



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, May 18, 2020, held as a Virtual Webinar, Greenwich, CT.

Michael Mason, BET Chairman, called the meeting to order at 9:06 A.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Michael S. Mason, Chairman
Karen Fassuliotis, Vice Chair
William Drake, Clerk
Andreas Duus III
Laura Erickson
Debra Hess
Elizabeth K. Krumeich
Miriam Kreuzer
Leslie Moriarty
Jeffrey S. Ramer
Leslie L. Tarkington
David Weisbrod

Staff: Lauren Elliott, Assessor; Tyler Fairbairn, Administrator, Community Development Department; Roland Gieger, Director, Budget & Systems Management, Finance Department (Dep.t); Craig Jones, Information Technology (IT) Dept.; Jenny Larkin, IT Dept.; Barbara Ormerod-Glynn, Director, Greenwich Public Library; Peter Mynarski, Comptroller

Selectmen: Fred Camillo, First Selectman; Jill Oberlander, Select-person

RTM: Mike Basham, (D-5) Chair, Finance, Member LCC; Lucia Jansen, (D-7), Chair BOC, Member LCC; Roz Nicastro, (D-3) BOC; Alexis Voulgaris, (D-6), Chair, Health & Human Services Cmte.

Public: Ken Borsuk, Reporter, *Greenwich Time*; GCTV

The Chairman welcomed BET Members, Town of Greenwich staff and the public. He requested a Motion to Suspend the Rules to open a Public Hearing on the Community Development Block Grant (CDBG) Budget FY2020-2021

Upon a motion by Mr. Ramer, seconded by Ms. Krumeich, the Board voted 12-0-0 to suspend the rules to open a Public Hearing on the CDBG FY21 Budget. Motion carried.

Mr. Mason asked for a motion to change the Order of Business.

Mr. Ramer made a motion, seconded by Ms. Hess, to change the Order of Business to discuss Item #5, the **ROUTINE Budget Adjustment Request HD-5 Approval to Use**, prior to discussion of Item #3, **NON-ROUTINE Budget Adjustment Request CD-1 Approval to Use**. The Board voted 12-0-0. Motion carried.

REQUESTS FOR BUDGET ADJUSTMENTS

ROUTINE APPLICATIONS

Mr. Mason asked the BET Clerk to move the Routine Applications for Budget Adjustments.

| <u>Number</u> | <u>Department</u> | <u>Amount</u> | <u>Purpose</u> |
|----------------------|-------------------------------------|----------------------|---------------------------|
| HD-5 | Health | \$17,856 | Approval to Use |
| | A401, 405, 415, 901 & various codes | | COVID-19, S.S. & Medicare |

Ms. Tarkington reported that Ms. Baisley, Health Department Director, requested authorization to use a \$17,856 reimbursement received from the CDC through the State for expenses for staff overtime and supplies incurred in response to the COVID-19 Pandemic. Ms. Tarkington expressed the Town's gratitude for Ms. Baisley's diligent pursuit of Grant and reimbursement funding. The Budget Committee had voted 4-0-0 to recommend the Budget Adjustment to the BET for its approval.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to accept and appropriate the \$17,856 Health Department reimbursement. Motion carried.

NON-ROUTINE APPLICATIONS

| <u>Number</u> | <u>Department</u> | <u>Amount</u> | <u>Purpose</u> |
|----------------------|--------------------------|----------------------|-----------------------------|
| CD-1 | CDBG | \$1,478,008 | Approval to Use |
| | Q197 | | CDBGFY2020-2021 Entitlement |

Ms. Tarkington explained that the federal HUD Block Grant of \$1,478,008 included support for nonprofits' Public Service and Facilities Improvements, and for the first time an additional amount was included for distribution among institutions for special COVID-19 programming in response to the pandemic. A list of the agencies receiving awards and a copy of the Budget Resolution were attached for the Board's review. A Five-Year Consolidated Action Plan of objectives, priorities and service impact measurements was also submitted for approval. The Budget Committee voted 3-1-0 to recommend approval of the CDBG application.

Mr. Fairbairn, Community Development Administrator, provided more details about the federal CARES program and the support it would provide. Ms. Voulgaris thanked the CDBG Committee and the BET Liaisons for the well-informed allocations.

Ms. Moriarty made a motion, seconded by Mr. Ramer, to amend the Grant distribution to increase Inspirica's Public Facility award by \$16,000 from the First Selectman's final recommendation of

\$48,000, which would bring this award to the amount previously recommended by CDAC of \$64,000 and decrease Abilis' public facility award by \$16,000.

Ms. Moriarty explained the Motion's rationale was to restore the awards to the levels approved by the Community Development Advisory Committee (CDAC). The CDAC recommendations reflected the Inspirica application for an amount that would complete a project, whereas the Abilis application was for a Phased project which would still require additional fundraising. The concern was that if additional donations were not available, the Inspirica project might not be completed within the HUD Grant deadlines and created a risk that jeopardizes Greenwich's entire HUD grant. First Selectman Camillo commented that he had made the decision to reduce the Inspirica award and increase the Abilis award because both Inspirica and Abilis had expressed confidence that both organizations' would obtain supplemental funds as needed, that both organizations' projects would be completed in a timely manner, and that Abilis is a Greenwich-based organization.

Ms. Tarkington made a motion, seconded by Mr. Ramer, to close the Public Hearing. The Board voted 12-0-0. Motion carried.

On Ms. Moriarty's motion to amend the grant distribution, seconded by Mr. Ramer, the Board voted 6-6-0 (Opposed: Drake, Duus, Fassuliotis, Hess, Mason, Tarkington). Motion failed.

