



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, July 16, 2018, in the Town Hall Meeting Room, Greenwich, CT.

Jill Oberlander, BET Chair, called the meeting to order at 4:36 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Jill K. Oberlander, Chair
Jeffrey S. Ramer, Vice Chairman
Elizabeth K. Krumeich, Clerk
William Drake
Andreas Duus III
Karen Fassuliotis
Debra Hess
Michael S. Mason
Leslie Moriarty
Leslie L. Tarkington
Anthony Turner
David Weisbrod

Staff: Benjamin Branyan, Town Administrator, Office of First Selectman; Lauren Elliott, Assessor; J. Wayne Fox, Town Attorney, Law Department; Roland Gieger, Budget Director, Finance Department; Alan Monelli, Superintendent Building Construction and Maintenance, Department of Public Works; Peter Mynarski, Comptroller, Finance Department; Howard Richman, Tax Collector; Amy Seibert, Commissioner, Department of Public Works; Joseph Siciliano, Director, Parks & Recreation Department

Selectmen: Peter Tesei, First Selectman

BET Committees: Arthur Norton, Chair, TNW Strategic Planning Committee

BOE: Jennifer Dayton, Member; Ralph Mayo, Interim Superintendent, Greenwich Public Schools; Daniel Watson, Director of School Facilities, Greenwich Public Schools

TAG: Michael Miller, Board Treasurer; Debbie Vetromile, Executive Director

Ms. Oberlander welcomed BET Members and attendees to the meeting.

Update on Byram Park Improvements

Mr. Monelli reported on Byram Park and the new Greenwich Pool complex (the Pool). A Certificate

of Occupancy (CO) was issued allowing the Town to open the Pool in late June 2018. Mr. Siciliano reported that the average utilization of the Pool was approximately 850 visitors per day, with a total of 11,954 visits since the Pool's opening ceremony held on June 28, 2018. Mr. Monelli reported that of the \$9.5 million appropriated for the Pool project, a balance of \$79,500 was still available. In addition, \$2,199,000 of the \$2.5 million pledged by the Junior League of Greenwich has been received by the Town. The final CO is expected after the summer and the Town is waiting for a CO for the concession area.

Members of the BET congratulated Mr. Monelli, the Department of Public Works (DPW), Mr. Siciliano, and the Department of Parks & Recreation on the completion of the project and commencement of operations.

EXECUTIVE SESSION – Discussion of Pending Litigation

Ms. Oberlander called for an Executive Session to discuss pending litigation.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to enter Executive Session at 4:47 P.M. Motion carried.

The Committee exited Executive Session at 4:57 P.M.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to exit Executive Session at 4:57 P.M. Motion carried.

Requests for Budget Adjustments

NON-ROUTINE APPLICATIONS

<u>SE-1</u>	<u>First Selectman</u>	<u>Transfer from Risk Fund</u>
\$1,000,000	P935 57350	Settlement - Collins v. TOG

Ms. Fassuliotis reported that the Law Committee voted 2-0-0 to approve the settlement.

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to approve the settlement.

Upon a motion by Ms. Krumeich, seconded by Ms. Fassuliotis, to approve the transfer of \$1,000,000 from the Risk Fund in preparation for going forward with the Settlement of Collins v. TOG, the Board voted 12-0-0 in favor of the motion. Motion carried.

<u>TA-1</u>	<u>TAG & Safe Rides</u>	<u>Release of Conditions</u>
\$ 73,250	A440 57221 & 57231	Second Quarter of FY19 Budget

Ms. Moriarty reported that the Budget Committee had reviewed the Transportation Association of Greenwich's (TAG's) revised budget and was in favor of the Application, however, no vote was taken.

Mr. Branyan commented that the Office of the First Selectman supported TAG's request for accelerating its second quarter allocation emphasizing that TAG provides services important to Town residents. Mr. Branyan suggested that there was limited risk of default and that this release of conditions represents a change only in the timing of payment. BET members expressed their

concern and asked that TAG develop alternatives should the anticipated new revenue not materialize.

