MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, December 16, 2019, in the Town Hall Meeting Room, Town Hall, Greenwich, CT.

Jeffrey Ramer, BET Chairman, called the meeting to order at 6:31 P.M., after which the members pledged allegiance to the flag.

Board members in attendance:

Jeffrey S. Ramer, Chairman
Elizabeth K. Krumeich, Clerk
William Drake
Andreas Duus III
Laura Erickson
Karen Fassuliotis
Debra Hess
Michael S. Mason
Leslie Moriarty
Leslie L. Tarkington
Anthony Turner
David Weisbrod

Staff: J. Wayne Fox, Town Attorney; Roland Gieger, Budget Director; Peter Mynarski, Comptroller; Howard Richman, Tax Collector

Selectmen: Fred Camillo, First Selectman; Jill Oberlander, Selectman; Lauren Rabin, Selectman

Other: Stephen P. Fogerty, Attorney, Halloran & Sage, outside counsel representing the Town Law Department; Miriam Kreuzer, 2019 BET Member-elect; Thomas Miserendino, Fiscal Officer, Greenwich Emergency Medical Service, Inc. (GEMS); David G. Ormsby, Chairman, Friends of The Nathaniel Witherell (TNW); Michael Miller, Treasurer, Transportation Association of Greenwich (TAG); Nancy Weissler, non-voting Member, BET TNW Strategic Planning Committee (and former BET Member)

The Chair welcomed BET Members, Town staff and attendees to the December meeting of the BET, the last Meeting of the Term.

Requests for Budget Adjustments

Mr. Ramer asked the Clerk to read the Routine Applications. The Clerk moved the following applications:

ROUTINE APPLICATIONS
Ms. Moriarty reported that the Budget Committee voted 4-0-0 to recommend the release of conditions on funds to Greenwich Emergency Medical Service (GEMS) for the second half of FY19-20 of $2,350,000. GEMS Director, Ms. Moriarty indicated that Ms. Tracey Schietinger, and GEMS Fiscal Officer, Mr. Miserendino, had presented the GEMS report on the operational and financial results of the first half of its budget year and noted that the organization was 4% ahead of budgeted revenues and achieved a reduction of 6% of expenses. GEMS has signed a new 10-year contract with the Town and renegotiated the lease on its current facilities.

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to recommend the approval of the Health Department’s request on behalf of the Shellfish Commission for an Additional Appropriation. Ms. Moriarty indicated that the Commission is requesting $25,000 to replace a motor on its boat that is used year-round to collect water samples from the Town’s shoreline waters as required by the State Bureau of Aquaculture and Laboratory Services. The estimated cost is expected to be $21,000 and can be covered with funds from their reserve restricted account. Any funds not spent on the new engine will be returned to the reserve restricted account.

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to recommend release of conditions on the balance of the Town’s contribution ($73,750) to the Transportation Association of Greenwich (TAG) for FY19-20. Ms. Moriarty reported that Mr. Miller, TAG’s Treasurer, provided an operational and financial report indicating that TAG expected to meet the full year budget. He indicated that the Safe Rides program is experiencing dwindling ridership ascribed to competitive car services.

Mr. Ramer noted that Ms. Erickson had been sworn in as a member of the BET on December 1, 2019, to fill Ms. Oberlander’s vacant seat, and would be voting at this BET Meeting.

Mr. Ramer called for a vote on the Routine Budget Adjustment Applications moved by the Clerk.

The Board voted 12-0-0 to approve the Routine Applications. Motion carried.

**ASSESSOR’S REPORT**

Mr. Ramer commented that the Assessor, Ms. Elliott, was not present and that Ms. Tarkington, a BET Liaison to the Assessor’s Office, would present the Assessor’s monthly report. Ms. Tarkington reported that three Grand Lists were being completed simultaneously: Motor Vehicle supplement for new cars (October – December 2018); the real estate permit work for the 2019 Grand List; and the Personal Property List for the 2019 Grand List. The appraisers have
completed all field inspections of new construction for the October 31, 2019 Grand List. The contracts for the 2020 Revaluation have been executed with Tyler Technologies and J.F. Ryan. The Department anticipates being ready to begin the 2020 Revaluation once the 2019 Grand List has been completed in January 2020.

