



MINUTES of the Board of Estimate and Taxation Orientation Meeting held on Wednesday, December 13, 2017 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Michael Mason called the meeting to order at 3:16 P.M.

Board members in attendance:

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

Staff: Peter Mynarski, Comptroller; Elaine Brown, Administrative Assistant to the Comptroller; J. Wayne Fox, Town Attorney, Aamina Ahmad, Assistant Town Attorney

BET 2018 Andy Duus, BET 2018; Karen Fassuliotis, BET 2018; Debra Hess, BET 2018; David Weisbrod, BET 2018

Public: Howard Richman, 2018 Tax Collector

Mr. Mason welcomed BET members, 2018 elected BET members and attendees.

Mr. Mynarski introduced the current and 2018 BET members to the Finance Department staff who were present for the introduction and then departed.

Mr. Klein introduced the Information Technology staff and described the type of equipment and assistance available to BET members.

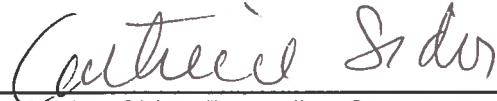
Mr. Mason called on Ms. Ahmad for a Law Department presentation of Freedom of Information Act policy followed by the BET. After her presentation, Ms. Ahmad answered questions.

Mr. Mason asked Ms. Brown to explain the process of the Finance Department's preparation of Calendaring meeting dates, preparation of Agendas, preparation of backup materials for meetings and the timing of posting Minutes after meetings.

Mr. Mason reviewed the BET members' Policy and Operating Handbook discussing topics and as questions occurred.

The meeting adjourned at 6:30 P.M.

Respectfully submitted,



Catherine Sidor, Recording Secretary



William Drake, Clerk of the Board



Michael S. Mason, Chairman