MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, April 20, 2015 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Michael Mason called the meeting to order at 6:33 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 A. Kiernan
    Jeffrey S. Ramer
    Leslie L. Tarkington
    Nancy Weissler

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Lauren Elliott, Assessor; Robert Shipman, Assistant Assessor; Ben Branyan, BOE Managing Director Operations; Allen Brown, Executive Director, Nathaniel Witherell; Gene McLaughlin, Ass’t Town Attorney

Selectmen: Peter Tesei, First Selectman; Drew Marzullo, Selectman

Other: Barbara O’Neill, Chairman, BOE; Debbie Applebaum, Member BOE

Mr. Mason opened the meeting by welcoming the Board Members and guests. He thanked members of the BET for attending the recent RTM meeting and visiting with various committees to discuss the FY2016 Budget and New Lebanon School project.

REVIEW OF NEW LEBANON CONDITIONS

Mr. Mason described how the Subject to Release conditions of the New Lebanon School project differed from traditional conditioning of funds. Mr. Branyan distributed a draft of the BOE’s plan to meet the conditions explaining BOE’s timetable for accessing funds and submissions to be completed to meet State of Connecticut funding support guidelines.

Mr. Branyan cited BOE’s preparations to present the land use and education specifications at the April 30, 2015 Board of Selectmen’s meeting to obtain a BOS resolution for Municipal

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Improvement (MI) status for the project. He stressed that the next step, a vote by the RTM to approve the funding request and pass a resolution would allow BOE to forward these resolutions to the State for grants and other requirements.

The BOE plan would be to then request the release of $1 million as of July 1, 2015 at the June 9, 2015 Budget Committee meeting.

Mr. Mason pointed out that Ms. Tarkington and Ms. Kiernan had built the Subject to Release conditions; that Ms. DeLuca and Mr. Fox had reviewed the town charter to interpret how the release focused on four specific points. He asked Ms. Kiernan and Ms. Tarkington to comment.

Ms. Kiernan, focusing on the testing condition to release, asked Mr. Branyan what exposure the TOG would have based on the environmental testing’s findings of arsenic and pesticides in the soil. Mr. Branyan commented that AECOM planned additional testing to decide if the field required remediation or sufficient ground coverage existed and would provide BOE with a report at the end of May. He agreed to ask for a quote from AECOM for complete environmental testing.

Ms. Tarkington asked questions of the BOE on the topic of meeting the conditions. Mr. Branyan commented that BOE was preparing to meet P&Z regulations for site approval, consistent with the conditions. Ms. Tarkington expressed concern that the information given did not sufficiently clarify whether Scheme C or Scheme A was the selected site. Ms. Tarkington requested that the Ed Specs needed additional information. Mr. Branyan replied that BOE was defining its project according to State requirements.

Ms. Tarkington requested that Mr. Gieger keep track of the information provided by the BOE for the purpose of meeting the conditions.

Mr. Johnson asked for more specifics on how the BOE planned to prepare an RFP for design services. Mr. Finger expressed the concern that structural testing could prove that Scheme C might not be possible.

Mr. Ramer read a portion of TOG’s charter referring to the Powers & Duties of a Building Committee stating that BOE approval was needed before a Building Committee hires an architect for the design phase. Citing a specific condition in the document stating that the site needed to be voted on by the BOE before proceeding, he asked the significance of BOE Minutes use of the word “accepted” rather than “approved”. He emphasized that the release of $1.58 million required a selected site.

Mr. Mason suggested a visual representation would be needed and recommended that it be prepared for seeking BOS approval. He noted that the BET would nominate a member of the Building Committee and that the RTM would be approving other Building Committee members. He commented that proper procedures and better understanding of the project would enhance the process.

Ms. Kiernan expressed satisfaction that the verbal BOE comments expressly selected Scheme C and that what is wanted is a compressed schedule of parallel processes. She noted that the conditions were proposed so that the work to obtain an MI would move more rapidly.

Mr. Tesei asked the Chair of the BOE to go on record that Scheme C was the selected site. Ms. O’Neill stated that the BOE had accepted the whole document when it voted on the selection of

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Scheme C and that Scheme C was adopted.

Ms. Weissler and Mr. Johnson noted that the results of the GeoTec survey would have a significant impact on the project and should be completed before the Building Committee and the architect proceeded.

**EXECUTIVE SESSION**

<table>
<thead>
<tr>
<th>SE-10</th>
<th>First Selectman</th>
<th>Additional Appropriation</th>
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<tbody>
<tr>
<td>$XXX</td>
<td>P935 57350</td>
<td>Settlement – Lefler v. TOG</td>
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Upon a motion by Ms. Tarkington seconded by Mr. Ramer, the Board voted unanimously to enter Executive Session.

**Executive Session entered 7:29 P.M.**

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted unanimously to exit Executive Session.

**Executive Session Exited 7:51 P.M.**

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the additional settlement.

Mr. Johnson presented the following Routine Applications for budget adjustments.

<table>
<thead>
<tr>
<th>ED-5</th>
<th>BOE</th>
<th>Approval to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,000</td>
<td>F6071641 53100 &amp; 52100</td>
<td>Asia Society Grant</td>
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Upon a motion by Mr. Drake, seconded by Mr. Johnson, the Board voted 12-0-0 to approve the application.

