MINUTES of the regular meeting of the Board of Estimate and Taxation held on Wednesday, March 19, 2018, in the Town Hall Meeting Room, Greenwich, CT.

Chair Jill Oberlander called the meeting to order at 6:35 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Jill K. Oberlander, Chair
Jeffrey Ramer, Vice Chairman
Elizabeth K. Krumiech, 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; Lauren Elliott, Assessor; J. Wayne Fox, Town Attorney, Law Department; Peter Mynarski, Comptroller; Howard Richman, Tax Collector

Public: Victor Ferraro, Student, Brunswick School; Mr. Ferraro, Parent

Ms. Oberlander welcomed BET members and attendees to the meeting. She asked for a motion to enter Executive Session.

EXECUTIVE SESSION – Discussion of Pending Litigation

Ms. Oberlander called for an Executive Session to discuss Pending Litigation.

Upon a motion by Ms. Leslie Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to enter Executive Session at 6:37 P.M.

The Committee exited Executive Session at 6:52 P.M.

Upon a motion by Ms. Fassuliotis, seconded by Mr. Ramer, the Board voted 12-0-0 to exit Executive Session at 6:52 P.M.
Acknowledgment of Visitor

Ms. Oberlander invited Victor Ferraro to address the BET as a participant in a scouting program; the student explained that he was fulfilling a Boy Scout badge requirement by observing a governmental meeting and reporting on an issue being debated by the members.

Requests for Budget Adjustments

None

ASSESSOR’S REPORT

Ms. Elliott reported that the Board of Assessment Appeals had completed its interviews and all notices of property tax changes had been mailed to taxpayers within one week of the determination. The Grand List has been reduced by $74,879,263 based on 187 residential appeals and 37 commercial appeals. Ms. Elliott stated that the number of reductions was higher than anticipated and that the final calculation on the impact of the Appeals’ reduction will be available before BET Decision Day, March 26, 2018.

Mr. Ramer, a BET liaison to the Assessor’s Office, asked about recent legal settlements of claims against the Assessor’s Office and explained that confidential copies of proposed settlements were sent to the BET liaisons as a courtesy at the same time when the Board of Selectmen receives them with their meeting Agenda. He requested that Ms. Elliott temporarily forward copies to all members of the Board of Estimate and Taxation to familiarize them with this aspect of the Assessor’s work.

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 second New Lebanon reimbursement from the State, for a total reimbursement to date of $8.2 million, for work completed on the project. The TNW’s Request for Proposal (RFP) Preparation Sub-Committee (Drake, Hess, Weissler, Mynarski), completed its work on the RFP and the document was ready for transmittal to vendors. Mr. Mynarski reported on the work of the Office of the First Selectman’s Cash Handling Task Force, and noted that the credit card and travel policies had been drafted by the Town Administrator and would be available for the Task Force’s next meeting. Additionally, he noted that Petty Cash was being withdrawn from Town Departments but working funds, reimbursements of receipt-transactions, would still be available to Departments. Mr. Mynarski discussed the status of the search for a new investment custodian for the Retirement Board’s investments, noting that although the Town had a precedent of independent investment custodians, the research was ongoing and also included discussions with Neuberger Berman. Mr. Mynarski agreed to report back to the BET to confirm that he custodian role would be in compliance with the appropriate section of the Town Charter and the BET’s fiduciary duty under the Charter.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, 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 February 2018 and, hearing none, noted 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

Audit Committee – Mr. Weisbrod commented that the Audit Committee had accepted two reports from the Internal Auditor in calendar year 2018: 1.) Department of Public Works Septic Haulers Audit Report and 2.) Office of the Town Clerk Cash Collection Audit Report; and that both were posted on the Town website.

Law Committee – Ms. Krumeich reported the votes taken by the Law Committee on Resolutions being reviewed for inclusion in the 2018-2019 Budget.

General Government: Office of the First Selectman. The Committee voted 2-0 to retain authority of the Harbor Management Commission to collect mooring permit fees. Motion carried.

General Government: Finance. The Committee voted 0-2 to authorize the Comptroller to assign bonding maturities not to exceed 20 years the useful life of the asset. Motion failed.

General Government: Senior Center. The Committee voted 2-0 to authorize the Greenwich Senior Center to accept donations of cash from the Friends of the Greenwich Senior Center, Inc. for the Town-planned and appropriated interior renovation of the Senior Center. Motion passed.

Police. The Committee voted 0-2 to authorize the Police to accept grant, fees, fines and forfeiture revenue to be applied to Police Department training. Motion failed.

Public Works. The Committee voted 2-0 to authorize the Department of Public Works to accept proceeds for special event inspection fees earned over weekends which is outside of regular work hours and such proceeds would reimburse the DPW for approved costs related to the special event. Motion carried.

