

**TOWN OF GREENWICH**  
**BOARD OF ESTIMATE AND TAXATION**  
**Special Project Team – Debt & Fund Balance Policy**  
MINUTES – Wednesday, November 7, 2018

Committee

Present: Leslie Moriarty, Chair; William Drake, Andreas Duus, David Weisbrod

Staff: Peter Mynarski, Comptroller

BET: Jeffrey Ramer

RTM: Brooks Harris (D10) Finance Committee; Arline Lomazzo, (D6) Public Works

The meeting was called to order at 2:17 P.M.

**1. Approval of the BET Debt & Fund Balance Policy Working Group Minutes**

Approval of the minutes of the October 24, 2018 Debt & Fund Balance Policy Special Project Team Meeting was postponed until November 20, 2018 Meeting.

**2. Discussion of Fund Balance Policy**

Ms. Moriarty welcomed committee members and guests and reviewed Mr. Lindsey's comments on fund balance policies of other triple-A Connecticut municipalities. The Committee considered whether the current policy's definition of the target ratio should be changed. This included a discussion on whether to continue to include the risk fund and the capital and non-recurring fund with the unassigned fund balance or change the policy to include only the unassigned fund balance. The Committee also discussed the policy's use of operating expenses, fixed costs and the capital tax levy in the calculation of the target. The Committee determined that the current definitions should not change.

Upon a motion by Mr. Duus, seconded by Mr. Weisbrod, the Working Group voted 4-0-0 to make no changes to the Policy's definitions of Fund Balance or Total Expenses as used in the calculation of the target ratio.

The Committee then discussed the target range for Fund Balance. It was noted that the current fund balance ratio exceeds the target in the current policy. The Committee discussed the advantages to having a stable target range with the understanding that there might be circumstances in which the BET determines to exceed that range. The Committee indicated the annual budget process gives the BET the opportunity to address the level of fund balance in the context of the Town's needs.

Upon a motion made by Mr. Weisbrod, seconded by Mr. Drake, the Working Group voted 4-0-0 to make no change to the Policy's target ratio for Fund Balance to Total Expenses of 5% -10%.

Ms. Moriarty suggested that editing of the current policy for presentation issues could improve its clarity. She will work with other Committee members on proposed edits to be considered at the next meeting.

**3. Discussion of Additional Information needs**

In preparation for the discussion of the Debt Policy at the next meeting on November 20, As background for the discussion, Mr. Drake and Ms. Moriarty were asked to review the assumptions in the 15-year capital plan and to create a pro forma plan that includes the Superintendent's proposed BOE capital plan.


**4. Adjournment**

Upon a motion by Mr. Duus, seconded by Mr. Weisbrod, the Working Group voted 4-0-0 to adjourn the Meeting at 3:50 P.M.

**Schedule of Future Committee Meetings**

November 20, 2018	9:00 – 11:00 A.M. Mazza Room
December 6, 2018	9:00 – 11:00 A.M. Mazza Room
December 11, 2018	9:00 – 11:00 A.M. Parks & Recreation Conference Room

  
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Catherine Sidor, Recording Secretary

  
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Leslie Moriarty, Chair