MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, June 24, 2019, in the Town Hall Meeting Room, Greenwich, CT.

Jill Oberlander, BET Chair, called the meeting to order at 5:35 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Jill K. Oberlander, Chair
Jeffrey S. Ramer, Vice Chairman
William Drake
Andreas Duus III
Karen Fassuliotis
Debra Hess
Michael S. Mason (left @ 7:41 PM)
Leslie Moriarty, Acting Clerk
Leslie L. Tarkington
Anthony Turner
David Weisbrod

Absent: Elizabeth K. Krumeich, Clerk

Staff: Lauren Elliott, Assessor; Peter Mynarski, Comptroller; Howard Richman, Tax Collector; Mark Marino, Deputy Chief, Police Department; Larry Roberts, Deputy Chief, Fire Department; Katie DeLuca, Director of Planning and Zoning

Other: Michael Miller, Transportation Association of Greenwich Treasurer

The Chair welcomed BET Members, Town staff and members of the public to the June meeting of the BET.

Designation of Temporary Clerk

The Chair requested that the BET Members approve Leslie Moriarty as the Acting Clerk due to the absence of Ms. Krumeich.

There was a vote by the Board of 11-0-0 to designate Ms. Moriarty as Acting Clerk for this meeting.

Requests for Budget Adjustments

Ms. Oberlander requested that Ms. Moriarty, the Acting Clerk of the BET, move the items for budget adjustments and provide the Budget Committee reports.
NON-ROUTINE APPLICATIONS

PS-1 Parking Services $1,436,575 Release of Conditions
G219 & G318 & various codes Release of 1st half of FY20 Budget

Ms. Moriarty noted that Deputy Police Chief Mark Marino attended the Budget Committee and presented an update on the operations of the Parking Department, including a staff reorganization, evaluation of staggered renewals of residential parking permits, and evaluation of eliminating SMART cards. Ms. Moriarty indicated that Deputy Chief Marino updated the Budget Committee on the status of the previously unrecorded deposits to MUNIS, indicating that the Department is keeping up with all current deposits while catching up on the backlog. Ms. Moriarty noted the Budget Committee approved the item with a vote of 4-0-0. Deputy Chief Marino was invited to offer any comments. He stated that the Budget Committee report was comprehensive.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 11-0-0 to approve the release of funds in the amount of $1,436,575. Motion carried.

PZ-1 P&Z Commission $ 25,000 Transfer
A174 52190 Document imaging

Ms. Moriarty reported that the Budget Committee discussed the requested transfer at its meeting, noting that the transfer was between Major Object Codes in two different departments, both under the authority of the Town Planner. The two departments involved were Planning and Zoning 171 and Land Use Administration 174. The Town Planner was not at the Budget Committee meeting; however, the Budget Committee voted 3-1-0 to approve the item. Ms. DeLuca stated the transfer request was to accelerate the Digital Library Project, moving forward with digitizing P&Z documents since the digitization of zoning documents has been completed. She indicated that funds were available since the focus on the Plan of Conservation and Development took time away from the planned review of the signage regulations in FY19, freeing up money in the consulting budget. Ms. DeLuca confirmed the signage regulation project will commence in FY20. There was a discussion about the functions of each department and the process of transfers across departments. The Budget Director confirmed that the project expense could appropriately be split between the two departments which means the requested transfer can stay within department 171.

Mr. Ramer made a motion to amend the transfer request to authorize the funds to go to 171-52190 rather than 174-52190 as submitted. The motion to amend was seconded by Mr. Mason. The Board voted 11-0-0 to amend the motion.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the motion as amended for the transfer of $25,000 within department 171. Motion carried.

ROUTINE APPLICATIONS

Mr. Ramer made a motion to separate FD-4 and mark as NON-ROUTINE, seconded by Mr. Mason, the Board voted 11-0-0 to make the application NON-ROUTINE. Motion carried.
Ms. Moriarty reported that the Fire Department was requesting budget transfers of $30,000 to cover a shortfall in Aquarion Water Company charges and $60,000 for replacements of Personal Protective Equipment (PP&E) for volunteer fire company personnel. She reported that the Budget Committee voted 4-0-0 to approve the transfer.

Mr. Ramer stated that the reason for the request to take up the item as Non-Routine was to better understand the use of operating funds for replacement equipment rather than the capital project for this purpose. Deputy Chief Roberts indicated the capital project is based on a five-year cycle in which 25% of professional equipment is replaced each year and the 100% of volunteer equipment is replaced in the fifth year. While the volunteer equipment replacement is two years away, there were identified needs that require immediate replacement. He indicated the department makes equipment purchases from operating funds if an immediate need is identified.

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 11-0-0 to approve the transfer of $90,000 between accounts. Motion carried.

