MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, April 16, 2012 in the Cone Meeting Room, Greenwich, CT.

Chairman Michael Mason called the meeting to order at 6:36 P.M.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted unanimously to move and reconvene in the Town Hall Meeting Room.

Chairman Michael Mason called the meeting to order at 6:44 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
   Robert Brady
   William R. Finger
   Sean Goldrick
   Randall Huffman
   Marc V. Johnson
   Joseph L. Pellegrino
   Jeffrey S. Ramer
   Leslie L. Tarkington

Absent: Gregory Bedrosian

Selectmen: Peter Tesei, First Selectman; Drew Marzullo

Staff: Peter Mynarski, Comptroller; John Crary, Town Administrator; Eugene McLaughlin, Assistant town Attorney; Robert Shipman, Interim Assessor

Other: Daniel Warzoha, Warzoha Services LLC

NON-ROUTINE APPLICATIONS

RF-2 Retirement – Plan Document Approval

Mr. Norton presented the item and stated that the Investment Advisory Committee voted 3-0 to approve. Mr. Ramer shared comments discussed by the Law Committee regarding revisions to the operative document concerning indemnity, liabilities, and expenses. Mr. McLaughlin gave a brief overview of the Town’s current agreements with State Street Global Advisors, as highlighted in the Law Department’s clarification letter, dated April 5, 2012.
Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 11-0-0 to approve the State Street Bank and Trust Company Fifth Amendment Restated Declaration of Trust for Investment Funds for Exempt Retirement Plans and Amended and Restated Fund Declarations, effective April 2012.

EO-2  Emergency Operations – Transfer $11,000

Transfer:

<table>
<thead>
<tr>
<th>Amount</th>
<th>From</th>
<th>To</th>
<th>Description</th>
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<tr>
<td>$11,000</td>
<td>A104-51490</td>
<td>A104-51490</td>
<td>Professional Services NOC</td>
</tr>
<tr>
<td>$5,500</td>
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<td>$3,500</td>
<td>A104-52100</td>
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<tr>
<td>$2,000</td>
<td>A104-52240</td>
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<td>Telephone, Telegraph</td>
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Mr. Pellegrino explained that this request is to cover a projected shortfall in payment for services to be rendered, due to Hurricane Irene and the late October 2011 snow storm. The Budget Committee voted 4-0 in favor of this application and in making this application non-routine. Mr. Pellegrino stated that there is a contract between the TOG and Warzoha Services, LLC, which has remained the same since July 2007, and the rate of compensation established in 2007 is still $60.00 per hour. The State of Connecticut and Federal Homeland Security Department required the establishment of an emergency operations plan and operations center. The contractor was retained to assist the Town in establishing the emergency operations plan and assist the Town in meeting all the requirements of the Homeland Security Act. The Town may at any time direct the discontinuance of the services and work for a period of time, or may at any time or for any reason terminate the contract. Mr. Pellegrino also gave an overview of the Department's April 12, 2012 year-to-date budget report.

A discussion followed regarding the expenses in the application, the Emergency Operations contract, requirements under the contract, hours worked, supervision, IRS requirements, and services rendered.

Mr. Pellegrino stated that a discussion of Emergency Operations is the first item on the Budget Committee's Agenda for May 15, 2012, at 5:00 P.M. and all BET members are encouraged to send their questions to Mr. Crary or Mr. Pellegrino in advance.

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

ASSESSOR’S REPORT

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

COMPTROLLER’S REPORT

Mr. Mynarski presented the Comptroller’s Report to the Board and clarified that the Financial Analyst position has not been filled, but an offer will be extended to one of the candidates upon the Budget Director’s return from vacation. Mr. Mason commended Mr. Mynarski on his efforts during the budget process and working with the various RTM groups and members.
Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, 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 March 1, 2012 – March 31, 2012**

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

**BET Standing Committee Reports**

*Audit Committee Report*
Mr. Norton reported for the Audit Committee and discussed a working group consisting of Audit Committee members and Greenwich Library Trustees to review the November 29, 1988, memorandum of understanding (the “Stowell Letter”) between the BET and Trustees of the Greenwich Library.

**BET Liaison Reports**

*Northwest Greenwich Working Group*
Mr. Ramer shared comments regarding the initial meeting of the Northwest Greenwich Working Group, and Mr. Tesei commented on the plans for site visits in order to determine an optimum site for a firehouse, including the current property on King Street.

*Parks and Recreation*
Mr. Brady shared comments regarding a master plan for the conservation of Greenwich Point and the initiation of a management plan for Greenwich Point and Binney Park.

*Revaluation Team Report*
Mr. Mason noted the progress on the Assessor’s search. A discussion followed regarding pending legislation, House Bill 5405 (Section 1 – State-wide Motor Vehicle Mill Rate) and possible tax rate increases.

**Plan of Conservation & Development (POCD) Task Force**

Mr. Brady noted that the Implementation Committee had not met yet.

**BET Special Project Team Reports**

*Nathaniel Witherell Building Committee Report*
Mr. Norton highlighted the Nathaniel Witherell construction phases, in anticipation of completion in May 2014. Mr. Mason noted that BET action on subject to release applications may be needed in July or August.

*TOG/BOE HR Working Group*
Mr. Pellegrino reported that the TOG/BOE HR Working Group, formerly the Hay Study Implementation Team, held its organizational meeting. The Director of Human Resources is engaging a consultant to map out the functions of the HR Department, and the BOE has agreed to participate in this study. This process will take several months; in the meantime the group will meet for information presentations. The first such presentation will be made by Al Cava on the implications of labor contracts for HR functions.
**BET Information Technology (IT) Upgrade Report**

Mr. Brady reported on the progress of this Special Project Team, including Town emails for BET members, transmission of BET packets electronically and the use of ipads. Questions on this system are still pending with the law department. A discussion followed regarding email issues and FOI issues.

**OLD BUSINESS**

**Assessor Search Committee Report**

Ms. Tarkington shared comments regarding the Town Assessor search process, as highlighted in the Revaluation Team Report.

**NEW BUSINESS**

There was no new business.

**APPROVAL OF MINUTES**

**BET Regular Meeting, March 19, 2012**

Upon a motion by Mr. Ramer, seconded by Mr. Johnson, the Board voted 11-0-0 to approve the Regular Meeting Minutes of the BET from March 19, 2012.

**BET Public Hearing Meeting, March 20, 2012**

Upon a motion by Mr. Ramer, seconded by Mr. Finger, the Board voted 11-0-0 to approve the Public Hearing Meeting Minutes of the BET from March 20, 2012.

**BET Decision Meeting, March 22, 2012**

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 11-0-0 to approve the Decision Meeting Minutes of the BET from March 22, 2012.

**CHAIRMAN’S REPORT**

Mr. Mason shared comments regarding the Board members’ attendance at RTM meetings concerning the FY 2012-2013 Budget, thanked Mr. Pellegrino for attending the PTA Council meeting and expressed gratitude to Ms. Tarkington and Mr. Finger for their efforts in the Assessor search process.
ADJOURNMENT

Upon a motion by Mr. Goldrick, seconded by Mr. Brady, the Board voted 11-0-0 to adjourn at 8:07 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Mary Lee Kiernan, Clerk of the Board

Michael S. Mason, Chairman