MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, July 18, 2011 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Stephen Walko called the meeting to order at 6:35 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Stephen G. Walko, Chairman
Jim Campbell, Vice Chairman
Joseph L. Pellegrino, Clerk
  Nancy E. Barton
  William R. Finger
  Randall Huffman
William G. Kelly (arrived at 7:10 P.M.)
  Michael S. Mason
  Arthur D. Norton
  Jeffrey S. Ramer
  Laurence B. Simon
  Leslie L. Tarkington

Selectmen: Peter Tesei, First Selectman

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Ted Gwartney, Assessor; Robert Shipman, Assistant Assessor; Diane Fox, Director, Planning & Zoning Commission; Mark Kordick, Captain, Professional Standards Division; John Brown, Lieutenant, Operations Division, Police Department; Amy Siebert, Commissioner, Public Works Department; Dan Warzoha, Emergency Management Director; Allen Brown, Executive Director; Ray Augustine, Director of Financial Operations, Nathaniel Witherell

Other: Tom Stitt, Director of Financial Analysis & Reimbursement; Mary Nell Zellner, Vice President of Senior Health Care, Health Dimensions Group; Donald Heller, Chairman, Planning & Zoning Board; David Ormsby, Chairman; Lloyd Bankson; David Ayres, Nathaniel Witherell Board; Joan Caldwell; Hans Isbrandtsen; Syl Pecora

NON-Routine APPLICATIONS

PZ-1 Planning & Zoning – Additional Appropriation $24,835

Additional Appropriation:
$ 23,070 to A161-51300 Temporary Salaries
Mr. Campbell stated that this request was for a new permanent part-time Administrative Staff Assistant in the Zoning Enforcement Office. Mr. Campbell explained the need is due to an increase in workload handling Board of Appeals applications and financial transactions for zoning application permits. This includes working with the new CityView permit software program to track all zoning and Board of Appeals applications, nuisance complaints, zoning permits for building permits, and certificates of occupancy. The new procedures, and new zoning permits and applications, began in January, 2011. The P&Z part-time employee presently assigned to enter all information for this zoning function, in addition to other duties, has not be able to keep up with the increased workload without diminishing the office’s ability to handle routine functions as quickly and efficiently as in the past. The funding is to start this position on October 1, 2011.

Upon a motion by Mr. Campbell, seconded by Mr. Mason, the Board voted 11-0-0 to approve the application.

PD-2  Police Department – Approval to Appropriate Grant $600,000

Approval to Appropriate Grant:
$600,000 to F2138-59250-12199 Patrol Boat

Mr. Mason stated that the Budget Committees questions and concerns have been addressed by the Police Department in a detailed packet, which was included with the request. Mr. Mason stated that some of the concerns regarded plans for storage, current and future staffing, the firefighting policy, and the CT General Statutes. Mr. Mason also stated that with the addition of another piece of equipment, there are concerns about operational costs, maintenance, hauling, and dredging. Upon acceptance and once the boat is received, sometime next year, the Town would be able to apply for an additional grant for up to three years of maintenance items for the boat. Mr. Mason stated that the Town is being offered a very hi-tech piece of equipment that certainly enhances the services that we offer at no cost to us.

Mr. Walko allowed public comment on this issue, from members of the audience. Mr. Isbrandtsen, Ms. Caldwell, and Mr. Pecora shared comments in opposition to the acquisition of the boat, concerns regarding costs and staffing, and suggestions to ensure reductions are made to the existing fleet. Mr. Teseli also shared comments regarding the Town’s watercraft fleet, and the ability to be more prepared in the event of an emergency.

Mr. Finger stated that during the discussion at the Budget Committee Meeting, many issues concerning this item were addressed in the presentation by the Police Department, Fire Department, and First Selectman, which included possible staffing issues, labor issues, and the size of the fleet. Mr. Finger added that the Fire Chief gave an impressive presentation regarding the benefits of this acquisition. Mr. Walko stated that he expects that the Police Department will seriously consider reducing their fleet by one.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Board voted 11-0-0 to approve the application.

