



MINUTES of the regular meeting of the Board of Estimate and Taxation held on Monday, December 19, 2011 in the Town Hall Meeting Room, Greenwich, CT.

Chairman Stephen Walko called the meeting to order at 6:34 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  
William R. Finger  
Randall Huffman  
Mary Lee Kiernan  
William G. Kelly  
Michael S. Mason  
Arthur D. Norton  
Jeffrey S. Ramer  
Laurence B. Simon  
Leslie L. Tarkington

Selectmen: Peter Tesei, First Selectman; Drew Marzullo, Selectman

Staff: Peter Mynarski, Comptroller; Roland Gieger, Budget Director; John Crary, Town Administrator; Dustin Anderson, Administrative Manager, Selectmen's Office; John Wayne Fox, Town Attorney; Eugene McLaughlin, Jr., Assistant Town Attorney, Law Department; Ted Gwartney, Assessor; Robert Shipman, Assistant Assessor; Amy Siebert, Commissioner; Alan Monelli, Superintendent, Public Works Department; Chief James Heavey; Deputy Chief Mark Marino, Police Department; Chief Peter Sicienski; Assistant Chief, Robert Kick, Fire Department; Boris Hutorin, Director, Information Technology Department

Other: Robert Brady; Sean Goldrick; Marc Johnson; State Representative Livvy Floren; State Senator L. Scott Frantz; Norma Bartol, Alan Williams, Northwest Greenwich Association

#### Police Introductions

Newly appointed Police Chief James Heavey shared brief comments, extending an invitation to Board members to learn more about the workings of the Police Department, and introduced Captain, Mark Marino, who will be promoted to Deputy Police Chief on January 1, 2012.

Presentation to the Assessor

State Representative Livvy Floren shared comments regarding Mr. Gwartney's service to the Town of Greenwich, and State Senator L. Scott Frantz presented an Official Citation from the General Assembly of State of Connecticut to the retiring Assessor in recognition of his accomplishments.

Comments from First Selectman

Mr. Tesei, on behalf of the Town of Greenwich, expressed gratitude, shared comments, and presented Proclamations to the four Board members who are leaving the BET at the end of the meeting; Mr. Kelly, Mr. Campbell, Mr. Simon, and Mr. Walko.

**NON-ROUTINE APPLICATIONS**

SE-7 First Selectman – Release of Conditions \$100,000

Release of Conditions:  
\$ 100,000 to Z134-59090-12102 IT Strategic Study

Mr. Mason gave an explanation for this request, and stated that this is part of an effort to implement a consistent long term IT plan for the Town.

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

FD-4 Fire – Release of Conditions \$100,000

Release of Conditions:  
\$ 100,000 to A208-57100 Volunteer Health Care

Mr. Mason gave an explanation for this request, highlighting the Fire Department's newly adopted Standard Operating Procedure (SOP) (Exhibit A). The BET approved this release with the adoption of this SOP

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

FD-5 Fire – Release of Conditions \$455,000

Release of Conditions:  
\$ 455,000 to A205-51100 Fire Fighter Overtime

Mr. Mason gave an explanation for this request, which is mainly due to firefighter injuries and contractual obligations. A discussion followed regarding the use of volunteers in an effort to reduce overtime costs, future contractual negotiations, and exploring alternatives.

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

FD-6 Fire – Release of Conditions \$41,300

Release of Conditions:

\$ 41,300 to A208-51010 Volunteer Recruitment and Retention Officer

Mr. Mason gave an explanation for this request, which was also reviewed and recommended by the Audit Committee. Mr. Mason also suggested a review and revision of the position, job description, and duties for the 2012-13 budget cycle.

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

PW-5 Public Works – Release of Conditions \$175,000

Release of Conditions:

\$ 175,000 to Z345-59560-11134 King Street Fire Station A&E

Mr. Mason gave an update and overview of the conditions and the proposed plan. Mr. Tesei shared comments regarding the limitations of the current proposed site, and the continued efforts of the citizens of Northwest Greenwich. Mr. Monelli shared comments regarding additional costs due to limitations of the septic field and the proximity to the golf course.

