



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, July 21, 2014 in the Town Hall Meeting Room, Greenwich, CT.

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

Board members in attendance:

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

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Lauren Elliott, Assessor; Robert Shipman, Assistant Assessor; John Crary, Town Administrator; William McKersie, Superintendent of Schools; David Thomas, Deputy Commissioner DPW; Thomas Klein, IT Director

Selectmen: Peter Tesei, First Selectman

Mr. Mason opened the meeting by welcoming the public. He asked for a motion to move the IT presentation forward from under the NEW BUSINESS Agenda item.

Upon a motion by Mr. Blankley, seconded by Mr. Finger, the BET voted 12-0-0 to move the item forward on the Agenda.

Mr. Blankley introduced the new IT Director, Thomas Klein. Mr. Klein then gave a presentation, *Assessment of IT Capabilities & Needs*, which reviewed his observations during the commencement of his tenure. Mr. Klein met with TOG department heads, staff, and vendors, and visited IT Directors in other Fairfield County towns. He focused on identifying expectations of TOG's IT department, its current capabilities and future needs. He indicated that there were 740 work stations at 27 sites, all asking for increased communication mobility. He noted that cloud solutions, data integration, supporting devices, devising standards and his department's current budget were themes on which he would base his future planning. Mr. Klein advised the Board of gaps in his department's skill set for recommending end-to-end solutions, support that he would wish to provide to TOG's Commissions and Boards, and desire to enrich the Town's website with social media capabilities. He commented that he would be evaluating how project management and business system analysis could be added to his department either through outside vendor services or additional staff.

Board members asked questions about the implementation of the 311 System, Security and TOG's status in comparison to neighboring towns' IT systems. Mr. Mason thanked Mr. Klein for his enlightening presentation and work with the Project Steering Committee on the Human Capital Management System.

Mr. Mason asked Mr. Drake to present the application agenda.

ROUTINE APPLICATIONS – Fiscal Year 2013 – 2014

<u>FD-7</u>	<u>Fire</u>	<u>Transfer</u>
\$87,650.00	A201, 202 & 205 51010	Salaries

Upon a motion by Mr. Drake, seconded by Mr. Johnson, the Board voted 12-0-0 to approve the application.

<u>FI-1</u>	<u>Finance</u>	<u>Depts. & BOE</u>
\$434,542.00	B Fund Various Depts. & Codes	Bond Project Closeouts

Upon a motion by Mr. Drake, seconded by Mr. Johnson, the Board voted 12-0-0 to approve the application.

<u>HD-1</u>	<u>Health</u>	<u>Approval to Use</u>
\$54,927.00	F4038 51300 & 57050	PT Salaries & S.S. Benefits

Upon a motion by Mr. Drake, seconded by Mr. Johnson, the Board voted 12-0-0 to approve the application.

<u>CD-1</u>	<u>Community Development</u>	<u>Transfer</u>
\$105,445.79	Q19714 59900	Housing Authority & Shelter for Homeless

Upon a motion by Mr. Drake, seconded by Mr. Johnson, the Board voted 12-0-0 to approve the application.

NON-ROUTINE APPLICATIONS – Fiscal Year 2013 – 2014

<u>ED-7</u>	<u>BOE</u>	<u>Transfer</u>
\$25,000.00	S670 51300	Temporary Salaries

Mr. Johnson reported that this transfer affects the FY 2014 budget. The amount of the application would be transferred from Food to cover a shortfall in Temporary Salaries in the Food Services Budget. The Committee voted 4-0 in favor of the application. Mr. Johnson commented that the Budget Committee had a lengthy discussion on the BOE's recent decision to opt out of the State School Lunch Program for the High School without prior notice to the BET. He noted that the FY2015 budget includes support of \$300,000 from the General Fund to the School Lunch Revolving Fund, an otherwise break-even account.

Mr. Mason requested that it was time to formulate a plan for the future so that funds in the Food Budget are not used to cover above-budget spending in other line items in the Schools budget. Ms. Tarkington also asked that the Budget Committee be informed in advance in the future because of the School Lunch Program support needed from the General Fund, and that FY2014

had ended. She commented that the loss to be funded by the General Fund was \$355,000.

In a discussion about the decision to reject a federal contribution of \$218k to the school lunch program, Dr. McKersie pointed out that the BOE's decision was based on the risk of current food sales of \$1.3 million. If the federal funds were accepted, the accompanying requirements might eliminate 93% of the foods currently served.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to approve the application.

ED-1	BOE	Transfer
\$ 96,417.00	A62004 68 52340 A66017 55 52140	Rental of Buildings Transportation of Pupils

Mr. Johnson reported that although the Budget Committee voted 4-0 to approve the application, they were concerned that the BOE did not attempt to amend their budget during the February budget hearings whereby a position was eliminated but the funds were held in a salary account.