Upon a motion by Ms. Tarkington, seconded by Ms. Moriarty, the Board voted 12-0-0 to accept the Assessor's report. Motion carried.

COMPTROLLER'S REPORT

The Comptroller commented that he would speak about the FY2018-2019 Annual Audit under the NEW BUSINESS topic.

• Financing – The annual Capital Projects Financing of General Obligation Bonds and Bond Anticipation Notes (BANs). The Comptroller remarked that financing would be sought for $40 million of Bonds and borrowing of $50 million for new BANs. He noted that in 2015, bonding of $75 million had been sought compared to $50 million in 2020; he also noted that the trend suggested a slowing of spending and completion of work on Capital Projects.

• Fire Study – The Town's contract with Matrix Consulting Group for execution of the Fire Study is in review by the Town's Law Department.

• Finance Department Purchasing/Invoicing Processes Project – Under the official project name, "Tyler Content Manager Implementation" the Finance Department is working with MUNIS personnel on the cost of software changes. If the recalculation of cost exceeds the initial cost estimate of $99,700, the Finance Department will return to request additional funds in January 2020. Ms. Moriarty requested a description of the project's scope be submitted with the budget request.

Upon a motion by Ms. Tarkington, seconded by Mr. Weisbrod, the Board voted 12-0-0 to accept the Comptroller's Report. Motion carried.

Special Remarks - Mr. Ramer invited the First Selectman to speak.

First Selectman Camillo read a Proclamation recognizing Anthony “Tony” Turner for his service on the Board of Estimate and Taxation since this was his last meeting of the Term by proclaiming Monday, December 16, 2019, as Tony Turner Day in his honor. The First Selectman cited Mr. Turner's many civic roles as a resident of Greenwich and expressed gratitude for his contributions to the Town, including service on the BET and numerous roles in community organizations. He specifically recognized Mr. Turner's leadership efforts on the Town's cyber security initiative.

TREASURER'S REPORT

Mr. Ramer asked for questions about the Treasurer's Report showing investment portfolio activity for November 2019. Hearing none, the Chair noted that the BET had received the Report.

BET Standing Committee Reports

Audit Committee – Mr. Weisbrod commented that he would report on the Audit Committee
activity under the **NEW BUSINESS** topic.

**Investment Advisory Committee (IAC)** – Mr. Weisbrod provided an overview of the accomplishments of the Investment Advisory Committee during the Term including: increasing amount of Town reserve funds available for investment; expanding fixed income investment opportunities in US Treasury and Certificate of Deposit programs; initiating the transfer of the Custodial services for the Retirement Fund to a new Custodian; diversifying depository institutions and size of allocations; and, increasing interest yield on Town funds. Thanks were express to members of the Committee and Finance Department staff for their outstanding efforts on behalf of the Town.

**Human Resources Committee** – No report

**Law Committee** – Ms. Krumeich provided an overview of the accomplishments of the Law Committee and thanked her colleague, Ms. Fassuliotis, and the Town Law Department for the extensive amount of work carried out, in part, to: respond to legal claims brought against the Town; prepare Budget Resolutions during the annual budget process; review agreements such as the proposed Greenwich Transportation Center Redevelopment Agreement; revise the Senior and Disability Tax Relief Ordinance; to develop a Tax Delinquency Collection Policy and Procedure; and to address cyber security issues for the Town.

**BET Liaison Reports** - None

**BET Special Project Team Reports** – To be discussed under **NEW BUSINESS**

**OLD BUSINESS**

- Motion on appointment of Committee members submitted by the Chairman on December 6, 2019, pursuant to Resolution adopted at the September 23, 2019, meeting of the BET (Proposed Panel: William Finger (Chair), James Lash, Michael Mason and Leslie Moriarty)

  Upon a motion by Mr. Mason, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to suspend the Rules and consider the **OLD BUSINESS** item for discussion after **NEW BUSINESS** Item E and Item F. Motion carried.