Upon a motion made by Ms. Moriarty, seconded by Ms. Tarkington, to release conditions on TAG Second Quarter FY19 Budget, the Board voted 8-0-4 (Abstained: Duus, Fassuliotis, Hess, Tarkington) in favor of the motion. Motion carried.

ED-2	BOE	Additional Appropriation
\$424,000	Z680 59830	Hamilton Avenue Playground

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to approve the Application made by the Board of Education to appropriate an additional \$424,000 to make improvements to the Hamilton Avenue School (HAS) playing field.

Ms. Dayton, representing the Board of Education, and Mr. Mayo, Interim Superintendent, presented the request, noting that this is the second time this project is before the BET and, at the BET's earlier request, the BOE decreased the cost of the project. Ms. Dayton advised the Board that this project preceded the Schools Master Plan. The project is shovel-ready and can be commenced immediately upon approval by the BET and RTM. In response to a question, Mr. Mayo stated that all documentation required for the Certificate of Occupancy for HAS had been submitted to the State and that the BOE awaits the release of the retainage, that is the portion of the agreed upon contract price deliberately withheld until the work is substantially complete. Mr. Gieger proposed the use of Capital Non-Recurring funds so that the work could begin.

Upon a motion made by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the request for an appropriation of \$424,000 and to fund the project from Capital Non-Recurring funds. Motion carried.

ROUTINE APPLICATIONS

Ms. Oberlander requested that Ms. Krumeich, the Clerk of the BET, move the items for Routine Budget Adjustments.

FD- 1	Fire	Transfer
\$240,500	A205 51010 & 291 52210600	Salaries/Water Bills
PD- 1	Police	Approval to Use
\$60,000	F21311	Regional Intelligence Liaison Officer (RILO Grant)

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to approve each of the two routine applications, that is one from the Fire Department and one from the Police Department.

Upon a motion by Ms. Krumeich, seconded by Mr. Ramer, the Board voted 12-0-0 to approve the two Routine Applications. Motion carried.

ASSESSOR'S REPORT

Ms. Elliott reported that Quality Data Service (QDS) had mailed approximately 80,000 tax bills and the Department was responding to taxpayer inquiries. Motor vehicle tax bill adjustments for

the current year-to-date were 1,221 in comparison to 1,676 during the previous year. Residential inspections for the 2020 Revaluation were resumed in June 2018 and will continue through October 2018. Ms. Elliott commented that there were 24 new appeals filed from the 2017 Grand List in comparison to 27 Appeals filed on the 2016 Grand List.

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

COMPTROLLER'S REPORT

Mr. Mynarski updated the BET on the status of construction reimbursements for Hamilton Avenue School (HAS), Glenville School (GS) and the new New Lebanon School (NLS). Retainage was still owed by the State for HAS and GS. Additionally, due to State computer issues, the State's May reimbursement for NLS had not been sent yet and the July reimbursement is expected to be delayed.

Mr. Mynarski commented that the Actuary would be present at the Retirement Board meeting on July 26, 2018, and invited BET members to attend. A preliminary actuarial report will be available. Mr. Mynarski commented that at the recent Retirement Board Special Meeting, Neuberger Berman, investment advisor for the Retirement Board, had revised downward the estimates of future assumed yields that could cause a budgetary gap, which arguably should be integrated into the development of FY2020 Budget Guidelines. There was a discussion of the changes being considered by the Retirement Board including changing the discount rate and the amortization period.

Commenting on Insurance and Risk Management, Mr. Mynarski remarked that TOG's Risk Manager followed up monthly on the status of the FEMA reimbursement of \$1.5 million for Hurricane Sandy damage that had not yet been received. Additionally, Mr. Mynarski noted that a budget item of \$400,000 was expected for several small insurance contracts not yet renewed and that there would be additional impact on FY2020's insurance budget due to: 1) self-insured retention increase to \$3 million and increases in insurance premiums; 2) additional contribution to TOG's Risk Fund; and, 3) contributions to the Retirement and OPEB funds. BET members requested comparable municipality benchmarks for rate-of-return rates on pension and OPEB funds.

