Tesei said that he has appointed Mssrs. Simon and Walko as the BET representative observers for the GEA contract negotiations in 2005.

Mr. Tesei noted that the Pay Plan Working Group met on November 18, 2004. Members are continuing to review draft Charter language to establish a Human Resources Department for the town in the Charter. He noted that the BOE has requested the legal opinion of an outside counsel to review BOE authority under the Connecticut General Statutes and Town Charter as it relates to their ability to request funds.

Mr. Tesei reported that the Retirement Board voted on December 14, 2004 to reverse its prior decision to lower the annual rate of return on the Pension Fund from 8.5% to 8%. The rate of return will remain at 8.5%.

Mr. Tesei reported that he and Mr. Simon met with the Comptroller on December 13, 2004 to review the status of the Budget Process, Capital Improvement Projects, Retirement Board, Risk Management, OPEB, Healthcare Budget, Revenue Projections and the TNW Enterprise Fund.

Mr. Tesei reported that he, Mr. Mason and Mr. Walko attended a meeting on December 13, 2004 called by Director of Golf Course Operations, David D'Andrea, and Director of Parks and Recreation, Joseph Siciliano. The focus of the discussion was the willingness of the BET to consider providing a \$500,000 loan to facilitate construction of a new golf administration and pro shop building.

Mr. Tesei reported with regret that he received a phone call on December 15, 2004 and letter of resignation from the Retirement Board from Alan Breed whose term expires June 30, 2007. Mr. Tesei as BET Chairman, Mr. Lash as First Selectman and Mr. Byrne as Moderator of the RTM, who constitute the appointing authority for citizen members of the Retirement Board, will be working together to find a replacement for Mr. Breed.

**OLD BUSINESS:**

Mr. Tesei noted that there was an error of \$1,000 in the BOE's application ED-1, which the BET approved on November 15, 2004. The application has been revised and resubmitted for approval.

ED-1 BOARD OF EDUCATION – Approval to Accept/Use - \$45,603

Request approval to accept/use:

\$45,603 to E92751-43100

Immigrant Children and  
Youth Grant (ICYG)

\$45,603 from

Grant

Upon a motion by Mr. Berg, seconded by Mr. Walko, the Board voted 12-0-0 to accept the ICYG grant in the amount of \$45,603 for the Board of Education.

**NEW BUSINESS:**

**ACCEPTANCE OF ACTUARIAL VALUATION AS OF JULY 1, 2004**  
**The Retirement System of the Town of Greenwich Dated October 14, 2004**

Upon a motion by Mr. Simon, seconded by Mr. Walko, the Board voted 12-0-0 to accept the Actuarial Valuation Report as of July 1, 2004 for the retirement system of the Town of Greenwich dated October 14, 2004 as submitted.

**ACCEPTANCE OF ACTUARIAL VALUATION AS OF JULY 1, 2004**  
**Life and Medical Benefits for Retired Employees of the Town of Greenwich dated December 1, 2004**

Upon a motion by Ms. Guimard, seconded by Ms. Burnett, the Board voted 12-0-0 to accept the Actuarial Valuation Report as of July 1, 2004 for the life and medical benefits for retired employees of the Town of Greenwich dated December 1, 2004 as submitted.

**PRESENTATION OF BUDGET COMMITTEE REVISION OF THE ROLE OF BET LIAISONS IN THE BUDGET PROCESS:**

Mr. Krumeich proposed that the draft document regarding the role of liaisons in the budget process be referred to the Policy and Procedure Committee to be brought back for a first reading.

Upon review of the document, and in response to a question from Ms. Gardner, Mr. Tesei asked for, and received, concurrence from the Board that the role of the liaisons has evolved and should be looked at more broadly than just within the context of the budget process.

Upon a motion by Mr. Krumeich, seconded by Mr. Walko, the Board voted 12-0-0 to refer the draft to the Policy and Procedure Committee for consideration and review.

**DISCUSSION ON BET HUMAN RESOURCES COMMITTEE DRAFT POLICY**  
**Pay Plan, Job Reclassifications and Creation of New Positions or Deletions of Existing Positions and Policy and Policy and Procedure Committee Proposals on 100 MOC Accounts and Fixed Charges**

The Board members discussed the Human Resources Committee draft policy on the pay plan, job reclassifications and creation of new positions or deletions of existing positions and the Policy and Procedure Committee proposals on 100 MOC accounts and fixed charges.

Ms. Gardner noted that when the HR policy came before the Policy and Procedure Committee there were many questions yet to be resolved, most to be answered by the Law Department. She said that the HR policy was moved forward for discussion purposes only. A debate ensued between the members of the Policy and Procedure Committee as to whether or not this item was moved by the committee to the full BET for discussion purposes only or for a first reading.

After considerable Board discussion, it was determined that a joint meeting of the HR and Law Committees should be scheduled, with Mr. Wetmore in attendance, to review and resolve any unanswered legal questions regarding the HR Policy and the Policy and Procedure Committee proposals. Mr. Wetmore said that he has reviewed the document and that there are a number of refinements that need to be made. Mr. Tesei further requested that after the joint meeting the HR Committee review any changes and submit the document to the Policy and Procedure Committee for format review, to then be forwarded to the full BET for a first reading.

There being no further business before the Board, upon a motion by Ms. Guimard, seconded by Ms. Burnett, the meeting adjourned at 10:21 PM.

Respectfully submitted,

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Jennifer Sargeant, Recording Secretary

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Peter J. Tesei, Chairman

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Alma Rutgers, Clerk of the Board