Ms. Moriarty made a motion to move the remaining seven (7) Routine Items. The motion was seconded by Mr. Ramer. Ms. Moriarty reported on the Budget Committee actions.

Ms. Moriarty reported that the BOE provided documentation to the Budget Committee of the receipt of the donation to assist with the purchase of the new concert piano for the GHS Performing Arts Center. She noted the donation, which at $66,127 was larger than originally expected, was made by a 501(c)3 organization, so that the acceptance of the donation is covered by a budget resolution. The Budget Committee voted 4-0-0 to release the conditions.

Ms. Moriarty reported that the transfer was required to cover higher-than-budgeted electrical charges. The Budget Committee vote was 4-0-0 to approve the transfer.

Ms. Moriarty reported that the transfer was to cover higher-than-budgeted expenses in research software, file storage and general office services. The department has available funds in the budget for outside counsel as more cases were settled than expected. The Budget Committee voted 4-0-0 to approve the transfer.
Ms. Moriarty reported that the transfer was to cover higher-than-budgeted expenses in credit cards fees and expanded use of RecTrac for residency verification. The Budget Committee voted 4-0-0 to approve the transfer.

Ms. Moriarty reported that the Budget Committee approved the use of a grant entitled “FY 2019 Distracted Driver High Visibility Enforcement” from the State of Connecticut Department of Transportation for enforcement patrols targeting “Distracted Drivers”. The vote to approve was 4-0-0.

Ms. Moriarty reported that GEMS provided its semi-annual financial and operational report to meet the condition for the first half of their FY 2019-2020 subsidy from the Town of Greenwich. The Budget Committee voted 4-0-0 to approve the release of funds.

Ms. Moriarty reported that TAG presented a semi-annual financial and operational report to meet the condition for the first half of their FY 2019-2020 subsidy from the Town of Greenwich. TAG reported that it has completed the restructuring of its operation to meet its new business model and expects to meet its FY 2019-2020 budget goals. The Budget Committee voted 4-0-0 to approve the release of funds.

Upon a motion by Ms. Moriarty, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the seven previous routine items. Motion carried.

**CAPITAL CARRY FORWARD REQUESTS**

Ms. Oberlander asked if there were no objections, she would like to take up the Capital Carry Forward Requests collectively. There were no objections, Ms. Tarkington made a motion, seconded by Mr. Ramer to take up the following items. Ms. Moriarty provided the Budget Committee report.

Ms. Moriarty reported that the project was delayed due to the anticipated work on the exterior of the auditorium for the Main Library renovations, but is anticipated for the spring of 2020. The Budget Committee voted 4-0-0 to approve the continuation in force.
Ms. Moriarty reported that the project was delayed for the completion of the dredging project. The Budget Committee voted 4-0-0 to approve the continuation in force.

Ms. Moriarty reported that the project was delayed for the completion of the dredging project. The Budget Committee voted 4-0-0 to approve the continuation in force.

Ms. Moriarty reported that this project is needed to address necessary repairs. The Department had access to prior appropriations which are now depleted. The Budget Committee voted 4-0-0 to approve the continuation in force.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the four Capital Carry Forward items. Motion carried.

ASSESSOR’S REPORT

The Assessor reported that tax bills for fiscal year 2019-2020 are being sent out this week. Ms. Elliott also reported that letters have been sent out to 73 Personal Property Accounts in Greenwich which have not filed a declaration and have an assessment of over $100,000. She noted that those accounts pay taxes on an estimated assessment; however, failure to respond to a letter will initiate an audit of the accounts.

Ms. Elliott responded to a question regarding the bar graphs in the Assessors Report relative to the upcoming revaluation. Ms. Elliott noted that, on average, assessments are still below the sales prices. In response to a question on changes to the conveyance taxes in the recently approved State budget, Ms. Elliott responded that, although the question is more appropriately addressed to the Town Clerk, she believes an additional tax on property sales exceeding $2.5 million if the homeowner leaves the state was added.

Upon a motion by Ms. Tarkington, seconded by Mr. Turner, the Board voted 11-0-0 to accept the Assessors Report. Motion carried.

COMPTROLLER’S REPORT

The Comptroller presented his report and identified that there are three active Request for Proposal projects under way: MUNIS contract extension; financial advisory services; and the fire study. He reported that two of the projects have been delayed in the Purchasing Department and indicated he will provide more information to BET members regarding their respective status when available. In response to a question, Mr. Mynarski replied that Mr. Bill Lindsay, a member of the prior Financial Advisor for the Town on borrowings, is a part of a new firm that submitted a proposal.
Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to accept the Comptroller's Report. Motion carried.

TREASURER'S REPORT

Ms. Oberlander asked for questions about the Treasurer's Report showing investment portfolio activity for May 2019. Hearing none, the Chair 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

There were no BET Standing Committee Reports.

