



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

Chairman Michael Mason called the meeting to order at 6:32 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
Gregory Bedrosian
Robert Brady
William R. Finger
Sean Goldrick
Randall Huffman
Marc V. Johnson
Joseph L. Pellegrino
Jeffrey S. Ramer
Leslie L. Tarkington

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Michael Rosen, Executive Assistant, Selectmen's Office; Lauren Elliott, Assessor; Robert Shipman, Assistant Assessor; Mark Kordick, Captain, Operations Division, Police Department; Allen Brown, Executive Director, Nathaniel Witherell; Ray Augustine, Director of Financial Operations, Nathaniel Witherell

Other: Lloyd Bankson, Nathaniel Witherell Board; Andy Fox, Nathaniel Witherell Building Committee

NON-ROUTINE APPLICATIONS

NW-1 Nathaniel Witherell – Release of Conditions \$20,205,000

Release of Conditions:

\$20,205,000 to B450-59560-12201 NW Project Renew

1. Validation of Business Plan
2. Updated Cost Estimates
3. Environmental Report
4. Final Construction Bids

Mr. Pellegrino gave an overview of the Budget Committee's decisions regarding each of the conditions. The Budget Committee voted 4-0 to release conditions #1 and #3; voted 4-0 to defer

action on condition #2 as Ms. Tarkington identified \$550,000 to be held for additional contingency by the BET, and took no action on condition #4 because the final bids are not yet available. Mr. Pellegrino also reviewed the business plan update, highlighting budget and cash flow changes, and the environmental report provided to the Budget Committee. He noted that the environmental report concluded that there were no "known or recognized site conditions requiring further evaluation." Mr. Fox gave an overview of the next phase of the bid process, stating that a final report will be presented to the BET in October. Mr. Norton expressed confidence in Turner Construction, expressed gratitude to the NW Building Committee, and noted the RTM's support of this project and the need to move forward. Mr. Finger asked for specific concerns about the bids and Mr. Fox described the incomplete nature and lack of detail in some of the bids.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 12-0-0 to release Conditions #1 and #3.

SE-1 First Selectman – Release of Conditions \$155,000

Release of Conditions:

\$ 155,000 to A105-59250-13101 800 MHz Radio System

Mr. Pellegrino reviewed the background of this application, stating that the current system is becoming obsolete and will no longer be supported by the vendor. He explained that the appropriation was conditioned on the formation of a Working Group under the First Selectman, and this group has begun its work on an RFP. The Budget Committee voted 4-0 to release this condition. Mr. Pellegrino suggested that the BET have additional opportunity for input into the RFP, and Mr. Brady suggested expansion of the RFP scope, a review of business operations of the Town, and the need for detailed technical expertise in the RFP. Mr. Cray and Captain Kordick shared comments on the scope and details of the RFP, and welcomed BET input on the RFP process. Mr. Cray also accepted the language regarding the scope of the RFP proposed by Mr. Brady and Mr. Pellegrino. Mr. Brady will also serve on the Working Group's Executive Committee and have a vote on all matters before the Working Group. A discussion followed regarding the scope of the project, local departmental needs, systems in comparable municipalities, and possible state/regional collaborations.

Upon a motion by Mr. Pellegrino, seconded by Mr. Finger, the Board voted 12-0-0 to release the condition.

FD-8 Fire Department (2011-2012) – Transfer \$100,000

Transfer:

\$ 100,000 to A205-51100 Overtime
\$ 100,000 from A208-51490 Prof Fees

Mr. Pellegrino reviewed the background of this application, which will cover costs incurred for overtime coverage of two storms. A reimbursement from FEMA is expected. The Budget Committee voted 4-0 in favor of this application. Mr. Pellegrino further explained that the Fire Chief has authority to make this transfer from a volunteer to professional firefighting account with BET approval.

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

FI-1 Finance (2011-2012) – Reduce Bonding Authorization \$(6,991,525)

Reduce Bonding Authorization:

\$(1,512,677)	to	B Various	2007-2008	Bonded Projects
\$(2,624,146)	to	B Various	2008-2009	Bonded Projects
\$(49,223)	to	B Various	2009-2010	Bonded Projects
\$(114,127)	to	B Various	2010-2011	Bonded Projects
\$(2,691,352)	to	J Various	2007-2008	Bonded Projects

Mr. Mynarski explained that this application is to close out and remove from the books the unused balances of bonding authorizations for capital projects that have been completed and fully expended, therefore not requiring any further bond sales specific to these projects.