A discussion followed regarding the necessity to the Town, additional costs, GEMS relocation, and seeking alternative sites.

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to postpone the application to the Regular BET Meeting on February 21, 2012, to allow further review of alternative, viable sites.

RF-1 Retirement – Plan Document Approval

Mr. Pellegrino shared comments regarding changes made to the Plan Document since the last revisions, eight years ago.

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

**ROUTINE APPLICATIONS**

TC-1 Town Clerk – Release of Conditions \$19,000

Release of Conditions:

\$ 19,000 to A150-51300 Temporary Salaries

GM-1 GEMS – Release of Conditions \$1,779,221

Release of Conditions:

\$1,779,221 to A440-57225 Contribution to GEMS

PD-5 Police – Approval to Use \$3,500

Approval to Use:

\$ 3,449	to	F217-51100	Overtime Services
\$ 51	to	F217-57050	Benefits
\$ 3,500	from		Federal Highway Safety Program Grant

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

### **ASSESSOR'S REPORT**

Mr. Gwartney presented the Assessor's Report to the Board, highlighting the gross taxable 2011 Real Estate Grand List showing an increase of \$197,497,230, which is an increase of .68%. The rate of increase for Motor Vehicles and Personal Property has not yet been determined.

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the Board voted 12-0-0 to accept the Assessor's Report.

### **Approval of Assessor 2012-2013 Budget and Operational Plan**

Upon a motion by Ms. Tarkington, seconded by Mr. Finger, the Board voted 12-0-0 to approve the Assessor 2012-2013 Budget and Operational Plan.

### ***Revaluation Team Report***

Upon a motion by Mr. Mason, seconded by Mr. Finger, the Board voted 12-0-0 to approve taking the Revaluation Team Report out of order.

Ms. Tarkington reported that the Team has reviewed and recommends that the next Revaluation be scheduled for October 1, 2014, and that the mill rate be set at the BET regular May meeting, which is May 21, 2012 for the upcoming year.

### **COMPTROLLER'S REPORT**

Mr. Mynarski presented the Comptroller's Report to the Board, highlighting the Annual Report, and the CAFR, in which the modified pay as you go is no longer in existence. Mr. Mynarski also reported that the Town will go to the credit market to borrow \$40M in notes and \$16.5M in bonds, on January 18, 2012.

Upon a motion by Mr. Norton, seconded by Mr. Ramer, the Board voted 12-0-0 to accept the Comptroller's report.

### **TREASURER'S REPORT**

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**

#### ***Audit Committee Report***

#### **BET Liaison Reports**

## **BET Special Project Team Reports**

*Nathaniel Witherell Building Committee Report*

*M.I.S.A. Building Committee Report*

## **OLD BUSINESS**

### **Update and timeline concerning Administrative Services Consolidation Study**

Mr. Cray stated that all the proposals were rejected, gave an overview of the scope of services, and recommended moving forward with vendor demonstrations of a 311 customer service software program. Mr. Walko suggested postponing the recommendation until January. A discussion followed regarding administrative services consolidation and shared services, the study requirements, and implementation and use of a 311 software program.

## **NEW BUSINESS**

### **Approval of the Comprehensive Annual Financial Report, Federal & Single Audits and Acceptance of the Management Letter for the Year ending June 30, 2011**

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to approve the Comprehensive Annual Financial Report, for the Fiscal Year ending June 30, 2011.

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to approve the Federal Single Audit Report, for the Fiscal Year ending June 30, 2011.

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to approve the State Single Audit Report, for the Fiscal Year ending June 30, 2011.

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to accept the Management Letter, for the Fiscal Year ending June 30, 2011.

### **Approval of Contract for Financial Advisor**

A brief discussion followed regarding Law Department review, comparison to previous contract, and the bid review process.

Upon a motion by Mr. Norton, seconded by Mr. Pellegrino, the Board voted 12-0-0 to accept the Contract for the Financial Advisor, pending receipt of insurance requirements and Law Department approval.

### **Acceptance of OPEB Actuarial Report**

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Board voted 12-0-0 to accept the OPEB Actuarial Report, as of July 1, 2011.