Board of Education. The Committee voted 1-1 to authorize the BOE to accept non-Federal Government and non-State of Connecticut grants up to $25,000. Motion failed.

Additional Provisions. The Committee deferred a vote on the request to include an exemption of certified employees under the Board of Education’s Table of Organization from appropriations for the salary and benefits accounts for fiscal year 2018-2019 which are used to fund the total number of positions contained in the Town’s Table of Organization. Action Deferred.

Policy/Procedure Committee – Mr. Ramer requested that this Committee Report be heard under the Old Business topic header.

BET Liaison Reports

None
**BET Special Project Team Reports**

None

**Old Business**

**Policy/Procedures Committee Report on BET Reference Book**

Mr. Ramer presented the BET Policy/Procedures Committee report on the BET Reference Book (the Reference Book) and noted that there still were amendments needed in the following areas: Member Directory contact information; Debt Policy; and Fund Balance Policy. The Policy/Procedure Committee voted 2-0 to accept the changes to the Reference Book, as amended.

Mr. Ramer presented additional changes for the BET's consideration and vote:

Upon motion made by Mr. Ramer, seconded by Mr. Mason, the Board voted 12-0-0 to approve the previously-distributed changes submitted by the Policy & Procedures Committee for the Policy & Procedure Reference Book. Motion carried.

Upon a motion by Mr. Ramer, seconded by Mr. Mason, the Board voted 7-6-0 to amend the Reference Book to allow 4 members of the Board of Estimate and Taxation to request a new item be added to a Meeting Agenda and communicated to the Chair at least ten (10) business days prior to a regular meeting. Motion carried. (Opposed: Drake, Duus, Fassuliotis, Hess, Mason, Tarkington). The Chair cast a tie-breaking vote.

Upon a motion by Mr. Ramer, seconded by Ms. Moriarty, the Board voted 7-6-0 to delete the last two sentences of the second paragraph from the bottom of the page on page 5 of the "Policies & Procedures" section, and to further delete the reference at the bottom of the page to the Opinion of the Law Department dated September 9, 2011, and to further delete the Memorandum itself appearing at pages 50 and 51 of the Appendix. Motion carried. (Opposed: Drake, Duus, Fassuliotis, Hess, Mason, Tarkington). The Chair cast a tie-breaking vote.

Upon a motion by Mr. Drake, seconded by Mr. Ramer, the Board voted 12-0-0 to amend the Appendix of the Reference Book to fix a scrivener's error and to include the November 2016 approved BET Policy on Review of Retirement Board Investment Management Agreements and Protocols. Motion carried.

Upon a motion by Ms. Oberlander, seconded by Mr. Mason, the Board voted 11-1-0 to amend the Reference Book to delete the last sentence in
the third paragraph of the Preface. Motion carried. (Opposed: Ramer).

Upon a motion by Ms. Oberlander, seconded by Mr. Ramer, the Board voted 12-0-0 to adopt the 2018-2019 Reference Book, as amended. Motion carried.

Ms. Oberlander made a Chair’s ruling, after carrying out research, that the Reference Book was provided as a guidance and operating protocol to BET members and that the Board would vote on amendments proposed to the Reference Book on an as-needed basis, but that the Reference Book continued from term to term and was not rendered null and void at the end of a BET term.

Ms. Oberlander requested that BET members submit changes in the Membership Directory listing, to correct names of BET officers and to make any modification of pagination required after insertions to the Reference Book.

**New Business**

None

**Chairman’s Report**

Ms. Oberlander thanked BET members for their contributions to the Board’s work and participation on their assigned Committees. Ms. Oberlander thanked the Finance Department staff for their support of the BET.

Ms. Oberlander noted that the time of the BET Budget Workshop had been changed to 5:00 P.M. on Wednesday, March 21, 2018 [that was subsequently changed to Friday, March 23, 2018, at 8:00 a.m. due to snow and the closing of Town Hall]. The BET Decision Day to be held on Monday, March 26, 2018, meeting would begin at 4:00 P.M. BET members were asked to note additional changes of dates/rooms/times for Committee meetings on the Official Meeting Calendar that had been sent electronically.

**Approval of the BET Meeting Minutes**

Upon a motion by Ms. Tarkington, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to approve the Minutes of the BET Regular Meeting of February 20, 2018, as amended.

**Adjournment**

Upon a motion by Ms. Fassuliotis, seconded by Mr. Duus, the Board voted 12-0-0 to adjourn at 8:45PM.

The next Regular Meeting of the BET on Monday, April 23, 2018, at 6:30 P.M. in the Town Hall Meeting Room.

Respectfully submitted,

[Signature]

Catherine Sidor, Recording Secretary