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

ROUTINE APPLICATIONS

HD-1 Health – Approval to Use \$7,622

Approval to Use:

\$ 4,201	to	F406-51490	Prof. Services – NOC
\$ 600	to	F406-52010	Advertising & Public Notice
\$ 400	to	F406-52920	Transfer other Depts
\$ 1,173	to	F406-53010	Office Supplies
\$ 1,000	to	F406-53250	Medical, Dental, Lab Supplies
\$ 248	to	F406-53550	Mech Supplies, Small Tools
\$ 7,622	from		HERR Funds - Grant

HD-2 Health – Approval to Use \$54,927

Approval to Use:

\$ 54,927	to	F4037-51490	Prof. Services – NOC
\$ 54,927	from		PHEP Funds - Grant

HD-3 Health – Approval to Use \$4,000

Approval to Use:

\$ 2,787	to	F40338-51300	Part-time Salaries
\$ 200	to	F40338-53010	Office Supplies
\$ 800	to	F40338-53300	Wearing Apparel
\$ 213	to	F40338-57050	Social Security
\$ 4,000	from		MRC Funds - Grant

NW-4 Nathaniel Witherell (2011-2012) – Transfer \$110,000

Transfer:

\$ 60,000	to	H45070-56280	Insurance Expense
\$ 30,000	to	H45011-53400	Supplies Expense
\$ 20,000	to	H45020-54060	Maintenance Expense

\$ 100,000	from	H45070-57035	Sick & Vacation Payout
\$ 10,000	from	H45070-57950	Other (401K)

Upon a motion by Ms. Kiernan, seconded by Mr. Pellegrino, the Board voted 12-0-0 to approve the applications.

ASSESSOR'S REPORT

Ms. Elliott presented the Assessor's Report, highlighting the current tax collections process, reports submitted to OPM and the 22 additional suits regarding the 2010 Grand List. Mr. Ramer asked for an assessment of the 2010 revaluation. Ms. Elliot will provide data that the Assessor's office regularly uses to assess the revaluation, including data filtered by neighborhood and property values. Mr. Pellegrino asked if there was a sufficient sample size to draw reliable conclusions.

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

COMPTROLLER'S REPORT

Mr. Mynarski presented the Comptroller's Report to the Board, highlighting the prepayment of tax bills and the positive impact this has on cash flows. This healthy cash position will be reflected in the fiscal year end audited financial statements. Mr. Mynarski also reviewed the Debt and Fund Balance Policies, and highlighted the data in the Controller's Report indicating that the Town finished FY 2012 in accordance with both of these policies. Mr. Mynarski also reviewed the Flash Report and noted the lag in data on private equity investments. Mr. Pellegrino asked about performance in Workers Compensation and Mr. Mynarski highlighted the substantial savings in FY 2012 and the volatility in this expense item. Mr. Norton highlighted the potential increases that the Town may face in insurance rates for the next fiscal year. Mr. Pellegrino requested a comparison of Retirement System and OPEB performance for one, three and five year periods to be presented at the BET's September meeting.

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

ACCEPTANCE OF TREASURER'S REPORT SHOWING INVESTMENT PORTFOLIO ACTIVITY FOR THE PERIOD OF June 1, 2012 – June 30, 2012

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

Audit Committee Report

Mr. Norton presented the Audit Committee Report, highlighting the most recent Audit Committee meeting agenda. The new Superintendent, Dr. William McKersie attended this meeting, where the audit of procurement and payment procedures at the Board of Education was discussed. Mr. Norton noted the significant changes in BOE practices in this area. Mr. Norton also reported on the review of the Stowell agreement between the Library and the Town. The Audit Committee recommended that the Stowell agreement remain in force, and that both the Town and the

Library execute the agreement. The Audit Committee also voted 3-1 in favor of a liaison relationship between the BET and the Library.

