



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Wednesday, February 20, 2018, in the Town Hall Meeting Room, Greenwich, CT.

Chair Jill Oberlander called the meeting to order at 7:34 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: Aamina Ahmad, Assistant Town Attorney; Michael Aurelia, Registrar of Voters (D); Fernando DeArango, Assistant Town Attorney; Lauren Elliott, Assessor; J. Wayne Fox, Town Attorney; Roland Gieger, Budget Director; Peter Mynarski, Comptroller; Howard Richman, Tax Collector

Public: Arthur D. Norton, Chairman, TNW Special Committee; Laurence B. Simon, Chairman, TNW Board of Directors; Nancy S. Weissler, Member, TNW Special Committee

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

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 into Executive Session at 7:35 P.M.

Upon a motion by Mr. Mason, seconded by Ms. Moriarty, the Board voted 12-0-0 to exit from Executive Session at 8:17 P.M.

The Committee exited Executive Session at 8:17 P.M.

Requests for Budget Adjustments

On the recommendation of the Budget Committee, Ms. Oberlander designated each of three requests as Routine. When no objections were offered, Ms. Oberlander asked the Clerk to read the Routine items. The Clerk read the following three Routine items:

ROUTINE APPLICATIONS

PD-2	Police	Approve to Use
\$ 9,700	F2175 51100 & 57050	Overtime Services & Benefits
PD-3	Police	Approve to Use
\$ 7,608	F2173 52360	Rental Maintenance Software
PD-4	Police	Approve to Use
\$ 6,273	F2136 53310	Personal Protective Equipment

Ms. Moriarty, as Chairman of the Budget Committee, reported that the Budget Committee voted 4-0-0 to approve the use of the proposed grant funding from State, Federal cost-sharing and forfeiture sources for the designated uses and recommended BET's approval of the three applications.

Upon a motion seconded by Mr. Ramer, the Board voted 12-0-0 to approve the designated uses of the proposed grant funding.

ASSESSOR'S REPORT.

Ms. Elliott reported that the 2017 Grand List was signed on January 25, 2018, and 3,383 notices of change in taxes, based on the 2015 revaluation, were mailed; in comparison, the previous year only 1,630 notices of change in taxes were sent. Commenting further, 200 applications had already been received by the Board of Assessment Appeals, however, Ms. Elliott expected more would be received before the appeal deadline of February 20, 2018. Senior Tax Relief applications were sent to the 563 senior residents currently receiving this relief, as well as new applicants. Pursuant to the FY17-18 budget, \$950K is set aside for Senior Tax Relief, the same amount as the previous year. Only \$840K had been utilized in 2017 and \$820K was utilized in 2016 of the \$950K amount set aside.

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

COMPTROLLER'S REPORT

Mr. Mynarski reported that TOG had received its first New Lebanon School reimbursement of \$3,955,139 from the State for work already completed on the project. Hereafter, additional reimbursements are expected every 2 months based on the progress being reported. He noted that there is an additional Hamilton Avenue reimbursement to be requested and that the Glenville and Hamilton Avenue Schools will request audits by the State after which the retainage can be released.

Ms. Oberlander asked Mr. Mynarski to update the BET on the Retirement Board's experience with Neuberger Berman, its outside investment management firm. Mr. Mynarski commented that TOG's outside actuary, the Boomershine Consulting Group, invited BET members to the Retirement Board's next meeting on February 22, 2018, to hear the Boomershine report, and to review the Other Post Employment Benefits' (OPEB) rate of return assumption for the annual rate of contribution (ARC) and other actuarial assumptions, with the possibility Boomershine might suggest that the rate of return should be lowered from 6.75%. Mr. Mynarski responded that OPEB assumptions may be evaluated separately and can have differing assumptions from the Pension Fund.