The Board briefly discussed the status of several Internal Audits, the Cash Management system and the RFP for custodial services for the Retirement System.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to accept the Comptroller's Report. Motion carried.

TREASURER'S REPORT

Ms. Oberlander asked for questions about the Treasurer's Report showing investment portfolio activity for June 2018 and, hearing none, noted that the BET had received the Report and would forward it to the Audit Committee.

BET Standing Committee Reports

- **Budget Committee** – Ms. Moriarty commented that TOG had experienced higher revenue

and lower expenses in FY2017-18 and an increase in Fund Balance is anticipated.

- **Policy & Procedures Committee** – Mr. Ramer reported that the Policy & Procedures Committee discussed the Internal Audit Policy as modified for inclusion in the Appendix of the BET Reference Manual.

BET Liaison Report

- **Retirement Board** – BET members were invited to attend the July 26, 2018, meeting of the Retirement Board to hear its discussion of the impact of lowering the Retirement System's discount rate and the status of the Retirement Board's search for alternative custodial services.

BET Special Project Team Reports

- **Nathaniel Witherell Strategic Planning Committee** – Mr. Norton invited BET members to its July 23, 2018, meeting when the consultant (Health Dimensions Group) awarded the contract for RFP 7404 Operations Consulting would begin its engagement. RFP 7405 Accounting Consulting contract was in the process of being reviewed by the Law Department prior to signing.

Mr. Norton expressed his thanks to Ms. Oberlander, the Committee and the Procurement Department for facilitating the outcome of the RFP process.

Old Business

- **Policy & Procedures** - Mr. Ramer reported that the Policy & Procedures Committee voted 2-0 in favor of the Internal Audit Policy as modified for inclusion in the Appendix of the BET Reference Manual.

Upon motion by Mr. Weisbrod, the Board voted 12-0-0 to approve the Internal Audit Policy and to replace prior language in the BET Reference Manual. Motion carried.

New Business (full text of Resolutions attached)

- **Approval of the Cash Management Resolution** – The cash management policy approved by the Investment Advisory Committee on June 20, 2018, and included in the meeting materials was presented.

Upon motion by Mr. Weisbrod, the Board voted 12-0-0 to approve the Cash Management Resolution. Motion carried.

- **Approval of OPEB Trust Board Re-nominations**

- **Chairman** – Robert Stricker

Upon motion by Mr. Weisbrod, the Board voted 12-0-0 to re-appoint Mr. Stricker as Chairman of the OPEB Trust Board for a term of 1 year. Motion carried.

- **Member Re-appointment** – Joseph Pellegrino
Upon motion by Mr. Weisbrod, the Board voted 12-0-0 to re-appoint Mr. Pellegrino as a member of the OPEB Trust Board for a term of 3 years. Motion carried.

Chairman's Report

Ms. Oberlander reminded BET members that no regular BET meeting was scheduled for August but thanked Committee members for their ongoing commitment and contribution during August. Ms. Oberlander reported that the Survey to determine usage for the Eastern Civic Center would be available online for responses until July 20, 2018, and encouraged all to participate.

Approval of the BET Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Ms. Moriarty, the Board voted 11-0-1 (Abstained: Krumeich) to approve the Minutes of the BET Regular Meeting of June 18, 2018. Motion carried.

Adjournment

Upon a motion by Ms. Fassuliotis, seconded by Mr. Duus, the Board voted 12-0-0 to adjourn the meeting at 6:30 P.M. Motion carried.

The next Regular Meeting of the BET is scheduled for Monday, September 25, 2018, at 6:30 P.M. in the Town Hall Meeting Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

Elizabeth K. Krumeich, Clerk of the Board

Jill K. Oberlander, Chair