### **Comptroller Six-Month Review**

The Board reviewed the Comptroller's six-month review. Mr. Simon suggested seeking a strategy to reduce previous Workers Compensation claims and instituting a more rigorous process regarding new Worker's compensation claims.

### **APPROVAL OF MINUTES**

#### **BET Regular Meeting, November 21, 2011**

Upon a motion by Ms. Tarkington, seconded by Mr. Ramer, the Board voted 12-0-0 to approve the Regular Meeting Minutes of the BET from November 21, 2011.

### **CHAIRMAN'S REPORT**

Mr. Kelly shared comments regarding his privilege serving on the BET and his faith in his successors.

Mr. Campbell expressed his gratitude to the First Selectman, the Finance Department and Law Department, Maureen Kast, his colleagues on the BET, especially Nancy Barton and Stephen Walko.

Mr. Simon shared comments regarding his twelve years serving on the BET and its' accomplishments during that time, as well as going forward. Mr. Simon also expressed his gratitude for being allowed to serve on this Board (Exhibit B).


Mr. Walko stated that Mr. Simon has been selected to serve on the Retirement Board, as of December 31, 2011, and Mr. Walko congratulated Mr. Mynarski for receiving the Certificate of Achievement of Excellence in Financial Reporting from the Government Finance Officers Association.

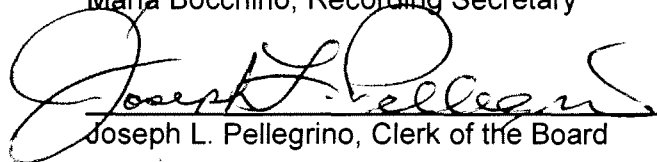
Mr. Walko also shared comments regarding his service on the BET, its' accomplishments during that time, and advice for the future members. Mr. Walko also expressed his gratitude to the Finance Department, Assessor's Office, his colleagues on the BET and the RTM, Ivy, Barnum, & O'Mara, Larry Simon, Peter Tesei and the Board of Selectmen, Michael Mason, Neil Vigdor, and his family. Mr. Walko expressed in best wishes to the BET for the future (Exhibit C).

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:18 P.M.

Respectfully submitted,

  
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Maria Bocchino, Recording Secretary

  
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Joseph L. Pellegrino, Clerk of the Board

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Stephen G. Walko, Chairman

Authority: Chief of Department

## Volunteer Firefighters Healthcare – Town Contribution

### **A. Individuals enrolled prior to December 1, 2011**(See attached spreadsheet 24 participants)

The percentage contribution for the 24 participants on the attached spreadsheet shall remain in effect until December 31, 2014 provided they meet the 20 hours per month requirement listed in Section B.4 below. Section B.4 below will be enforced effective March 1, 2012 and if a member fails to meet the hourly requirement each month starting in March 2012, then the Town will not contribute that month. Commencing January 1, 2015, the Town Contribution for all participants will be 33.0% of the premium for the cost of an age adjusted single medical only health care insurance coverage and each participant must meet the criteria in Section B.2-B.5 below each month. Members that are eligible for Medicare Part A will not be eligible for this program.

### **B. Individuals enrolled on or after December 1, 2011**

The Town will contribute 33% of the cost of the premium for the cost of an age adjusted single medical only health care insurance coverage for each Volunteer Firefighter who each month meets the five criteria listed below. Failure to meet any one of these criteria will result in the Town not contributing to that individual's health care premium that month.

A member's eligibility for the program will be based on the following criteria:

1. All non-probationary entry tag certified firefighters (including support tag) who have successfully enrolled in the program;
2. Current entry tag status at the time of enrollment;
3. Current entry tag status at the time of payment of the monthly premium to the Fire Company;
4. Each calendar month a member must contribute a minimum of 20 hours of a combination of incident responses and training or responds to a minimum of 8 incidents a month. Monthly hours of incident response and training will be determined by the Fire Department Administration by activities entered into the Fire House software program. If a participant does not have 20 hours of incident responses and training combined or a minimum of 8 incident responses a month, the Town's 33% contribution will not be paid for that month; and
5. Members that are eligible for Medicare Part A will not be eligible for this program.