Mr. Mynarski commented that seven Requests for Proposals (RFPs) were currently being published by the Finance Department: 1) third party administrator of the workers' compensation program; 2) OPEB actuarial services; 3) a custodian for the Retirement Board's assets; 4) an insurance broker; 5) auditor for the Nathaniel Witherell Special Committee; 6) consultant for the Nathaniel Witherell Special Committee; and 7) liability, automobile and property third party claim's administration. Mr. Mynarski noted that there would be an extension of the contract with Frenkel & Company Incorporated for insurance brokerage services since the majority of the firm's work takes place from May to July. Mr. Mynarski advised the BET that the Town Charter authorized the Retirement Board to hire its actuary for the Pension Plan actuarial services. Mr. Mynarski explained that OPEB differed from the Retirement Board's process in that the OPEB Board could independently initiate an actuarial review of the OPEB assets. Mr. Mynarski updated the BET that the Tax Collector's Office was addressing the outstanding items including rejected checks, chargebacks, deposits and various posting adjustments on the Quality Data System, but noted the items will take time to be resolved.

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

TREASURER'S REPORT

Ms. Oberlander asked for questions about the Treasurer's Report showing investment portfolio activity for January 2018 and, hearing none, advised that the BET had received the Report and would forward it to the Audit Committee to be filed for review by the Outside Auditor.

BET Standing Committee Reports

None

BET Liaison Reports

None

BET Special Project Team Reports

None

Old Business

Ms. Oberlander commented that at the January BET meeting Mr. Drake raised a question about whether the BET can include individuals who are not BET members on Special Project Teams

and whether it would be appropriate for a non-BET to serve as Chairman of such team. Thanking Mr. Drake for raising the question, Ms. Oberlander remarked that she had reviewed applicable rules and concluded that it was permissible with the approval of the full BET. She then asked the BET to ratify the composition of the Special Project Team for TNW identified at the January BET Meeting.

Upon a motion by Mr. Ramer, seconded by Mr. Drake, the Committee voted 12-0-0 to ratify the composition of the Special Committee on the Nathaniel Witherell formed at the January 17, 2018, BET meeting to include the following members: Arthur D. Norton, Chairman, non-voting member; William Drake; Andreas Duus III; Elizabeth K. Krumeich; Jeffrey S. Ramer; Nancy S. Weissler, non-voting member; Jill K. Oberlander, *ex officio* member. Motion carried.

New Business

- **M&C Salary Increase for Fiscal 2018-2019** – Mr. Turner, Chair of the Human Resources Committee, reported that the Committee voted 3-1-0 to approve a Management and Confidential (M&C) salary increase of 2% with a 0.5% additional increase to be awarded at the discretion of the Manager.

Ms. Krumeich, seconded by Mr. Ramer, offered a motion to amend the motion of the HR Committee, to increase the M&C Compensation Pool by 2.5% for 2018-2019 and to allocate this pool into a base increase and a “High Performance” increase according to the following principles taken from the HR Committee recommendation of 2016:

- A 1.5% increase for M&Cs with performance ratings of “exceeded objectives” or “met objectives” as long as their salary was below the grade maximum.
- An additional “High Performance” increase for those who consistently go beyond standard expectations and stand out as a performance leader and/or demonstrate outstanding performance in a special role or project. An additional 0.5% can be awarded for those employees who meet either or both criteria in an excellent manner or 1.0% for those who do so in an exceptional manner.

The BET voted 12-0-0 to approve the motion.

- **Review and Approval of Resolution for the Registrars of Voters Salary** – Mr. Turner reported that the HR Committee voted 2-1-1 on a motion to increase the Registrar of Voters salary by 5%.

Ms. Krumeich, seconded by Mr. Ramer, offered a motion to amend the motion of the HR Committee with the following Resolution:

RESOLVED: that the Registrars of Voters’ Salaries will be set at [\$37,367] (a 2.5% increase) for calendar year 2019 and [\$38,301] (a 2.5% increase) for calendar year 2020. In addition to their salary, both Registrars of Voters will each receive a stipend of \$1,500 for a primary. In the event of a single party primary, the stipend will be a single \$1,500 payment. In the

event of a Republican and Democratic primary being held on the same day, the stipend will be a single \$1,500 payment to each Registrar.

In the discussion of the Resolution, it was learned that the FY17-18 compensation for the Registrars of Voters was inaccurately calculated; Mr. Gieger was asked to provide corrected numbers for the 2017 salary base, so that the salary increases would be based on an accurate base salary.

