



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, June 17, 2013 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  
Mary Lee A. Kiernan, Clerk  
Gregory Bedrosian  
Robert Brady  
William R. Finger  
Sean Goldrick  
Randall Huffman  
Joseph L. Pellegrino  
Jeffrey S. Ramer  
Leslie L. Tarkington

Absent: Marc V. Johnson

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Lauren Elliott, Assessor; Robert Shipman, Assistant Assessor; Ray Augustine, Director of Financial Operations, Nathaniel Witherell; Allen Brown, Executive Director, Nathaniel Witherell; William McKersie, Superintendent of Schools; Benjamin Branyan, Managing Director of Operations; Irene Parisi, Assistant Superintendent, Board of Education

Other: Leslie Moriarty, Chairman, Board of Education; David Ormsby, Nathaniel Witherell Board

### **ROUTINE APPLICATIONS**

NW-11 Nathaniel Witherell – Transfer \$6,600

Transfer:

\$ 6,600	to	H45070-56100	General Liability
\$ 6,600	from	H45070-57800	Interest on Bonds

Upon a motion by Ms. Kiernan, seconded by Mr. Pellegrino, the Board voted 11-0-0 to approve the application.

PW-8 DPW – Transfer \$20,000

Transfer:  
\$ 20,000 to A321-54200 Maintenance of Machinery  
\$ 20,000 from A321-52510 Waste Removal Services

Upon a motion by Ms. Kiernan, seconded by Mr. Pellegrino, the Board voted 11-0-0 to approve the application.

### **NON-ROUTINE APPLICATIONS**

#### **ED-7 BOE – Release of Conditions \$1,126,000**

Release of Conditions:  
\$1,126,000 to B680-59090-14153 Digital Learning

Mr. Pellegrino reported that the Budget Committee approved this request to release the initial investment for the Digital Learning Program, and highlighted the BET conditions: (1) review by the BET of the BOE Digital Learning Plan FY 2013-2014 and (2) that the BOE provide a status update report regarding Digital Learning implementation at the January 2014 BET meeting. Mr. Pellegrino provided background information, stating that the Digital Learning Program is a work in process, and that the scope, process, and execution of this initiative may be subject to change as we proceed to bring the District into the digital age. Mr. Pellegrino stated that the BOE presented its report, as well as the consultant's report, last month and all the BET members had over one month to review, study, and submit questions.

Mr. Pellegrino then gave an overview of the Budget Committee's discussion on June 11<sup>th</sup>, highlighting (1) the initial implementation at Riverside and Hamilton Avenue Schools starting in January 2014; (2) the District-wide preparation and improvements for digital instruction and SBAC testing; (3) that 35% of the \$1,126,000, approximately \$389,000 is for personnel and the balance is for software, hardware, and contingency; (4) of the \$389,000 for personnel, approximately \$25,000 is for technical support, \$129,000 is for project management and planning, and \$235,000 is for instruction of staff; (5) of the \$735,000 balance of the funds, \$202,000 is for project contingency, \$180,000 for hardware leasing, \$262,000 is for selecting and leasing an operating system, which will be a portal for storing, accessing, and monitoring the materials or instruction, and \$93,000 will be for digital instructional resources; and (6) a Director of Digital Learning and Technology position has been created and the District is in the process of finding the first person to fill this role. The Budget Committee voted 4-0 in favor of releasing the condition.

In response to Mr. Goldrick, Dr. McKersie stated the BOE is building the Digital Learning Program on models that have come before. Dr. McKersie also stated that the District intends to learn the best from other districts, looking broadly for advice, counsel, and best practices, but build a program that makes sense for Greenwich with the assistance of a project manager. Dr. McKersie also stated that digital learning is currently going on in the District, and this initiative intends to get it organized, coordinated, and as cost effective as possible for district wide implementation.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

#### **NW-10 Nathaniel Witherell – Release of Conditions \$1,000,000**

Release of Conditions:

\$1,000,000	to	H450-49109	Contributions to NW
\$1,000,000	from	A999-57128	Fixed Charges Contribution to NW

Mr. Pellegrino reported on the Budget Committee's discussion of this application. Mr. Pellegrino reviewed the condition, which was receipt of a report demonstrating the need for these funds. He stated that the Statement of Operations April 30, 2013 report submitted by Nathaniel Witherell showing a cash flow (Net Town Operating Results) negative balance of \$1,237,355 satisfied this condition. Mr. Pellegrino also stated that the Budget Committee was satisfied that, as of this point in time, the Nathaniel Witherell's financial performance will track closely to budget. The Budget Committee voted 4-0 to release this condition. Mr. Pellegrino also shared comments regarding the planned contribution of \$1,000,000 from the Friends of Nathaniel Witherell to Project Renew and the Town's contribution of \$2,500,000 planned for FY 2014.

A brief discussion followed regarding the timing of the \$1,000,000 contribution from the Friends of Nathaniel Witherell, and the impact of this contribution on the Town's cash balance.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

**CAPITAL CARRY FORWARD REQUESTS**

Mr. Mason explained that the BET's action on the Capital Carry Forward requests does not constitute approval of appropriations. Rather, these requests continue previous appropriations in force and are only done once a year. A discussion followed regarding end of year operations and reporting.

