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   Documents:
   
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Board of Selectmen Virtual Meeting
Thursday, May 13, 2021

10 a.m.

AGENDA

Join Zoom Webinar

https://greenwichct.zoom.us/j/83176283338?pwd=WlZ0dTVwVXdndm54cTJHNk50WEs5dz09
Dial-in: 1 646 518 9805
Webinar ID: 831 7628 3338
Password: 3789177

1. Welcome and Pledge of Allegiance

2. Approval of Minutes
   a. Board of Selectmen regular meeting April 22, 2021.
   b. Board of Selectmen special meeting April 22, 2021.
   c. Board of Selectmen public forum April 26, 2021.

3. First Selectman’s Updates – Fred Camillo.

4. Selectmen’s Updates – Selectwomen Lauren Rabin and Jill Oberlander.

5. Old Business
   a. Proposed ordinance to create the Greenwich Affordable Housing Trust Fund – Planning & Zoning Commission Chair Margarita Alban, Town Planner Katie DeLuca.
   b. Greenwich Avenue flags – Sebastian Dostmann and Alyssa Bonomo.

6. New Business
b. 2021 Connecticut Neighborhood Assistance Act NAA) program proposals – Community Development & Grants Administrator Tyler Fairbairn.

c. Request for paving operation detour plan: Greenwich Avenue & Elm Street intersection improvements – DPW Senior Civil Engineer Jason Kaufman.

d. Appointment of Barbara M. Schellenberg of Marino, Zabel & Schellenberg as Town Attorney – First Selectman Camillo.

7. Adjournment

Fred Camillo
First Selectman

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org
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1. Welcome and Pledge of Allegiance
The meeting was called to order at 10:03 a.m.

   a. Attendance:
      a. First Selectman Fred Camillo - Present
      b. Selectwoman Lauren Rabin – Present
      c. Select-person Jill Oberlander – Present

2. Approval of Minutes
   a. Board of Selectmen regular meeting April 8, 2021.

      Upon a motion by Ms. Rabin and a second by Ms.Oberlander, the minutes were approved unanimously.

   b. Board of Selectmen special meeting April 8, 2021.

      Upon a motion by Ms. Rabin and a second by Ms.Oberlander, the minutes were approved unanimously.

3. First Selectman’s Updates
Mr. Camillo provided updates on a variety of issues including Earth Day programs; the Board’s April 26 public forum for residents and businesses in Old Greenwich; the COVID-19 situation in Town; The Nathaniel Witherell and the bump-outs on Greenwich Avenue.

4. Selectmen’s Updates
Selectwoman Rabin provided updates on various committees she is involved with including the Selectmen’s Nomination Advisory Committee and Select-person Oberlander provided updates on the committees she is involved with including the Sustainability Committee and that work has been completed on the electric vehicle charging station at Town Hall.

5. Old Business
a. Update from Neighbor to Neighbor regarding co-sponsoring an event with the Greenwich Teen Center, ending no later than April 30, 2021 – Margaret Goldberg, Neighbor to Neighbor executive director.

Ms. Goldberg said the agency is working to secure an alternative site in order to relocate operations from the Teen Center.

b. Continue discussion on possible amendment to local ordinance regarding the admittance of dogs to Town beaches – First Selectman Fred Camillo.

Mr. Camillo said an option could involve a fenced off area on the beach for dogs. With concerns about disturbing breeding wildlife in the spring, perhaps the season could be expanded in the fall.

Ms. Oberlander expressed concern about enforcement of existing regulations, dogs being off-leash and owner pickup of animal debris.

6. New Business

a. Amendment to Traffic Ordnance Schedule I – Sunshine Avenue – Deputy Police Chief Mark Marino.

Mr. Marino explained the amendment is the result of a joint effort between the Department of Parking Services and the Department of Public Works Engineering Division to address a request from a Perry Place resident.

Senior Civil Engineer Jason Kaufman explained the proposed elimination of the parking spaces and traffic regulations regarding intersections.

Perry Place residents Marzena Szeliga, Diane Perry and Richard Vizzo spoke in favor of the proposed change.

Upon a motion by Ms. Rabin and a second by Mr. Camillo, the amendment was approved by a 2-0-1 vote. Ms. Oberlander abstained.

b. Request for approval of Pollinator Pathway designation resolution – Selectperson Jill Oberlander.

Environmental analyst Aleksandra Moch and Environmental Affairs Director Patricia Sesto explained the reasoning for the designation and the unified message about sustainability and the environment that the resolution would send to the community.

Upon a motion by Ms. Oberlander to amend the resolution to change ‘turf grass’ to ‘mowed lawn,’ and
a second by Ms. Rabin, the resolution was approved unanimously.

c. Request for authorization for use of the Town's riparian rights at DPW Park, 160 S. Water St. - Tav Passarelli, owner of Ebb Tide Boats, Inc.