The percent of the Town contribution can only be changed with approval from the Board of Estimate and Taxation. The Fire Administration will be responsible to determine that participants meet the minimum requirements set forth above prior to monthly premium payments.



## **EXHIBIT B – Stephen G. Walko, BET Chairman**

How does one wrap-up eleven years of service including leading the celebration of 100 years as an organization in just a few words? When I first became a member of the BET, I was not married, did not have any kids and still relied on the advice of my father. Eleven years later, my father has passed away, Nicole is 9 and Christopher is 8 and thank God I am still married. I am leaving to give more time to my family & friends, church and partners at Ivey Barnum. I'm not sure they think I know how to bill clients.

But, if you will indulge me first I would like comment on what we have accomplished, then what lies ahead and last to thank just a few of the extraordinary people that have shared this wonderful ride.

Over the past eleven years, the BET has maintained modest and predictable tax increase between 2-4% and recently the percentage increases have actually decreased. We have honored the pay as you go financing model and institutionalized the budget guideline and CIP processes. We continued to bring our infrastructure up to acceptable levels and had the capital funds to do so through finding efficiencies and reducing costs on the operating side. Just think, over the past ten years we have rebuilt two schools in Hamilton Avenue and Glenville, we built a new police station, WGCC was rebuilt, and we have appropriated monies for a Central Fire Station, MISA and Nathaniel Witherell Project Renew. Wow. History will show that during the last decade and despite the Recession of 2008, the Town of Greenwich was fiscally prudent and wisely allocated taxpayer dollars towards its infrastructure. I remain hopeful that the days of incurring debt through benign neglect are gone forever.

I am proud of what the BET has accomplished over the past four years especially in the areas of adopting fiscal policies and concentrating on operating budget waste. The newly adopted fund balance policy and debt policy will serve this Town well. I dare say that if Washington turned its finances over to the BET, there would be less pork, less debt and a balanced budget. In the area of operating budget review, the BET took the initiative to commission a study of the Town and BOE HR function. It was not surprising that the report noted duplication and failed lines of reporting. With the adoption of the Hay Study report and review of the IT study, the Town has only strengthened its position in reducing operating budget expenses.

As we look to the future, I offer a few words of advice: consistency, compassion and consensus. Be consistent with your core principals. Resist the urge to get caught-up in the minutia or be swayed by those who claim to speak for the greater and instead rely on your instincts.

Perform your role as a leader of the Town with compassion. Recognize that everyone offering a viewpoint and there are many have the best interest of the Town at heart. We are all passionate about the Town and the issues that we are asked to resolve but that passionate does not justify forgoing civility and

It has been my experience that humility benefits everyone. All too often our elected officials begin to believe that they or their view is better or more important than others. The minute they take office they are already thinking about what other office they could hold or why their view should get more press. I remind you that in order to be successful it matters little whether the press or prolific letter writers or bloggers support your position, instead you must ultimately persuade at least 6 others on the BET and over 100 people on the RTM. It is the building of consensus after a full and frank discussion that truly makes Greenwich a special place to live.

Finally, I would like to thank a few people. The other night I said to the RTM that I felt guilty because I had received so much more than I have given and I truly mean it. So many of you have taught me so much and I remain indebted to you.

First, the Finance and Assessor's Departments and staff, especially Peter Mynarski our comptroller, Ted Gwartney, Assessor, Roland Geiger, Budget Director and fellow Steelers fan, and Elaine Brown and Maria Bocchino. Thank you all for taking care of all of the work behind the scenes.

The BET past and present and other elected officials. I have enjoyed almost every minute of our time together. Whether we have agreed or disagreed, I have learned so much from all of you. Peter Crumbine, Val Storms, Ed Krumeich, Ed Dadakis, Jara Burnett, Jim Lash and Jim Campbell are just a few individuals who I now consider dear friends.

My partners at Ivey Barnum and O'Mara. Thank you for understanding the virtues of serving the greater public good.