**NEW BUSINESS**

- Report of the BET Special Project Team on The Nathaniel Witherell (TNW) Strategic Planning dated December 6, 2019 (first read)

  In the absence of Mr. Arthur Norton, Chairman of The Nathaniel Witherell (TNW) Strategic Planning Committee, Mr. Duus provided an overview of the Committee's activity since it was constituted and offered the Committee's concluding report of December 6, 2019 (the Report) for a first read, and reported that the Committee had voted 3-1-0 to approve the Report.

  Mr. Drake noted that the Report summarized key factors identified by Health Dimensions Group and PKF O'Connor Davies, the consultants engaged to review the operations and finances of TNW and areas for proposed improvements, and noted two recommendations of the Committee were to audit the finances of TNW and to retain a financial advisor to
make informed decisions among the strategic options. Chairman Ramer proposed deferring further discussion on the Report until the BET’s Regular Meeting in January 2020.

- Approval of the Comprehensive Annual Financial Report (CAFR) Fiscal Year 2019

Mr. Mynarski thanked the Finance Department staff for its outstanding contribution to the preparation of background information for the Town’s annual audit, the Comprehensive Annual Financial Report for FY19 (CAFR) and the Federal Single and State Single Audits. The Comptroller noted that this was the first time the materials had been prepared internally and the first time the Town would not receive an Auditor’s Management Letter during his 15-year tenure as Comptroller. The Town was deemed to be in a healthy financial position with no material weaknesses or financial reporting deficiencies. The Town’s fund balance on a GAAP basis increased to $62.8 million, up $2.8 million from the prior year.

When the edits proposed to RSM US LLP’s draft presented to the Audit Committee are included, the three Audits will be ready for forwarding to the State by the December 31, 2019, deadline. Mr. Weisbrod commended Town department heads for the cooperation and assistance in making the outcomes so well-received.

Upon a motion by Ms. Moriarty, seconded by Ms. Tarkington, the Board voted 12-0-0 to approve the Comprehensive Annual Financial Report for Fiscal Year 2019 and Federal Single and State Single Audits subject to corrections as noted by the Audit Committee. Motion carried.

- Capital Project Close-Out Form

Ms. Moriarty reported that the Budget Committee voted 4-0-0 to approve the adoption of a capital project close-out form (the Form) to be submitted by Departments to request the close-out of projects. The Form will document the completed project, scope and costs, and compare them to the project proposals presented at the time of appropriation on the Capital Improvement Plan (CIP) sheet.

Upon a motion by Ms. Moriarty, seconded by Mr. Mason, the BET voted 12-0-0 to approve the Capital Project Close-out Form. Motion carried.

- Resolution regarding election and campaign finance laws and regulations.

Ms. Moriarty offered a resolution that (1) the Chair and the Minority Caucus Chair will submit a letter to the Chairs of both Town Committees requesting adequate training in Connecticut election and campaign finance laws and regulations, and in particular the applicable reporting requirements, for future candidates; and (2) the BET return its focus to its responsibility for the proper administration of the financial affairs of the Town.

The Chairman presented a detailed review of the events and documents underlying the actions of the State of Connecticut State Elections Enforcement Commission (SEEC) regulations affecting six BET members in the 2017 municipal election cycle, taken from written exhibits, a number of which were “tickets” of notes of telephone calls by SEEC
attorneys that were internal documents obtained from a Freedom of Information Act request to the SEEC. Several BET members offered additional comments.

Ms. Moriarty having offered the above-referenced resolution, seconded by Ms. Krumeich, the Board voted 4-7-1 on the resolution (Opposed: Drake, Duus, Fassuliotis, Hess, Mason, Tarkington, Turner) (Abstained: Erickson). Resolution failed.