BET Liaison Reports

Education Report – Ms. Moriarty reported that she and Ms. Hess met with the Superintendent and COO of the Greenwich Public Schools (GPS) for an update on the status of the implementation of the Building Processes recommendations. The GPS is expected to receive draft proposals of policies and procedures from the consultant later this week. Ms. Hess indicated that the results will be shared with Town departments that could benefit and that one of the next steps will be evaluation of systems needs that may also have application to Town departments.

Public Safety Report – Mr. Weisbrod reported that he and Mr. Mason, together with Ms. Oberlander and Ms. Fassuliotis, provided the outline for the study and that Mr. Mynarski covered the release of the Fire Study Request for Proposal in his Comptroller’s Report presentation.

Information Technology Report – Mr. Turner identified that work is continuing with Cyber Defenses on the previously approved scope of work and is preparing to start with the additional new scope. Ms. Hess added that there will be required actions based on the findings and there is the open question of organizational responsibility for ongoing oversight. Mr. Turner noted the Town will need to engage a different vendor to audit the implementation of Cyber Defenses's recommendations.

Mr. Weisbrod made a motion to add an item to the agenda to discuss cyber security issues. It was seconded by Mr. Ramer. The motion carried 11-0-0.

Mr. Ramer made a motion to go into executive session, seconded by Ms. Moriarty to discuss cyber security issues. The motion carried and the BET went into executive session at 6:48 PM.

Mr. Mason made a motion to come out of executive session at 7:27 PM, seconded by Ms. Moriarty. The motion carried 11-0-0.

GHS MISA Building Committee Report – Ms. Tarkington identified that the MISA Building Committee Final Report was presented to the BOE and the BOE officially accepted the buildings. The report provided the history and financials of the MISA construction project, which started in 2008. With the BOE’s acceptance of the buildings, there is a one-year time limit for filing the final State reimbursement request, which precedes the State’s audit of the financials.
OLD BUSINESS – none

Mr. Mason left the meeting at 7:41 p.m.

NEW BUSINESS

• Contract with Cyber Defenses – Mr. Mynarski indicated that the BET packet contained the proposed Statement of Work for Town-Wide Security Assessment for $152,635, which is scheduled to start on July 1 and funded from the FY20 Finance budget. He indicated the BET should vote to release the condition on $150,000, with the remainder of the contract to be funded from available consulting funds. Mr. Ramer identified an inconsistency in the contract relating to the number of Detailed Formal Reports to be delivered, to which Mr. Mynarski indicated he would clarify the language with the expectation that full detailed reports would be available.

Ms. Moriarty made a motion to release $150,000 of the conditioned Finance consulting budget for a Town-Wide Security Assessment. It was seconded by Mr. Drake. The motion passed 10-0-0.

Ms. Moriarty made a motion to authorize the Comptroller to execute the proposed contract for $152,635 for the Town-Wide Security subject to acceptable clarification of the reports to be provided in the Statement of Work. This was seconded by Mr. Drake. The motion passed 9-0-1 (Mr. Turner abstained).

• OPEB Trust Board Re-nominations
  o Member Reappointment – Robert Stricker – Term ending June 30, 2022
  o Chairman – Robert Stricker – Term ending June 30, 2020

Mr. Weisbrod reported that the BET Investment Advisory Committee met to consider Mr. Stricker for the re-nomination to the OPEB Trust Board for a three-year term and re-nomination as Chair of the OPEB Trust Board for a one-year term. The Investment Advisory Committee voted 3-0 to recommend the re-nomination.

Mr. Ramer made a motion to approve the Resolutions to appoint Mr. Stricker to a three-year term as a Board member ending June 30, 2022 and a one-year term as Chairman of the OPEB Trust Board ending June 30, 2020. The motion was seconded by Mr. Weisbrod. The vote was 10-0-0. Motion passed.

Chair’s Report

Ms. Oberlander reported that Mr. Michael Wacek was re-appointed to a four-year term on the Retirement Board, ending on June 30, 2023. She noted that the Charter authorizes the BET Chair, the First Selectman, and the Representative Town Meeting Moderator to make appointments to the Retirement Board.

Approval of the BET Meeting Minutes

Upon a motion by Mr. Weisbrod, seconded by Mr. Ramer, the Board voted 10-0-0 to approve the following Meeting Minutes. Motion carried.
  • May 14, 2019 – Special Meeting
• May 20, 2019 – Regular Meeting

Adjournment

Upon a motion by Mr. Duus, seconded by Ms. Fassuliotis, the Board voted 10-0-0 to adjourn the meeting at 8:01 P.M. Motion carried.

The next Regular Meeting of the Board of Estimate & Taxation is on Monday, July 22, 2019.

Respectfully submitted,

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Peter Mynarski, Recording Secretary

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Leslie Moriarty, Acting Clerk of the Board

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Jill K. Oberlander, Chair