Michael Mason and Neil Vidgor for your kind words and support when I needed it most when my father passed away. And Michael again for always being willing to listen to new ideas and assist in implementing them.

Larry Simon who for every year would be my sounding board. Your opinions and ideas were critical in achieving all that we did over the past decade. I am indebted to you for your counsel and good advice. I will miss our weekly chats on matters that impacted so many.

Peter Tesei and Board of Selectman. In Peter and the current Board, Greenwich is in good hands. Peter was present when the current budgeting process was developed and continues to implement it over a decade later. Peter is such a strong and capable leader whom I greatly admire. My decision to leave the BET was only made easier by knowing you were seeking reelection.

Finally, a gigantic thank you to my family, especially my wife Alexandra, my children Nicole and Christopher and my mom. For all of the morning, nights and weekends that I was working on solving other people's issues and not yours. I could never have done it without you. I love you all.

I have said it all and maybe too much. Good luck in leading our Town, you will all do great work. Good Night and Merry Christmas.

I will now entertain my last motion to adjourn. So be it!!!!

## **EXHIBIT B – Laurence. B. Simon, BET Member**

Remarks for BET Meeting December 19, 2011

1. In my 12 years on the BET I have had the pleasure of serving with 29 other members. These relationships have resulted in friendships, collegiality and camaraderie. I have worked with three comptrollers but only one budget director. And I have probably spent between 9,000 and 12,000 hours working for the BET. I have passed budgets totaling almost \$3.5 billion. And it has all been fun except for the one day when we started at 9:00 A.M. and did not finish until 5:00 A.M.!
2. It is important to look back and see what has been accomplished over the last 12 years.
  - a. The most important transformation has been to institutionalize the budget process. This includes guidelines, consolidation of the budget under the First Selectman, 15 year Capital Plan, Debt Limit and Fund Balance target. This process will keep the Town headed in the right direction for years to come.
  - b. Second, has been the shift from the operating budget to the Capital Budget. The Town has only been able to achieve the growth in the capital budget from \$9 million in 2000 to \$35 million today and \$50 million in five or six years by steadily improving the operational efficiency of the Town. We have come a long way but there are still more opportunities. Controlling the operating budget, looking for efficiencies, not adding staff unless absolutely necessary are all keys to future budgets.
3. Having a positive vision with a long-term strategic outlook is essential. You cannot create and run an organization as large as the Town of Greenwich without a vision of where you want to go. I will talk about just two examples.
  - a. Health Care. In 2000, we were self-insured and had an indemnity plan that meant that we paid 100% of the charges of all providers. Costs were around \$20 million per year and rising rapidly. Today we have more than 50% of our employees in a HDHP and we are moving into an environment where our employees are learning to be good health care consumers. This change will save both the Town and the Employees money in the future.
  - b. Creating a plan to maintain and fix our infrastructure has been a primary goal of the BET. The lessons from the past have been very expensive whether it was having to rebuild Hamilton Avenue School or replace the cladding on the library. These were essentially caused by inadequate maintenance.
4. The BET provides a long-term outlook free of short term political pressures. I have served with four First Selectman (three of whom came from the BET). The BET provides the long-term vision of where the Town should go from a financial point of view. The BET is not concerned about the next election but has the time and focus to keep the long-range vision in mind.
5. Working in partnership with Town Departments we can all accomplish more. Working at cross purposes, nothing will get done.
6. This Board is leaving the Town in great financial shape. The next budget 2012-2013 is within \$1.6 million of being balanced which is less than ½%. The Unrestricted

Fund Balance will probably be close to \$30 million on June 30, 2012. Borrowings will be done next month at historically low interest rates and the Town is well positioned in the Debt Market with its AAA rating.

7. Remember that serving on the BET is your privilege to serve your fellow residents. For me the last 12 years have been rewarding in terms of what I have accomplished for both the Town and me personally. As I take my role as a member of the Town's Retirement Board, I am happy to keep contributing.
8. I wish all of you well. We truly make a difference.

Thank you again for the opportunity to serve the Town of Greenwich and my fellow residents.