Dr. McKersie indicated that there may have been miscommunication during the budget process because the BOE was responding to a BET-expressed concern in February and had decided at the time to apply the staff savings towards this facility expense.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to approve the application.

PW-1	DPW	Additional Appropriation
\$350,000.00	Z312 59620 15138	Bridge Maintenance Program

SUBJECT TO APPROVAL

Mr. Johnson reported that the Budget Committee had voted 4-0 in favor of the application due to the unanticipated extensive repairs needed to the Burying Hill Road Bridge. Mr. Thomas responded to Mr. Ramer's inquiry about whether the scenic road designation increased the cost of repair or created an obligation on TOG to maintain the scenic appearance of the structure. Mr. Goldrick inquired how the estimated cost increased so radically between the initial inspection and final project cost estimate and whether the work qualified for any federal or state grants. Ms. Tarkington asked if the Fire Department was aware of the repair project's duration so that fire trucks could plan an alternative route as Burying Hill is the key east-west road north of the Parkway between Round Hill Road and Lake Avenue, and the response was affirmative.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to approve the application.

ASSESSOR'S REPORT

Ms. Elliot reported that 80,000 tax bills had been sent out in July and the staff was responding to taxpayer inquiries. Ms. Tarkington asked about the responses to the RFP for the new property valuation software and Ms. Elliot said that three Bids were currently in evaluation.

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the Board voted 12-0-0 to approve the report.

COMPTROLLER'S REPORT

Mr. Mynarski reported that in the process of closing the books for FY 2013-2014, the fund balance increased from \$29.3 million to \$35.7 million. The increased conveyance tax and Super storm Sandy insurance reimbursement were primarily responsible for the increase. Work on the annual audit will commence in September. The results of the insurance renewal process were generally an improvement over budgeted costs, although the cost of property insurance increased due to greater insured values resulting from new asset additions such as Project Renew, MISA and the Fire Station.

The CT Hearst Media's FOI request for "all invoices and billing records presented to the town... during the 1960s and 1970s" is so broad and so dated that compliance may be impossible. Mr. Mynarski reported that the 1960s records were not maintained in a manner that is searchable in a practical way. Several issues were noted: the scope of the request was vague and the Law Department review of the FOI request had not yet taken place.

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the Board voted 12-0-0 to approve the report.

ACCEPTANCE OF THE TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR JUNE 2014

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the Board voted 12-0-0 to approve the report.

BET Standing Committee Reports

Ms. Weissler, on behalf of the HR Committee, reported that discussions are underway for the renewal of the Town's medical plan. It is anticipated that the funding arrangement will be similar to the current one and that the increase will be within the budgeted number. It is anticipated that the renewal will be finalized by September.

The Investment Committee report is reflected under the NEW BUSINESS header.

BET Liaison Reports

Mr. Drake reported that the Community Development Block Grant Advisory Committee process was proceeding successfully. The Committee reached consensus on the allocation of its block grant, within the required guidelines of 20% administrative costs and 80% programmatic costs. He noted that recipients of block grants were visited to review how grant money was being used. He indicated that the Community Development Advisory Committee would hold a public hearing in August as part of its routine annual process.

Ms. Kiernan reported that the GEA negotiating team was meeting in July and August with the teachers' union.

BET Special Project Team Reports

Mr. Norton reported that the Nathaniel Witherell Building Committee continues to meet to approve payments, change orders and review current work. A Department of Public Health inspection took place on July 23, 2014 and a license with a punch list and final inspection date are anticipated in the next several days so that all rehabilitated space can be occupied.

Ms. Tarkington reported that the MISA Building Committee continues to follow the construction process with weekly focused meetings. The project is approximately 36% complete and 8.5 months

behind schedule. She remarked that the erection of the steel structural frame of the auditorium is complete.

NEW BUSINESS

Approval of Registrar of Voters Salaries

Ms. Weissler presented the HR Committee's recommendation (vote 3-0) on the Registrars' of Voters Compensation for Calendar 2015 and 2016 to be set at \$35,040 representing a 2.5% increase compounded for two years over the current base of \$33,349 beginning in 2015 (consistent with the maximum allowed under the M&C guidelines). Additionally, a stipend of \$1,500 each for a primary is recommended (in the event of a single party primary, both Registrars will receive the \$1,500 stipend).

RESOLVED: that the Board of Estimate and Taxation accepts the Recommendation of the Human Resources Committee as detailed in the submitted report of the Chair for the compensation increases for the Town of Greenwich Registrars of Voters for calendar years 2015 and 2016.