Human Resources Committee Report

Mr. Johnson reported that at the July Human Resources Committee meeting, Dustin Anderson, Special Projects Manager, and QScend Technologies made a presentation on a 311 type Customer Request Management System. The goals of the 311 system are to improve customer service and provide performance measurements of Town services. The Human Resources Committee recommended approval for the Selectmen's Office to proceed with the RFP on the 311 system. However, prior to the release of the funds for the purchase and implementation of a system, the Human Resources Committee recommended: (1) establishment of clear objectives and standards for the system itself, in order to develop measurements of department performance, (2) demonstrated interest across all the appropriate departments and appointing authorities, (3) a better understanding of how this system fits within the broader IT Strategic Review, (4) an implementation strategy that addresses the complexity of the Town's disparate departments, and (5) a full cost estimate for staffing, software program, system integration, training, annual maintenance agreements, periodic system upgrades, staff costs reductions or additions. Mr. Pellegrino noted that support for any 311 system will be conditioned on vendor support for this web-based system, vendor training and troubleshooting, and service delivery outside the Town's IT department. A discussion followed regarding departmental input, existing customer service and accountability, staffing, costs, and expectations.

Upon a motion by Mr. Johnson, on behalf of the HR Committee, the Board voted 12-0-0 to approve reauthorization of the appropriated \$75,000 for the Selectmen's Office to proceed with the RFP process for a 311 type Customer Service Management System.

BET Liaison Reports

Revaluation Team Report

Mr. Mason noted that the Revaluation Team Report was included in the meeting agenda packet.

BET Special Project Team Reports

BET Information Technology (IT) Upgrade Report

Mr. Brady reported on the server change, cellular service and the new Apple ID's that will be required for each user.

GHS MISA / Remediation Report

Mr. Mason noted that this report was included in the meeting agenda packet.

OLD BUSINESS

Fiscal 2011-2012 Year End Report

Mr. Mynarski gave an overview of fund balance and other financial results for the 2011-2012 fiscal year. Mr. Mynarski noted that we ended the year with approximately \$30 million in the

collective Fund Balance, which is 8.2% of the General Fund operating budget (calculated on a budgetary basis). This falls within the BET's Fund Balance Policy of 5-10%. Mr. Mynarski reviewed the surplus in revenues and cost savings from the prior fiscal year that contributed to the growth in the Fund Balance. Mr. Mynarski also reviewed the Town's debt obligations and noted that the Town was below the \$210 million Debt Policy limit. He explained that the delay in starting several major projects (MISA, Nathaniel Witherell), as well as the rapid retirement of debt, have contributed to the lower debt total. Mr. Mynarski further noted that the Town finished FY 2012 within budget and in a healthy position to face challenges ahead.

NEW BUSINESS

Cancellation of August 20, 2012 BET Meeting

The Board voted unanimously to cancel the August 20, 2012 Regular BET Meeting.

APPROVAL OF MINUTES

BET Regular Meeting, June 18, 2012

Upon a motion by Mr. Ramer, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the Regular Meeting Minutes of the BET from June 18, 2012.

CHAIRMAN'S REPORT

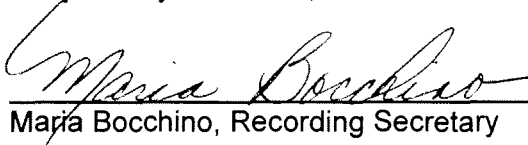
Ms. Kiernan shared brief comments regarding GOSA negotiations and the TOG/BOE HR Working Group.

Mr. Mason shared brief comments regarding the Orientation Ceremony for the Tax Assessor, GOSA negotiations, iPad training, and upcoming budget guidelines.

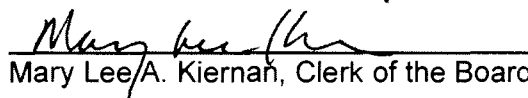
ADJOURNMENT

Upon a motion by Mr. Goldrick, seconded by Mr. Brady, the Board voted unanimously to adjourn at 8:27 P.M.

Respectfully submitted,



Maria Bocchino, Recording Secretary



Mary Lee A. Kiernan, Clerk of the Board



Michael S. Mason, Chairman