



MINUTES of the Organizational Meeting of the Board of Estimate and Taxation held on Monday, January 6, 2014 in the Town Hall Meeting Room, Greenwich, CT.

Mr. Mason called the meeting to order at 6:35 P.M., after which the members pledged allegiance to the flag.

The Board took the Oath of Office administered by the Town Clerk, Carmella Budkins.

Board members in attendance:

Michael S. Mason, Chairman
Arthur D. Norton, Vice Chairman
Mary Lee Kiernan, Clerk
John Blankley
Bill Drake
William R. Finger
Sean Goldrick
Randall Huffman
Marc V. Johnson
Jeffrey S. Ramer
Leslie L. Tarkington
Nancy Weissler

Selectmen: Peter Tesei, First Selectman, Drew Marzullo

Staff: Peter Mynarski, Comptroller; Lauren Elliott, Assessor; Valerie Maze Keeney, Assistant Town Attorney; Carmella Budkins, Town Clerk

ELECTION OF OFFICERS

Upon nomination by Mr. Norton, seconded by Mr. Johnson, the Board voted 9-3-0 (Goldrick, Blankley, Huffman) to elect Mr. Mason Chairman of the Board.

In nominating Mr. Mason for Chairman of the Board, Mr. Norton spoke about Mr. Mason's long experience serving on various Boards within the Town of Greenwich, more than 12 years on the BET, knowledge of municipal government, the Town's Charter and commitment to the community.

Upon nomination by Mr. Drake, seconded by Mr. Ramer, the Board voted 11-1-0 (Huffman) to elect Mr. Norton Vice Chairman of the Board.

In nominating Mr. Norton as Vice Chairman of the Board, Mr. Drake spoke briefly about Mr. Norton's experience and knowledge. Mr. Ramer in seconding this nomination, remarked that it had been a privilege to serve on the Audit Committee and the BET with him. He

acknowledged Mr. Norton's directness and honesty as key to productive, respectful Committee leadership.

Upon a nomination by Mr. Mason, seconded by Ms. Kiernan, the Board voted 12-0-0 to elect Mr. Drake as Clerk.

Mr. Mason welcomed Mr. Drake to the BET and his assumption of responsibilities as Clerk.

CHAIRMAN'S APPOINTMENT OF MEMBERS TO STANDING COMMITTEES AND LIASON ASSIGNMENTS FOR 2014-2016

Mr. Mason gave a brief overview and shared the member's assignments with the Board. (Attachment)

Mr. Ramer commented that these appointments followed 99% of the recommendations made to the Chairman by the minority party. Mr. Ramer requested that the Chairman give special, thorough consideration to the few recommendations which were not followed.

APPOINTMENT OF COMPTROLLER

Regarding the appointment of the Comptroller, Ms. Tarkington made the following Motion:

Be it resolved that the Board of Estimate and Taxation appoints Peter Mynarski as the Comptroller for a two year term effective January 6, 2014 and terminating on the date of the first meeting of the Board of Estimate and Taxation in January, 2016. The appointment shall be subject to the provisions of Article 1, Section 11 of the Town Charter. The Comptroller's salary shall remain at \$187,882.

Upon Ms Tarkington's motion, seconded by Mr. Norton, the Board voted 12-0-0 in favor of this motion.

Ms. Tarkington expressed special thanks and appreciation for Mr. Mynarski's and the Finance Department's effective and productive work facilitating the BET and its members' ability to accomplish its mission.

APPOINTMENT OF ASSESSOR

Regarding the appointment of the Assessor, Ms. Tarkington made the following Motion:

Be it resolved that the Board of Estimate and Taxation appoints Lauren Elliot as Assessor for a two year term effective January 6, 2014 and terminating on the date of the first meeting of the Board of Estimate and Taxation in January, 2016. The appointment shall be subject to the provisions of Article 1, Section 11 of the Town Charter. The Assessor's salary shall remain at \$148,110.

Upon Ms. Tarkington's motion, seconded by Mr. Finger, the Board voted 12-0-0 in favor of this motion.