PW-1  DPW – Release of Conditions $100,000
Release of Conditions:
$100,000 to Z345-59830-12136 Byram Pool Study

Mr. Mason stated that the condition, that private donations in the amount of $45,000 has been met, and the check from the Parks & Recreation Foundation has been deposited.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Board voted 11-0-0 to approve the application.

PW-2  DPW – Release of Conditions $150,000

Release of Conditions:
$150,000 to Z345-59560-12127 Town Hall Space Utilization

Mr. Mason gave an overview of the systematic renovation of the Town Hall, which includes an effort to improve space utilization, as well as to improve customer service, and that this request is to redevelop the Health Department Laboratory and Probate office. Mr. Walko explained that the Release of Conditions requests are all for items that have been previously budgeted.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Board voted 11-0-0 to approve the application.

PW-2  DPW – Release of Conditions $175,000

Release of Conditions:
$175,000 to Z345-59560-11134 King Street Fire Station A&E

Mr. Walko clarified that the amount of funding that the DPW currently has left to use toward this project is $64,000.

Mr. Mason stated that in 2004 the Town purchased property adjacent to the golf course to add a fire station and a location for GEMS. Mr. Mason stated that this condition was placed on $100,000 of the appropriation. And with the remaining $75,000 of the appropriation, the DPW was asked to investigate the feasibility of using the site given septic limitations. Mr. Mason then gave an overview of the DPW’s preliminary report. A discussion followed regarding the need for and the type information required regarding the King Street Fire Department Plan.

Upon a motion by Mr. Norton, seconded by Mr. Ramer, the Board voted 12-0-0 to postpone action on this item until September, 2011.

ROUTINE APPLICATIONS

Fiscal Year 2010-2011

CA-1  Commission on Aging – Transfer $10,000

Transfer:
$10,000 to A196-53350 Household
$10,000 from A196-51010 Regular Salaries
Upon a motion by Mr. Pellegrino, seconded by Mr. Mason, the Board voted 12-0-0 to approve the application.

**FI-1  Finance Department – Transfer $1,550,000**

Transfer:

- $1,478,000 to A902-57300 Workers Compensation
- $ 72,000 to A902-57330 Unemployment
- $1,550,000 from A901-57100 Healthcare

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

**Fiscal Year 2011-2012**

**PD-1  Police Department – Additional Appropriation $43,218**

Additional Appropriation:

- $ 38,718 to F2139-54050 Maintenance of Buildings & Structures
- $ 4,500 to F2139-53070 Data/Word Processing Supplies
- $ 43,218 from F2139-43493 911 Grants/Municipal

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

**ASSESSOR’S REPORT**

Mr. Gwartney presented the Assessor’s Report to the Board and shared comments regarding the 2011 Grand List, the superior court cases, and real estate sales.

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 presented the Comptroller’s Report to the Board, highlighting the cash forecast and the General Fund balance. Mr. Norton commented on behalf of the Investment Advisory Committee, that the net cash at the end of June was $44M, which when added to revenues, comes to a total of $72M.

Upon a motion by Mr. Norton, seconded by Mr. Simon, 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, 2011 – June 30, 2011**

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to accept the Treasurer’s Report.
BET Standing Committee Reports

BET Liaison Reports

BET Special Project Team Reports

Nathaniel Witherell Building Report
Revaluation Report

In response to a question by Ms. Tarkington, Mr. Pellegrino stated that although $100,000 was appropriated by the BET, the Building Committee only authorized spending $67,000 because it believed that SLAM could perform the work for that amount.

CHAIRMAN’S REPORT

Mr. Walko shared brief comments regarding the Hay Study progression, Project Renew, the Debt and Fund Balance Policies, and quarterly reports on Hamilton Avenue litigation.

OLD BUSINESS

Greenwich Fund Balance Policy Discussion

The Town of Greenwich Fund Balance Policy, July 18, 2011, was presented to the Board for review. Mr. Mason gave a brief overview of the Debt and Fund Balance Policies draft process.