**PW-9 DPW – Capital Carry Forward \$1,150,000**

Capital Carry Forward:

\$1,150,000	to	J361-59560-13198	Pump Upgrades
-------------	----	------------------	---------------

Mr. Pellegrino shared comments regarding the reasons for project delays for all the carry forward requests, and he stated that the DPW did not request additional funding in the FY 2014 capital budget for these projects. The Budget Committee voted 4-0 in favor of the Capital Carry Forward requests. A brief discussion followed regarding encumbrances and appropriation lapses. Mr. Ramer inquired why it is not necessary for there also to be approvals of Capital Carry Forwards for appropriated Pump Upgrades from prior years, most particularly #11176 \$4,087,940.19 unspent and unencumbered out of \$4,200,000 from FY11 and #12179 \$1,066,000 unspent and unencumbered out of \$1,200,000 from FY12. The Comptroller explained that an approval of a Capital Carry Forward in those instances is unnecessary because portions of those appropriations have been actually partially spent, as opposed to just encumbered. The Comptroller confirmed that no lapse will occur as to those earlier capital appropriations.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

**PW-10 DPW – Capital Carry Forward \$150,000**

Capital Carry Forward:

\$ 150,000 to Z302-59660-12115 Storm Water Program Compliance

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

PW-11 DPW – Capital Carry Forward \$460,000

Capital Carry Forward:

\$ 460,000 to B312-59730-13132 Lake Avenue & Simmons Lane Drain

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

PW-12 DPW – Capital Carry Forward \$295,000

Capital Carry Forward:

\$ 295,000 to B312-59600-13123 Street Lights

Upon a motion by Mr. Pellegrino, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the application.

NW-12 Nathaniel Witherell – Capital Carry Forward \$330,000

Capital Carry Forward:

\$ 330,000 to H450-59560-13191 Ongoing Maintenance

Mr. Finger stated that this is specifically ear-marked for upgrades to Tower 4 patient rooms.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 11-0-0 to approve the application.

**ASSESSOR'S REPORT**

Ms. Elliott presented the Assessor's Report, noting that tax bills were sent out and highlighting litigation, settlements, and the results of the senior and firefighter tax relief program.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to accept the Assessor's Report.

**COMPTROLLER'S REPORT**

Mr. Mynarski presented the Comptroller's Report, commending the Risk Manager's work with the Town's insurance broker. Mr. Mynarski also reviewed the insurance contract negotiations and the storm claims process. He also reviewed the Cash Flow report, highlighting favorable receipts and lower spending. A discussion followed regarding various components of cash flow and the expected additions to fund balance at the end of the current fiscal year.

Upon a motion by Mr. Norton, seconded by Ms. Tarkington, the Board voted 11-0-0 to accept the Comptroller's Report.

**ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO  
ACTIVITY FOR THE PERIOD OF May 1, 2013 – May 31, 2013**

Upon a motion by Mr. Norton, seconded by Ms. Tarkington, the Board voted 11-0-0 to accept the Treasurer's Report.

**BET Standing Committee Reports**

There were no Standing Committee Reports.

**BET Liaison Reports**

*Fire/Police Report*

Mr. Mason shared comments regarding the Round Hill Fire Company Volunteer On-Call Program. This is a pilot program whereby experienced volunteer firemen will be committed to a shift, which will help overall fire coverage. This pilot is based on a program in place in Purchase, N.Y. Mr. Finger noted that the pilot constituted progress on goals stated by the Fire Department a year ago.

*Revaluation Team Report*

Ms. Tarkington asked for an update on the process for upgrading the Assessor's software. Ms. Elliott reviewed this process, noting the role of the IT Department in the purchase process. Ms. Elliott hopes to implement the software in August.

**BET Special Project Team Reports**

*Central Fire House Report*

Mr. Mason noted the Report on this project in the Agenda packet and that the demolition was recently completed.

*GHS MISA / Remediation Report*

The Report was included in the Agenda packet.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

There was no New Business.

**APPROVAL OF MINUTES**

**BET Regular Meeting, May 20, 2013**

Upon a motion by Ms. Tarkington, seconded by Mr. Pellegrino, the Board voted 11-0-0 to approve the Regular Meeting Minutes of the BET from May 20, 2013.

**CHAIRMAN'S REPORT**

Mr. Mason reviewed potential items for the July 2013 BET meeting agenda. He also applauded the BOE for inviting the BET to work together on certain issues. Mr. Mason also shared comments concerning the importance of communication and a positive BET culture.

**ADJOURNMENT**

Upon a motion by Mr. Brady, seconded by Mr. Goldrick, the Board voted unanimously to adjourn at 7:32 P.M.

Respectfully submitted,

\_\_\_\_\_  
Maria Bocchino, Recording Secretary

\_\_\_\_\_  
Mary Lee A. Kiernan, Clerk of the Board

\_\_\_\_\_  
Michael S. Mason, Chairman

SUBJECT TO APPROVAL