Upon a motion by Ms. Weissler, the Board voted 12-0-0 to accept the recommendation.

Approval of M&C Compensation Plan

Ms. Weissler offered the HR Committee's recommendation (vote 3-0) to the BET to approve the Management and Confidential employee salaries for fiscal 2014-2015 as they are in compliance with the BET's approval of the M&C Compensation Plan for fiscal 2014-2015.

RESOLVED: that the Board of Estimate and Taxation accepts the recommendations of the Human Resources Committee as detailed in the report of the Chair for M&C salaries for fiscal 2014-2015.

Upon a motion by Ms. Weissler, the Board voted 11-0-1 to accept the recommendation. (Abstain: Blankley)

Assessment of IT Capabilities & Needs (moved forward on the Agenda)

OPEB Trust Board Re-nominations

Mr. Drake reported that the Investment Advisory Committee recommended the re-appointment of Mr. William Ferdinand and Mr. Robert Stricker to the OPEB Trust Board.

Resolved that the Board of Estimate and Taxation reappoints William Ferdinand to a term on the OPEB Trust Board, expiring June 30, 2017.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to accept the recommendation.

Resolved that the Board of Estimate and Taxation reappoints Robert Stricker of the OPEB Board as Chairman of said Board for another term ending June 30, 2015.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to accept the recommendation.

Amendment to Retirement Plan #3 (2014-1)

Mr. Drake asked the BET to approve the correction of language in the Retirement Plan description in the Town Charter to adjust for a technical issue. The Retirement Committee had voted 4-0 to approve this change. Mr. Ramer reported that the Law Committee had voted 2-0 that the Amendment is in legal order.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to accept the recommendation.

Acceptance of the July 1, 2013 OPEB Actuarial Report

Mr. Drake asked the BET to accept the Actuarial Report which the Investment Advisory Committee had voted 4-0 to accept, including the choice of 7.25% as the discount rate for valuing the future obligations.

Upon a motion by Mr. Mason, the Board voted 12-0-0 to accept the recommendation.

OLD BUSINESS

Internal Audit Posting Policy

Mr. Finger reported that the Policy and Procedures Committee was unable to agree on the issue of whether or not Internal Audits should be posted on TOG's website. Mr. Finger then made a motion, seconded by Mr. Ramer, to post final Internal Audit reports on the Internal Audit Department's webpage after the final report has been submitted to the full BET. Messrs. Finger and Ramer clarified that only the actual final version, not draft versions, would be posted. Mr. Norton then made a motion to amend Mr. Finger's motion, seconded by Ms. Tarkington, to post the title and date of the final report but not the report itself on the TOG website. Mr. Norton's motion to amend failed 1-11-0 (Norton in favor), and consideration of Mr. Finger's motion resumed. Mr. Mason commented that there was no intention to thwart transparency but rather a desire to consider any appropriate recommendation from the floor that would improve the methods by which the BET conducted business.

Resolved that following submission of the final Internal Audit report to the BET, the Finance Department shall post the title and date of the report as well as a PDF or other similar link of the final report on Town's Internal Audit webpage. All final reports shall remain posted on the webpage for a period of at least 12 months.

Mr. Mason thereupon called for a vote on the motion, and the Board voted 11-1-0 to approve the item (opposed: Mr. Norton).

Parsonage Cottage Update

Ms. Kiernan, after thanking fellow BET members of the Parsonage Cottage Working Group, updated the BET on the proposed refinancing of the loans extended by the Town in connection with the renovation of Parsonage Cottage during the mid-1990's. A detailed report by the Working Group is included in the meeting packet. The Law Department has begun discussion of the refinancing proposal with the Housing Authority. The Working Group provided procedural steps in writing to the Housing Authority and is ready to continue the process to achieve a conclusion of the matter for the

benefit of Parsonage Cottage.

APPROVAL OF MINUTES

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the Regular Meeting Minutes of the BET from June 16, 2014.

CHAIRMAN'S REPORT

Mr. Mason commented that he would be seeking several BET members for an exploration of issues related to requirements to upgrade Greenwich's storm water management. He noted that the opening of the new Fire Training facility would be a significant component of future training exercises. Additionally, he recognized that TOG's fund balance was substantially higher at the close of the fiscal year and suggested that once financial trends of fiscal 2015 were better known later in calendar 2015, he would be asking the BET members to explore appropriate responses.

ADJOURNMENT

Upon a motion by Mr. Blankley, seconded by Ms. Weissler, the Board voted 12-0-0 to adjourn at 9:33 P.M.

Respectfully submitted,

SUBJECT TO APPROVAL

Catherine Sidor, Recording Secretary

William Drake, Clerk of the Board

Michael S. Mason, Chairman