MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, November 20, 2017 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Michael Mason called the meeting to order at 6:33 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Michael S. Mason, Chairman
William Drake, Clerk
John Blankley
Elizabeth K. Krumeich
James A. Lash
Leslie Moriarty
Jill K. Oberlander
Jeffrey S. Ramer
Leslie L. Tarkington
Anthony Turner
Nancy Weissler
Absent: Arthur Norton, Vice Chairman

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; J. Wayne Fox, Town Attorney; Aamina Ahmad, Assistant Town Attorney; Lauren Elliot, Assessor

RTM: John Dolan, RTM D-7, Finance Committee Member

Public: Andy Duus, BET 2018 Nominee; David Weisbrod BET 2018 Nominee; Debra Hess, BET 2018 Nominee; Howard Richman, 2018 Nominee Tax Collector; Ken Borsuk, Reporter, Greenwich Time

Mr. Mason welcomed BET members, 2018 BET Nominees and attendees. He asked the Board their preference on holding an Executive Session to further discuss Pending Litigation. The Board did not express a need for an Executive Session.

Mr. Mason asked Mr. Drake to read the ROUTINE requests for budget adjustments.

Requests for Budget Adjustments

ROUTINE APPLICATIONS

<table>
<thead>
<tr>
<th>LAW - 3</th>
<th>Law Department</th>
<th>Additional Appropriation</th>
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<td>$500,000</td>
<td>A140 51400</td>
<td>Outside Legal Fees</td>
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BET Meeting Minutes November 20, 2017 – Approved
SE-9  First Selectman  Insurance Reimbursement
$494,868.34  P935 57350  Balance of Deductible

HD-4  Health Department  Approval to Use
$15,060.00  F406 51490  HERR Grant

Upon a motion by Mr. Drake to approve LAW-3, SE-9, and HD-4, seconded by Ms. Tarkington, the Board voted 11-0-0 to approve the request.

NON ROUTINE APPLICATIONS

SE-8  First Selectman  Settlement
$200,000  345 59560  Byram Fire Station Rehabilitation

The Board received a communication from Mr. Tesei requesting the postponement of the item until the BET’s December 14, 2017 meeting.

ASSESSOR’S REPORT

Ms. Elliot reported that the Department’s staff was finalizing the 2017 Grand List during December in preparation for its submission to the State in January 2018. The Department of Motor Vehicles Supplementary list is also being readied for submission in January. Additionally, Ms. Elliot commented that 4 residential tax appeals were settled; row, of the 166 cases appealed in 2016, only 88 cases remain unsettled. Ms. Weissler asked if tax bills would be sent out on schedule, to which Ms. Elliot responded that the Department’s Quality Data Service expected all tax bills would be sent out by the second week of December. Mr. Ramer asked if the annual legal notice advertising yearend tax payment would occur in December in local newspapers; he expressed concern that tax deductibility might end in 2017, which would be of interest to taxpayers. Ms. Elliot responded that the advertising alert would be placed in local newspapers. Ms. Moriarty asked if Ms. Elliot could estimate the potential new revenue anticipated from 888 assessments adjusted upwards based on the Assessor’s review of permitting records, onsite inspections and fly-over report comparisons. Ms. Elliot remarked that she could not predict taxpayers’ response to increased tax bills.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to accept the Assessor’s Report.

COMPTROLLER’S REPORT

Mr. Mynarski asked if members of the Board had any questions with regard to his monthly report. He commented that a meeting was scheduled to assist the new incoming Tax Collector with transition to his new responsibilities. In addition to Mr. Mynarski, TOG’s Treasurer, the Finance Department’s Accountant, Mr. Richman, and Mr. Laurence Simon would participate in the meeting. Outstanding reconciliation issues such as credit card charge-backs, and issuance of refunds since April would be discussed. Ms. Weissler asked about the newly announced Cash-Handling Review Task Force and what expertise would be involved; Mr. Mynarski explained that in addition to the Comptroller, Mr. Tesei had asked Town Administrator Mr. Branyan and HR Director Ms. Pepe to join the Treasurer, Ms. Murphy, and the Treasurer’s assistant, Ms. Yemets,
would participate. Ms. Krumreich asked if the high turnover on the outside audit team currently reviewing TOG’s records was unusual; Mr. Mynarski responded that there had been a standard rotation in the onsite team and that a steep learning curve for municipal accounting might be expected, but once the field work was completed, the new partner taking over the account would begin his work.

Upon a motion by Mr. Drake, seconded by Ms. Tarkington, the Board voted 11-0-0 to accept the Comptroller’s Report.

Acceptance of the Treasurer’s Report Showing Investment Portfolio Activity for September 2017

Upon a motion by Mr. Drake, seconded by Ms. Tarkington, the Board voted 11-0-0 to accept the Treasurer’s Report.

BET Standing Committee Reports

Mr. Mason noted that a Special Meeting of the Audit Committee would take place on Monday, November 27th.

BET Liaison Reports

None.

BET Special Project Team Reports

New Lebanon School Building Committee - Mr. Drake reported that the Grant Commitment letter had been received from the State.

New Business

- Discussion of Finance Department FY18-19 Budget and Operations Plan – Mr. Mynarski explained that it had been difficult to respond to the Budget Guideline request for cost saving projects, because his department pursued revenue enhancements, so his FY18-19 Plan outlined cost-saving projects that could save time and money. He reminded the Board that he had been asked to scale back the amount of information provided in his Operations Plan. He asked the Board if there were any suggestions for revisions or additional to his plan. Ms. Tarkington asked for a clarification of goals that could be used as the basis for a performance review.

- Discussion of Assessor’s Office FY18-19 Budget and Operations Plan – Ms. Weissler asked for a clarification of Ms. Elliot’s reference to “system improvements” in her Operations Plan; Ms. Elliot responded that she was implementing a simplification of proof for changing tax assessments.

Mr. Ramer asked if the Finance and Assessor’s Budgets would be ready for submission to the First Selectman’s Office for December 1. Mr. Mynarski responded that the Operations plans had already been submitted the previous Friday. Ms. Moriarty asked if the Budget process would include goal setting and goal accomplishments among the changes to be included this year, to which Mr. Mynarski responded that he would ask the
question at the First Selectman’s Monthly meeting.

Old Business

Mr. Mason reminded the Board that an Orientation Meeting for new and current BET members was scheduled for Wednesday, December 13th at 3:00 P.M.

The January 18, 2018 BET meeting has been rescheduled to start at 5:30 P.M.

Approval of the BET Meeting Minutes

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the Minutes of the BET Regular Monthly Meeting of October 23, 2017 as amended.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-0 to approve the Minutes of the BET Special Meeting of November 1, 2017 as amended.

Chairman’s Report

Mr. Mason congratulated the new 2018 BET members on their successful election and remarked that he looked forward to working with them in the best interests of the Town of Greenwich. He thanked the retiring members for their contributions, dedication and volunteer service.

Mr. Mason also mentioned that installation of a new firewall by the IT Department which would require new Town employee, Commissions and Board to have email addresses loaded into the Town’s system shortly.

Adjournment

Upon a motion by Mr. Turner, seconded by Ms. Krumeich, the Board voted 11-0-0 to adjourn at 7:09 P.M.

The next Regular Meeting of the BET is on Thursday, December 14, 2017 at 6:30 P.M. in the Town Hall Meeting Room.

Respectfully submitted,

Catherine Sidor, Recording Secretary

William Drake, Clerk of the Board

Michael S. Mason, Chairman