- Resolution submitted to the Chairman on December 2, 2019, by BET members Mr. Mason, Mr. Drake, Mr. Duus and Ms. Fassuliotis regarding election and campaign finance regulations.

Ms. Fassuliotis moved the following resolution submitted to the Chairman on December 2, 2019, by BET members Mr. Mason, Mr. Drake, Mr. Duus and Ms. Fassuliotis, seconded by Mr. Mason, that (1) the index attached to the resolution, along with the materials listed in the index that were attached to the resolution, be incorporated in and made a part of the resolution, (2) violations of election laws are not in keeping with the high standards necessary to serve on the BET, and (3) the Chair (or Acting Chair) issue a statement on behalf of the BET to both town political committees requesting that the respective town committees arrange for adequate training in Connecticut election registration and campaign financial reporting requirements required by Connecticut law and SEEC regulations to candidates for elected office to increase the likelihood for accurate SEEC filings by future BET candidates.

BET members discussed the presentation of information attached to the submitted resolution, with some noting that the documents were incomplete. BET members also discussed the ramifications of the proposed resolution on the BET, Board interactions and its members.

Ms. Fassuliotis having offered the above-referenced resolution, seconded by Mr. Mason, the Board voted 7-5-0 on the resolution (Opposed: Erickson, Krumeich, Moriarty, Ramer, Weisbrod). Resolution carried.

OLD BUSINESS

- Motion on appointment of Committee members (Proposed Panel: William Finger (Chairman), James Lash, Michael Mason and Leslie Moriarty) submitted by the Chairman on December 6, 2019, pursuant to a Resolution adopted at the September 23, 2019 meeting of the BET (the September 23rd Resolution).

Upon a motion by Mr. Mason, seconded by Ms. Fassuliotis, the Board voted 12-0-0 to suspend the Rules to add an item to the Agenda relative to the annulment of the September 23rd Resolution. Motion carried.

- Motion made to annul the Resolution adopted at the September 23, 2019 meeting of the BET.

Upon a motion by Mr. Mason, seconded by Ms. Fassuliotis, the Board
voted 12-0-0 to annul the September 23rd Resolution. Motion carried.

**Chairman’s Report**

Mr. Ramer and Mr. Mason spoke about Mr. Turner’s contribution to the BET, including serving as a liaison to the Information Technology (IT) Department during which he led the initiative to strengthen cyber security defenses in Town, as well as his service as Chairman of the Human Resources Committee and member of the Investment Advisory Committee.

The Chairman then recounted this Term’s two-years of actions and accomplishments including the budget’s low annual Mill Rate, opening of the new New Lebanon School, the resolution of various legal claims, identification of cyber security issues, reports submitted by consultants on TNW and the TNW Strategic Planning Committee’s final Report, focus on schools’ capital project processes, modification of BET Policies & Procedures, and the establishment of an Internal Audit Charter. Mr. Ramer expressed thanks to BET colleagues for a productive two years.

**Approval of BET Meeting Minutes:**

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 11-0-1 to approve the revised Minutes of the Regular Meeting of the Board of Estimate and Taxation held on October 24, 2019 (Abstained: Erickson). Motion carried.

Upon a motion by Ms. Krumeich, seconded by Mr. Weisbrod, the Board voted 11-0-1 to approve the Minutes of the Regular Meeting of the Board of Estimate and Taxation held of November 18, 2019, as corrected to reflect a scrivener’s error (Abstained: Erickson). Motion carried.

**Adjournment**

Upon a motion by Mr. Duus, seconded by Ms. Erickson, the Board voted 12-0-0 to adjourn the meeting at 8:25 P.M. Motion carried.

The next Regular Meeting of the Board of Estimate and Taxation is on Monday, January 27, 2020.

Respectfully submitted,

[Signature]
Catherine Sidor, Recording Secretary

[Signature]
Elizabeth K. Krumeich, Clerk of the Board

[Signature]
Jeffrey S. Ramer, Chairman