<table>
<thead>
<tr>
<th>ED-6</th>
<th>BOE</th>
<th>Transfer</th>
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</thead>
<tbody>
<tr>
<td>$12,000</td>
<td>A6201670 52107, 52097, 52117</td>
<td>Travel, Tuition &amp; mileage</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>HD-5</th>
<th>Health</th>
<th>Approval to Use</th>
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<tbody>
<tr>
<td>$3,500</td>
<td>F40340 &amp; various codes</td>
<td>MRC Funds Grant</td>
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</table>

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

<table>
<thead>
<tr>
<th>HD-6</th>
<th>Health</th>
<th>Approval to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000</td>
<td>F40339 51300, 53070, 57050</td>
<td>MRC Funds Grant</td>
</tr>
</tbody>
</table>

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

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

Mr. Johnson presented the following Non Routine budget adjustment application.

<table>
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<tr>
<th>NW-2</th>
<th>Nathaniel Witherell</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>$160,000</td>
<td>H450 5400</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

The Budget Committee had voted 4-0 on the request and the BET took up a discussion on the overspending of accounts. Ms. Kieman asked if any additional items that had been eliminated from the original Project Renew were still remaining. Ms. Tarkington noted that many of the items covered by the funds being requested were operating expenses. Mr. Mason commented that the BET had agreed to the RTM stipulation that it not vote on transferring funds from operating expenses to capital expenditures. Mr. Finger commented that all the work had been already been completed by the Witherell prior to the transfer of funds request. Mr. Ramer noted that the Health Department application for transferring funds was also to cover completed work and that the BET needed to be consistent in its requirements of Departments. Mr. Norton agreed to follow the process closely stating that the principle of no agent committing to an expense before it was approved, would be followed.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 9-3-0 to approve the application. (Opposed: Mason, Drake, Tarkington)

**ASSESSOR’S REPORT**

Ms. Elliot presented the Department’s Report and commented that the Department was accepting applications for the Senior Program and had sent letters and made telephone calls to encourage residents to file by the May 15, 2015 deadline.

Mr. Ramer asked Ms. Elliot to comment on the Board of Assessment Appeals results that might require an adjustment to the mill rate. Ms. Elliot expressed concern that there could be far reaching repercussions based on applicants returning and asking to be equally treated that would cause further mill rate adjustment. Mr. Finger recommended that a review of the role and responsibility of the Board of Assessment Appeals be undertaken.

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 commented on his meetings with committees of the RTM and their interest in the funds other than the General Fund. He spoke about their heightened interest in the Sewer Maintenance and Parking Funds.

He reported that there was good news regarding ADP integration progress because all the payrolls had been posted and that Departments now had up-to-date General Ledgers. He
noted that this might result in requests for budget adjustments in May and June. Mr. Norton remarked on the payroll adjustments that were being made and asked to be informed of the results of vendor file testing that would take place on May 1, 2015. He credited the new composition of the Steering Committee with obtaining this cooperation from ADP.

Ms. Kiernan inquired about the disposition of the RFP for new financial advisory service and Mr. Mynarski noted that the Investment Advisory Committee would work on the issue at their April 29, 2015 meeting and the BET would be apprised of the results at their May 18, 2015 meeting.

Mr. Norton asked about the bank reconciliation and noted that there had been a reduction in the amount that still needed to be reconciled (from $1.05 million to $540 k).

Upon a motion by Mr. Mason, seconded by Mr. Norton, the Board voted 12-0-0 to accept the Comptroller's report.

**ACCEPTANCE OF THE TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR JANUARY 2015**

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 12-0-0 to accept the Treasurer's report.

**BET Standing Committee Reports**

**Law Committee** – Mr. Ramer commented on the consultation with the Town Law Department on whether the BET needs to approve the Retirement Board's selection of a new financial advisory service. He confirmed that it was required by TOG's charter.

Mr. Mason suggested that this procedure should be inserted into the Policy Manual and the Retirement Board's policy.

**BET Liaison Reports**

None

**BET Special Project Team Reports**

None

**NEW BUSINESS**

**Debts and Fund Balance Policies – Set Up a Working Group** – Mr. Mason noted a requirement to review these policies every two years. They were last posted on the September 2013 Agenda. He asked for a working committee to provide a draft in June for discussion at a September meeting. Mr. Drake, Ms. Kiernan, Ms. Weissler and Mr. Finger were asked to participate in the working group.

Upon a motion by Mr. Finger, seconded by Mr. Mason, the Board voted 12-0-0 to add a new item to the Agenda.

**New Lebanon Building Committee** – Mr. Mason designated Mr. Drake as the BET appointee to the New Lebanon Building Committee and requested that Mr. Ramer agree to be available.
should Mr. Drake be unable to attend a meeting.

OLD BUSINESS

Mr. Goldrick commented that he had met with Mr. Rockwell, the Library Board Chairman, and learned that longer operating hours for the libraries would be considered.

Approval of the Regular BET Meeting Minutes March 17, 2015

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to accept the Regular Meeting Minutes March 17, 2015.

Approval of the Regular BET Meeting Minutes of the Public Hearing and March 19, 2015

Mr. Drake commented that the Minutes had only been distributed to the BET today and suggested that these minutes be considered at the next BET meeting on May 18, 2015.

CHAIRMAN’S REPORT

Mr. Mason commented that the BET was receiving feedback on the FY2016 Budget from its meetings with the RTM Committees, Boards and Commissions. He recommended the BET consider attending the Fire Training Center demonstration at 10:00 A.M. on Sunday, April 26, 2015.

ADJOURNMENT

Upon a motion by Mr. Blankley, seconded by Ms. Weissler, the Board voted 12-0-0 to adjourn at 8:47 P.M.

The next Regular Meeting of the BET is scheduled on Monday, May 18, 2015 in the Town Hall Meeting Room at 6:30 P.M.

Respectfully submitted,

Catherine Sidor, Recording Secretary

William Drake, Clerk of the Board

Michael S. Mason, Chairman