Mr. Passarelli and Rosie Solano discussed their proposal to use the Town's riparian rights on South Water Street to access the Byram River in order build additional dockage at Ebb Tide Boats marina. Mr. Passarelli explained the plan would be similar to the marina operation he has across the river in Port Chester, adjacent to the Bartaco restaurant property that he owns.

Assistant Town Attorney Aamina Ahmad said there isn't any evidence that the Town has previous riparian right agreements. She also highlighted various points that would be included in a lease agreement to protect the Town's interests. Further review by Planning & Zoning, the U.S. Army Corps of Engineers, the state Department of Energy and Environmental Protection, the Town's departments of Public Works and Parks and Recreation would be necessary.

Harbor Management Commission vice chair Lile Gibbons said the proposed plan has been discussed at various levels for at least three years and it would provide a means to preserve the Town's waterfront. She said her comments did not reflect to the Harbor Management Commission which has not received an application.

No action was taken.

7. Appointments and Nominations

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, Philip Dodson was nominated for reappointment to the Alarm Appeals Board (position R5) for a term expiring June 30, 2025. The nomination was approved unanimously.

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, James Dougherty was nominated for reappointment to the Commission on Aging (position R2) for a term expiring June 30, 2024. The nomination was approved unanimously.

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, Paul de Bary was nominated for reappointment to the Board of Ethics (position R1) for
a term expiring June 30, 2024. The nomination was approved unanimously.

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, Jennifer Cohen was nominated for appointment to the Board of Ethics (position R2) for a term beginning July 1, 2021 and expiring June 30, 2024. The nomination was approved unanimously.

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, Greg Pauletti was nominated for appointment to the Board of Human Services (position R3) for a term beginning July 1, 2021 and expiring June 30, 2024. The nomination was approved unanimously.

8. Adjournment

At 11:25 a.m., Ms. Rabin made a motion to adjourn. Upon a second by Ms. Oberlander, the motion was approved unanimously.

___________________________
Fred Camillo, First Selectman

___________________________
Prepared by Barbara A. Heins, Recording Secretary
Town of Greenwich
Board of Selectmen Special Meeting
April 22, 2021
12:30 p.m.
Via Zoom Meeting

DRAFT MINUTES

1. Call to Order.
The meeting was called to order at 12:34 p.m.

   a. Attendance:
      a. First Selectman Fred Camillo - Present
      b. Selectwoman Lauren Rabin – Present
      c. Select-person Jill Oberlander - Present

2. Executive Session to interview candidates for boards and commissions.

   Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to enter Executive Session at 12:34 p.m.

   Also attending were Kirk Schubert, Natalie Queen, Stefanie Lacoff and Richard Loh, candidates for boards and commissions, and Barbara Heins, recording secretary.

   Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to exit the Executive Session at 1:51 p.m.

   Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to nominate Stefanie Lacoff as an Alternate Member (position A1) to the Alarm Appeals Board for a term expiring June 30, 2025.

   Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to nominate Natalie Queen as a Regular Member (position R2) to the Board of Human Services for a term expiring June 30, 2024.
Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to nominate Kirk Schubert as a Regular Member (position R1) to the Board of Parks and Recreation for a term expiring June 30, 2024.

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to nominate Richard Loh as a Regular Member (position R3) to the Board of Parks and Recreation for a term expiring June 30, 2024.

3. Adjournment

Upon a motion by Ms. Rabin and a second by Ms. Oberlander, the Board unanimously voted to adjourn the meeting at 1:53 p.m.

Fred Camillo, First Selectman

Prepared by Barbara A. Heins, Recording Secretary
Town of Greenwich
Board of Selectmen Public Forum
April 26, 2021
9:00 a.m.
Via Zoom Webinar

DRAFT MINUTES

1. Call to Order.
The meeting was called to order at 9:04 a.m.

   a. Attendance:
      a. First Selectman Fred Camillo - Present
      b. Selectwoman Lauren Rabin – Present
      c. Select-person Jill Oberlander - Present

2. Public forum to discuss outdoor dining, parking and general enhancement of Old Greenwich business district.

First Selectman Camillo explained the forum was being held to elicit discussion about the concerns, thoughts and ideas of residents and business owners and what they think is best for the village. It is one of a series of forums the Board will hold in various business districts/neighborhoods around Town.

Candace Garthwaite: questioned if vacant parking spaces at the train station can be used to offset parking needs in the business district. She also spoke of drivers who illegally park in front of Sound Beach Pizza, blocking sightlines of those exiting the municipal lot.

Gary Cunningham: spoke of parking needs, especially for business employees.

Bike store owner Justin Bagnetti: suggested that traffic officers be deployed to help improve traffic flow because many businesses are quick stops for patrons.

Charlene Barnes: questioned parking and whether Arcadia Road can be one-way with diagonal parking; was also critical of timing of traffic light at Arcadia and Sound Beach.

Paul Pugliese: concerned that Old Greenwich will be targeted for affordable housing, given proximity of the train station.

Chillybear owner Rich Fulton: merchants met with Parking Services administration in 2017 to review suggestions to improve the employee parking lot behind Old Greenwich School.
Deputy DPW Commissioner James Michel stated that the parking lot and lighting improvements are complete and that employee/merchant parking permits are available.