Upon a motion by Mr. Mason, seconded by Mr. Norton, the Board voted 12-0-0 to accept the Town of Greenwich Fund Balance Policy, July 18, 2011.

Greenwich Debt Policy Discussion

The Town of Greenwich Debt Policy, July 18, 2011, was presented to the Board for review. Mr. Mason shared comments regarding the omitted numbers for maximum outstanding debt on behalf of the Town and the percentage of the Capital Tax Levy applied in any one given year towards commitment of debt. Mr. Mason also stated that the definition of debt comes from the CAFR, as defined in our annual report. A discussion followed regarding the limitation numbers, the draft process, the tax levy, obligations to the Town and the importance of establishing these policies and limits.

Upon a motion by Mr. Simon, seconded by Ms. Tarkington, the Board voted 11-1-0 (Mr. Huffman opposed), to amend pp. 2, bullet #1, to read “Maintain the ratio of the Annual General Fund Debt Service (including principal and interest) expenditures to no more than 70% of the Annual Capital Tax Levy.”

Upon a motion by Mr. Mason, seconded by Mr. Pellegrino, the Board voted 11-1-0 (Mr. Huffman opposed), to amend pp. 2, bullet #2 to read “Maintain a maximum Town of Greenwich total short and long-term debt of no more than $210 million dollars which currently represents $3,367
dollars per capita and 0.69% of the October 1, 2010, Grand List. Short and long-term debt are defined as the amounts set forth in the Short and Long-term Obligations footnotes contained in the Town’s Comprehensive Annual Financial Report."

Upon a motion by Mr. Mason, seconded by Mr. Norton, the Board voted 11-1-0 (Mr. Huffman opposed) to accept the Town of Greenwich Debt Policy, July 18, 2011, as amended.

**BET Policies and Procedures Discussion**

Mr. Walko stated the Law Department is continuing to review the Policies and Procedures Draft, which will be distributed to the Board members in August, and the final document will be presented for approval in September. All comments regarding the draft should be sent to the Finance Department for forwarding to Mr. Finger and Mr. Pellegrino.

**NEW BUSINESS**

**OPEB TRUST BOARD Reappointments**

Upon a motion by Mr. Norton, seconded by Mr. Finger, the Board voted 12-0-0 to take this item out of order.

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to approve the reappointment of William B. Ferdinand, to the OPEB Trust Board to a term to expire June 30, 2014; and to approve the reappointment of Robert Stricker as Chairman of the OPEB Trust Board to a term to expire June 30, 2012.

**Health Dimension Group (HDG) Presentation Re: Project Renew**

Mr. Stitt and Ms. Zellner presented the preliminary findings of the Nathaniel Witherell Project Renew Long-Range Plan Review to the Board. A discussion followed regarding cash flow, Medicaid and Medicare reimbursement and projected government limitations, national industry projections and trends, the project’s worthiness, and the needs of the community.

Mr. Ormsby shared comments regarding profits over that last four years, assumptions and errors made by Nathaniel Witherell, collective bargaining agreements, Medicaid rates, cash flow, and past studies. Mr. Ormsby also shared comments regarding the necessity of this facility to the community.

Mr. Walko stated that many people have put considerable time into Project Renew and everyone wants to make an informed decision. This is one of the most important decisions that will be made over the next few months; this decision has implications that will effect generations of this community. Mr. Walko also thanked the Nathaniel Witherell Board and HDG, and stated that the Finance Department will schedule a group meeting in the beginning of August for further review of the HDG Study.

**APPROVAL OF MINUTES**
BET Regular Meeting, June 20, 2011

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-1 (Mr. Kelly abstained) to approve the Regular Meeting Minutes of the BET from June 20, 2011.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Maria Bocchino, Recording Secretary

Joseph L. Pellegrino, Clerk of the Board

Stephen G. Walko, Chairman