The BET voted 7-5 in favor of Ms. Krumeich's Resolution, with the insertion of corrected 2017 salaries as a base, to amend the HR Committee vote. (Opposed: Drake, Fassuliotis, Hess, Mason, Tarkington). Motion carried.

The BET voted 7-6 in favor of the motion, as amended. (Opposed: Drake, Duus, Fassuliotis, Hess, Mason, Tarkington). Motion carried. The Chair cast a tie-breaking vote.

- **Acceptance of the Report of the BET Special Committee on The Nathaniel Witherell** – Ms. Oberlander thanked the BET members who attended the February 8, 2018, working session of the TNW Special Committee, saying that it was particularly helpful to have so many members in attendance. Mr. Norton was asked to provide an update on the Committee's work; he began by thanking members of the Committee and the BET for their confidence in his continued leadership of the Committee. Mr. Norton suggested that, after two years of work, he foresees additional work given the Committee's Report recommendations and asked the BET to consider changing the group's name to the Nathaniel Witherell Strategic Planning Committee. In continuing, Mr. Norton reviewed the process, characterizing the methodology as due diligence, and anticipated reporting the recommendations to the RTM Health & Human Services Committee, making a presentation at a future Board of Selectmen meeting and at a Public Hearing. He invited BET members to the next meeting of the TNW Strategic Planning Committee when a discussion of the scope of work for RFPs for an auditor and a consultant would be discussed.

Upon a motion by Mr. Ramer, seconded by Mr. Drake, the Committee voted 12-0-0 to accept as presented the Report of the Board of Estimate and Taxation Special Committee on the Nathaniel Witherell.

- **Recommendation of Consulting Services for the Nathaniel Witherell** – Mr. Drake reported that at its meeting on February 8, 2018, the TNW Strategic Planning Committee voted 4-0 to recommend that the Committee carry out the recommendation in the Report to retain a consultant and/or auditor for the scope of services to include the following tasks:
 - a. To review historical financial statements for TNW. These financial statements will present the historical income statement, balance sheet and statement of cash flow for the period to be determined, including cost accounting of variable and fixed costs on a basis to be determined.
 - b. To develop detailed operating and financial projections for 10 years for TNW, as a high-quality provider of short-term rehabilitation and long-term

skilled nursing care services, under governance scenarios – operation by the Town or by a third-party not-for-profit or by a for-profit operator. This scope of work may include but is not limited to the following:

- Revenue assumptions, including but not limited to census broken down by payer class, average daily rates, supplemental revenues
- Operating cost assumptions with detailed assumptions about: a) staffing models and hourly wages that may vary by governance structure; and b) service, supply and maintenance expense
- Fringe benefit expense assumptions
- Administrative support expenses
- Capital expenditures
- Summary and assessment of the competitive market and regulatory factors that are expected to affect TNW's operations over the next 10 years

Mr. Ramer made a motion, seconded by Ms. Moriarty, to amend the Scope of Services to add a paragraph "c" to develop an analysis of optimal staffing in response to Mr. Simon's request. Ms. Oberlander observed that further discussion of this item should take place at the Committee level.

Mr. Ramer made a motion to withdraw his amendment to the original motion. Ms. Moriarty concurred with withdrawing the motion.

Upon Mr. Drake's original motion, seconded by Mr. Ramer, the Board voted 12-0-0 to carry out the Report recommendation to retain a consultant.

Chair's Report

Ms. Oberlander thanked BET members for attending the many Budget Committee meetings and looked forward to the final Public Hearing and the Budget Decision Day on the FY18-19 Budget.

Ms. Oberlander noted that she would be scheduling a Budget Workshop so that BET members could talk about Budget concerns in an informal and collegial setting and asked for the submission of any proposed amendments that she could forward to Mr. Gieger and Ms. Brown for printing and distribution. The Workshop will be scheduled on Wednesday, March 21, 2018, starting at 5:00 P.M.

Approval of the BET Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Mr. Turner, the Board voted 12-0-0 to approve the Minutes of the BET Regular Meeting of January 17, 2018, as amended.

Adjournment

Upon a motion by Ms. Fassuliotis, seconded by Mr. Duus, the Board voted 12-0-0 to adjourn at 9:26 P.M.

The next Regular Meeting of the BET is on Monday, March 19, 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 Oberlander, Chair