



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, June 16, 2014 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Michael Mason called the meeting to order at 6:34 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 Kiernan
- Jeffrey S. Ramer
- Leslie L. Tarkington
- Nancy Weissler

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; Lauren Elliott, Assessor; Robert Shipman, Assistant Assessor; John Crary, Town Administrator; Robert Kick, Assistant Fire Chief

Selectmen: Peter Tesei, First Selectman

Other: Charlee Tufts, GEMS Director

Mr. Mason opened the meeting by welcoming the public. He asked Mr. Drake to move the routine applications.

**ROUTINE APPLICATIONS**

NW-4	Nathaniel Witherell	Transfer
\$75,000	H45020 54050	Maintenance Building

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

FD-1	Fire	Transfer
\$90,000	A 201 52210	Aquarion Water Services

Upon a motion by Mr. Drake, seconded by Mr. Johnson, the

Board voted 12-0-0 to approve the application.

PW-6	DPW	Capital Carry Forward
\$1,150,000	J 361 59650 13198	Pump Station Upgrades

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

PW-7	DPW	Capital Carry Forward
\$4,000,000	J 361 59650 14208	O.G. Common Forcemain Reconstruction

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

PW-8	DPW Capital	Carry Forward
\$300,000	B 345 59560 14148	E-1 Grinder Pump Upgrades

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

PW-9	DPW	Capital Carry Forward
\$200,000	B 345 59560 14148	O.G. Civic Ctr. Heating System

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

PW-10	DPW	Capital Carry Forward
\$150,000	Z 302 259660 12115	Storm Water Program Compliance

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

PW-11	DPW	Capital Carry Forward
\$295,000	B 312 59600 13123	Street Lighting

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

PR-2	Parks & Recreation	Capital Carry Forward
\$18,000	Z 822 59140 14183	Park Lawn Mowers

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

PR-3	Parks & Recreation	Capital Carry Forward
\$25,000	Z 822 59140 14184	Leaf Collection Program

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

PR-4	Parks & Recreation	Capital Carry Forward
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\$90,000      Z 822 59140 14185      Bible St, Fencing & Retaining Wall

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

PR-5      Parks & Recreation      Capital Carry Forward  
\$25,000      Z 832 59260 14193      Replace Steel Work on Boat

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

PR-6      Parks & Recreation      Capital Carry Forward  
\$50,000      Z 834 59700 14201      Dock Safety Lighting & De-icing – Byram

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

FD-2      Fire      Continue in Force  
\$250,000      B 206 59650 14109      Dry Hydrant Installation

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

Mr. Mason commented to the public that a Capital Carry Forward application meant that the funds already dedicated to a project were carried into the 2014-2015 Budget to allow a particular project to be completed.

He then indicated that NON-ROUTINE APPLICATIONS would be presented for the Board's vote and that an Executive Session would not be necessary if BET members felt no further discussion was needed. Mr. Blankley requested further discussion on the next Agenda item, SE-5, so an Executive Session was called.

### **NON-ROUTINE APPLICATIONS**

SE-5      First Selectman      Additional Appropriation  
\$55,000           Settlement – Bushnoe v. TOG

Upon a motion by Mr. Blankley, seconded by Mr. Ramer, the Board voted 12-0-0 to enter Executive Session to discuss a legal matter at 6:39 P.M.

### **The Committee exited Executive Session at 7:02 P.M.**

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to exit Executive Session.

Mr. Ramer proposed that the sum of \$55,000 be appropriated as a settlement of the Bushnoe matter as already approved by the Law Committee and the RTM Claims Committee.

Upon a motion by Mr. Ramer, seconded by Mr. Drake, the Board voted 9-3-0 to approve the proposed additional appropriation.

(Opposed: Mason, Blankley, Huffman)

<u>GM-2</u>	<u>GEMS</u>	<u>Release of Conditions</u>
\$2,309,955	A 440 57225	Contribution to GEMS

Mr. Johnson reported that the Budget Committee had voted 4-0 to release the funds; the conditions were met as of April 30, 2014 with an additional review to take place in six months.

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

<u>FD-3</u>	<u>Fire</u>	<u>Release of Conditions Overtime Line Item</u>
\$1,828,319	A 205 51100	Memorandum of Understanding

Mr. Johnson reported that the Budget Committee was pleased to see progress on the efforts of the Fire Administration to better combine fire services between Career and Volunteer Firefighters. He mentioned the a Memorandum of Understanding between the two parties was under development and included provisions for joint training, joint staffing of apparatus, mentoring programs, station coverage by volunteers, development of standard operating procedures and volunteer recruitment and retention. The Budget Committee would be reviewing progress again in September and looked forward to seeing a signed memorandum by the Fire Administration and Volunteer Chiefs Association. Assistant Chief Kick commented that the first joint training opportunity was scheduled to take place on Saturday, June 21, 2014 even before the official opening of the Training Center. He invited the BET to the official opening once the date was set. The Budget Committee voted 4-0 to recommend release of the conditions for the first quarter of the overtime funds.

Mr. Ramer asked Mr. Geiger to clarify the specific amount conditioned in the release of funds. Mr. Geiger responded that one quarter of the Overtime Line Item (\$457,088) would be released upon this BET vote.