Mr. Mason expressed special thanks and appreciation for Ms. Elliot's staff management and planning skills that facilitated the Town's and BET's work.

F.O.I. UPDATE BRIEFING – LAW DEPARTMENT

Ms. Valerie Maze Keeney, an Assistant Town Attorney, reviewed highlights of the FOI packet the BET members had received. She answered questions from members for clarifications citing past F.O.I. Committee interpretation.

CHAIRMAN’S REMARKS

Mr. Mason expressed his thanks to BET members for electing him to a second term as Chairman. He commented that serving the community in this capacity was rewarding and noted that Greenwich’s culture of neighbors made engaging in the business of Greenwich a stimulating opportunity to contribute to the Town’s future excellence.

ADJOURNMENT

Upon a motion by Mr. Blankley, seconded by Mr. Goldrick, the Board voted unanimously to adjourn at 7:27 P.M.

Respectfully submitted,

SUBJECT TO APPROVAL

Catherine Sidor, Recording Secretary

Bill Drake, Clerk

Michael S. Mason, Chairman

**TOWN OF GREENWICH, CONNECTICUT
 ASSIGNMENTS OF THE BOARD OF ESTIMATE AND TAXATION
 2014 – 2016
 CHAIRMAN - MICHAEL S. MASON
 VICE CHAIRMAN - ARTHUR D. NORTON
 CLERK - WILLIAM DRAKE**

The chairman of the Board of Estimate and Taxation, in consultation with the designated representative of the minority party, determines committee and liaison assignments.

Standing Committees

There are two members from each party on the Audit, Budget, Investment Advisory and Human Resources Committees. There four-person committees have Chairmen and recommendation-making responsibilities. The remaining committees are two-person committees (one from each party).

AUDIT	BLANKLEY, FINGER, NORTON , TARKINGTON
BUDGET COMMITTEE	JOHNSON , KIERNAN, RAMER, TARKINGTON
HUMAN RESOURCES	DRAKE, HUFFMAN, KIERNAN, WESSLER
INVESTMENTS	BLANKLEY, DRAKE , HUFFMAN, NORTON
LAW	RAMER , TARKINGTON
POLICY/PROCEDURE	FINGER, NORTON
<i>(BOLD DENOTES CHAIRMAN)</i>	

Liaisons

Liaisons facilitate efficient and effective communication between certain Town departments, building committees, appointing authorities and the full BET, as well as between departments and the Budget Committee. The liaisons are responsible for in-depth knowledge of the departments under their purview, particularly the budgets of those departments, appointing authorities and building committees. They should meet periodically (especially during departmental budget preparation) with the department heads. They should attend budget meetings of boards where applicable.

It is the responsibility of the liaisons to provide the full BET with periodic reports, either written or oral.

Liaison Positions

CD BLOCK GRANT	DRAKE, GOLDRICK
CIP - CAPITAL IMPROVEMENT	FINGER, MASON
EDUCATION	MASON
FINANCE	KIERNAN, MASON
ASSESSOR	FINGER, TARKINGTON
RETIREMENT	BLANKLEY, DRAKE
NATHANIEL WITHERELL BOARD	NORTON
FIRE/POLICE	FINGER, MASON
REVALUATION TEAM	FINGER, TARKINGTON
PARKS & RECREATION	DRAKE
INFORMATION TECHNOLOGY	BLANKLEY

Special Project Teams

Special Project Teams may be appointed from time to time by the Chairman of the BET.

CENTRAL FIRE HOUSE	JOHNSON
HAMILTON AVENUE	JOHNSON
MISA – Hillside Road	TARKINGTON
NATHANIEL WITHERELL BUILDING COMM.	NORTON
HAY STUDY IMPLEMENTATION	BET HUMAN RESOURCES COMMITTEE
LABOR CONTRACTS	KIERNAN, MASON
PARSONAGE COTTAGE	FINGER, JOHNSON, KIERNAN, TARKINGTON

SUBJECT TO APPROVAL