On the original motion to approve the CDBG FY21 Budget offered by Ms. Tarkington, seconded by Ms. Hess, as amended with a change of date from FY20 to FY21, the Board voted 12-0-0. Motion carried.

ASSESSOR'S REPORT

The Town Assessor, Ms. Elliott, highlighted items from her written monthly report. Despite a reduced and rotating staff, all inquiries were receiving timely responses. The Greenwich Senior and Disabled Resident Tax Relief Program deadline of May 15th was modified by an Executive Order to align with the State's program's deadline. However, the office received the majority of its applicants by May 15th with only 20 anticipated applications still outstanding which are now receiving follow-up. Ms. Elliott commented that the pandemic would make it more difficult to complete the ReVal 2020 inspections and might also impact residential property net worth unfavorably. She discussed postponing the conclusion of the ReVal until October 2021 to capture the value of home sales of July 2020 through Spring 2021. She indicated she will make a decision in June.

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

COMPTROLLER'S REPORT

The Comptroller, Mr. Mynarski drew the Board's attention to certain topics in his report. The prospect of BET meetings will continue to be held as virtual webinars until September due to closed conference rooms at Town Hall. A draft of the Fire Department Matrix Study is expected this week. There needs to be an election to fill the vacancy for the Police representation on the Retirement Board. Unemployment Insurance claims and requests for FMLA have increased. A candidate for the Internal Auditor position declined the position, however, the five planned Blum Shapiro audits will cover the identified work plan, including the School Activities Fund, followed by the Hamill Skating Rink, the Marinas, the Holly Hill Transfer Station (with the Audit

Committee's revised scope of work and following an adequate experience with collection of tipping fees), and the School Lunch fund. Lastly, the processing and payment of invoices is generally current, with only the Parks & Recreation having some unprocessed invoices amounting to approximately \$225,000. The possibility of vendors having a backlog and not submitting invoices was also considered.

Board members asked for an updated estimate of the Town's year end Fund Balance and factors that could change the estimate before June 30th. Among uncertainties that were mentioned, the continuing delay in receiving the final FEMA check for Super Storm Sandy damage represents \$1 – 1.5 million.

Upon a motion by Ms. Hess, seconded by Mr. Duus, the Board voted 12-0-0 to accept the Comptroller's Report. Motion carried.

TREASURER'S REPORT

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-1 (Abstain: Krumeich) to accept the Treasurer's Report. Motion carried.

BET Standing Committee Reports

No Standing Committee Reports were scheduled.

BET Liaison Reports

- **The Nathaniel Witherell (TNW)** - Mr. Duus reported that TNW's new Executive Director, John Mastronardi, was in place, and JoAnne Kotulski, Acting Administrator, Consultant Health Dimensions Group (HDG), had departed. Three key staff vacancies remain unfilled: Deputy Director, Director of Nursing and Director of Financial Operations. TNW has been closed to new patient admissions since March, and its current patient census is 136 (72%) of 202 full patient occupancy. Medicare and Medicaid reimbursement rates have increased and TNW's first FEMA reimbursement request has been submitted.

BET Special Project Team Reports

- **Labor Contracts Committee** - An announcement of a meeting is anticipated shortly.

OLD BUSINESS

- **Tipping Fee** - Mr. Mason commented to request the DPW liaisons (Laura Erickson, Leslie Tarkington) update the BET at its July meeting on the implementation process and any Internal Audit progress.

NEW BUSINESS

No **NEW BUSINESS** was scheduled for discussion.

Chair's Report

Mr. Mason noted that a Special June 12th meeting may be needed to set the Mill Rate in a timely manner. The BET's June 15 meeting time may have to be modified.

Approval of BET Meeting Minutes

Upon a motion by Ms. Erickson, seconded by Mr. Ramer, the Board voted 11-1-0 (Opposed: Tarkington) to approve the Minutes of the BET Regular Meeting held on March 16, 2020 and defer the five sets of minutes for the April 20, April 21, April 23, April 27, and May 5 BET Meetings. Motion carried.

Ms. Moriarty made a motion, seconded by Mr. Weisbrod, to remove the posted subject-to-approval Minutes of the BET Decision Day Webinar April 27th from OneDrive Town Website, since they had not been circulated for review and she claimed they contained errors.

In order to allow members to provide edits to the draft minutes which are timely and visible to all members, the Clerk proposed that members provide edits to the April 27th minutes on OneDrive by 3:00 P.M. on Thursday, May 21st. This would allow those revised minutes to be posted on May 22nd, Subject to Approval. It was also suggested the posted subject-to-approval minutes for April 27th, which have not been reviewed by BET members, would be removed from the website. Similarly, members' edits to the minutes for April 20th, April 21st, April 23rd, and May 5th made in OneDrive by 3:00 P.M. on Thursday, May 21st will also allow those revised minutes to be posted May 22nd, Subject to Approval.

The members voted unanimously to approve given the consensus to remove the April 27th minutes from the website and to provide more time to submit edits to the outstanding minutes. Ms. Moriarty's motion was withdrawn and the Clerk agreed to carry out these requests.

Adjournment

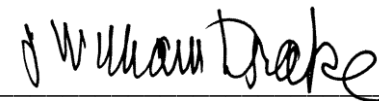
Upon a motion by Ms. Kreuzer, seconded by Ms. Erickson, the Board voted 12-0-0 to adjourn the meeting at 10:55 A.M. Motion carried.

The next Regular Meeting of the Board of Estimate and Taxation is on Monday, June 15, 2020.

Respectfully submitted,



Catherine Sidor, Recording Secretary



William Drake, Clerk of the Board

A handwritten signature in black ink, appearing to read "Michael Mason". The signature is fluid and cursive, with the first name "Michael" and last name "Mason" clearly distinguishable.

Michael Mason, Chairman