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

## **ASSESSOR'S REPORT**

Ms. Elliott presented the Assessor's Report giving highlights of the department work as of June 1, 2014. She indicated that 16 new tax appeals were added to the 2013 Grand List. Ms. Elliott also noted that the RFP for the 2015 revaluation would be issued this week. The new administrative software, Quality Data Services, shall be producing the 80,000+ tax bills, which includes all of real estate, motor vehicle, and personal property accounts for the July billing. The Assessor's Office completed their review for the Tax Bills as of May 30th. The Grand List information gathered in May required additional reconciliation by the Collector's Office, which would be completed by the end of the week, to ensure the accuracy of the conversion from the MUNIS software to Quality Data.

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

## **COMPTROLLER'S REPORT**

Mr. Mynarski presented the Comptroller's Report highlighting the information about the pricing changes of the various insurance contracts coming up for renewal. He noted savings would result from Mr. Lalli's Risk Management practices. Mr. Mynarski commented on the renewal of the Town's insurance policies. The renewal is proceeding satisfactorily. Mr. Mynarski responded that although there were 30-40 policies it had been more economical to purchase "excess coverage" rather than increase individual policy coverage. Mr. Ramer recalled an earlier discussion of stacked coverage versus a single carrier, and asked Mr. Mynarski to continue to explore the potential for economies and efficiencies due to previous experience with carriers' subrogation practices.

Mr. Mynarski noted that TOG's Finance Department again received professional recognition with a Certificate of Excellence and thanked Mr. Geiger and Ms. Walczykowski for their contribution to the effort to maintain these award-winning standards.

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

## **ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR MAY 2014**

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

## **BET Standing Committee Reports**

The Budget Committee report was provided by Mr. Johnson who noted that the BET had given authority to the Budget Committee to release HD-7 and HD-8 based on the satisfactory review of Medical Reserve Corps Federal and State provisions for limiting potential liability to TOG. The Committee approved the use of the grants that the Health Department received but asked the Finance and Risk Management Departments to continue to pursue additional information about additional liability insurance coverage.

## **BET Liaison Reports**

Mr. Blankley advised the Board that he had met with the new IT Director, Mr. Klein, and asked him to make a presentation at the BET's July meeting to describe plans and expenditures that he foresees for his Department.

## **BET Special Project Team Reports**

The Nathaniel Witherell Building Committee report was provided by Mr. Norton. He reported that the electrical contractor's understaffing would delay the official opening of the building until the second week of July. He invited the BET to attend the opening of the Rehabilitation Center

which has received its TCO. He reminded Board members that the Nathaniel Witherell Annual Golf event would be held at the Stanwich Golf Club.

The MISA Building Committee report was provided by Ms. Tarkington who pointed out that a very large crane was now installed on the MISA site to install the steel in the seating area including the balconies, follow spot, and catwalk. The GHS soils remediation was progressing and DPW had a signed contract on part of the site where work would be completed before August football season commences. The complexity of the project requires extensive coordination because of both the increased level of MISA construction activity, as well as the GHS soils remediation. In response to Mr. Mason's question whether there would be adequate funds for the GHS remediation, Ms. Tarkington commented that on July 1 the FY2014-2015 appropriation will be available.

The Parsonage Cottage report was provided by Mr. Mason who expressed the working group's concern that progress was stalled. He asked the Finance Department to prepare a packet of information for BET members so that the matter could be discussed at the BET July Meeting.

The New Lebanon School Feasibility Study report was provided by Mr. Drake and Mr. Ramer. They commented on the composition of the 12-member panel engaged in the study, their site visit and need for fiscal prudence to guide the decision-making.

## **NEW BUSINESS**

Mr. Mynarski commented on the side letter from EIG Fund addressed to the Retirement Board which was enclosed in the meeting package. He advised that the BET had already voted to approve the investment in the limited partnership on September 24, 2013. Mr. Ramer commented that the Town Attorney had reviewed the document and the Law Committee approved it. The side letter, which must be signed by the Town to accept the enhanced terms.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to sign the side letter.

## **OLD BUSINESS**

Policy and Procedures Committee members Mr. Finger and Mr. Norton discussed their research on the topic of posting audits on TOG's website. They had queried other communities about their process for executing and reporting on internal audits and found that Greenwich was one of the few that did internal audits. Mr. Mason asked that BET members send their written comments to Mr. Finger and Mr. Norton to be aggregated for presentation at BET's July meeting.

## **APPROVAL OF MINUTES**

### **BET Regular Meeting, May 19, 2014**

Upon a motion by Mr. Drake, seconded by Mr. Ramer, the Board voted 12-0-0 to approve the Regular Meeting Minutes of the BET from May 19, 2014.

## CHAIRMAN'S REPORT

Mr. Mason commented that many activities made for a busy month since the last BET meeting. He noted an example of a 311 application working well in the Parks & Recreation Department and that the PTA Council Dinner and the GHS Softball program were very well received. He mentioned that the teachers' contract negotiation process of 5 meetings plus potentially additional negotiations had begun. He noted that the RTM was asking financially related questions that he was referring to the Finance Department.

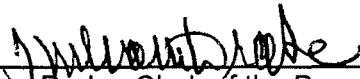
## ADJOURNMENT

Upon a motion by Mr. Blankley, seconded by Ms. Weissler, the Board voted 12-0-0 to adjourn at 8:14 P.M.

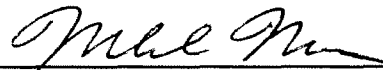
Respectfully submitted,



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Catherine Sidor, Recording Secretary



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William Drake, Clerk of the Board



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Michael S. Mason, Chairman