Greenwich Parking Services Business Manager Lu Ann Bellantoni reported there are 39 merchant permits available for a $175 annual fee.

Linnea Stenberg: concerned with drivers making u-turns on Sound Beach near the railroad overpass and suggested a crosswalk be installed there.

Business owner Abby Fox: agreed with need for crosswalk on Sound Beach near the railroad; also suggested more parking enforcement.

Peter McDermott: agreed with suggestion to install planters to discourage illegal parking in front of Sound Beach Pizza and the fire hydrant in front of Garden Catering.

Estelle Hall/Ken White, owners of Village Ewe: need more parking enforcement and for more accommodation for employees to obtain parking permits; the need to trim trees leaning on power lines and against their building (244 Sound Beach Ave.) Also expressed concern of parking availability for elderly clients who are unable to walk distances to reach their store.

Images owner Marcos Fiorno: parking enforcement is needed; there needs to be encouragement of business employees to use the permit lot.

Upper Crust Bagel Co. owner Rob Guerrieri: suggested bumpout in front of Applausi restaurant; said his minimum wage employees can’t afford the parking permit fees; more parking enforcement is needed.

Feinsod Hardware owner Jay Feinsod: He pays for his employees’ parking permits; concerned with bicycle riders on the sidewalk; drivers making u-turns or left turns against traffic to park.

Old Greenwich School PTA president/ Old Greenwich Association board member Carolyn Petersen: she is against use of shuttles to ferry visitors from parking lots; wants more parking enforcement; wants gate installed to stop traffic driving through school lot to CVS and West End Avenue.

Betsy Kreuter, Old Greenwich Garden Club: replace stop sign behind Kings market near the commuter lot and extend the yellow line from the cut-through from Arcadia.

3. The meeting was adjourned at 9:59 a.m.

Fred Camillo, First Selectman
TOWN OF GREENWICH, CT – Representative Town Meeting

ITEM NO: Entered by Town Clerk
DEPARTMENT: Board of Selectmen/Planning & Zoning Commission
CONTACT: Margarita Alban Contact's phone # (917) 846-4999
        Contact's email address: margarita.alban@greenwichct.org
        fred.camillo@greenwichct.org
REFERRED TO: Entered by Town Clerk
VOTES: Board of Selectmen vote (y/n/a)
        Planning & Zoning Commission vote (y/n/a)

WHEREAS, the Town of Greenwich 2019 Plan of Conservation and Development (POCD) states that the two top housing needs for the near future include housing that is more affordable;

WHEREAS, Objective 2.1 of the Town of Greenwich 2019 POCD seeks to create more affordable housing as currently defined under Section 8-30 g of the Connecticut General Statutes and, further, that part a. iii. of that objective 2.1 contemplates ‘payments to a housing trust fund to allow funds gathered from state and federal grants, donations, and other sources to facilitate construction of affordable housing’;

WHEREAS, Objective 2.4 of the Town of Greenwich 2019 Greenwich 2019 POCD is to ‘support housing that is in keeping with the existing built environment’ which ‘contributes to Town character’;

WHEREAS, the Planning & Zoning Commission’s Affordable Housing Task Force, created pursuant to the 2019 POCD, has reviewed and endorsed that POCD’s recommendations and Objectives regarding affordable housing and has recommended the creation of a Greenwich Affordable Housing Trust Fund;

WHEREAS, the Planning & Zoning Commission and the Board of Selectmen have voted affirmatively on the language of said Greenwich Affordable Housing Trust Fund and propose the Representative Town Meeting adopt the following ordinance to create a Greenwich Affordable Housing Trust Fund;

RESOLVED, that the Representative Town Meeting adopt the Greenwich Affordable Housing Trust Fund Ordinance as follows:
Greenwich Affordable Housing Trust Fund

Greenwich Code of Ordinances

CHAPTER 6. LAND USE

ARTICLE 8. – GREENWICH AFFORDABLE HOUSING TRUST FUND.

Sec. 6-324. - Findings; Purpose; Legislative Authority; Definitions

Findings:

1. It is hereby found that the Town of Greenwich (the Town) has an objective to provide ten percent (10%) affordable housing as defined under Title 8, Chapter 126a, Section 8-30g of the General Statutes of Connecticut (Section 8-30g).

2. It is hereby further found that, should State Statutes, including but not limited to Section 8-30g, be modified, amended or enacted in the future, the Town of Greenwich may modify or amend its adopted Affordable Housing Plan to provide an affordable housing level different than the ten percent (10%) currently set forth in Section 8-30g.

3. It is hereby further found that the Town may, by vote of the Representative Town Meeting, and consistent with the General Statutes of Connecticut, redefine what is meant by Affordable Housing.

Purpose:

The purpose of the Greenwich Affordable Housing Trust Fund (GAHTF or Trust or Fund) is the preservation of existing and the creation of new affordable rental and home ownership housing in the Town, pursuant to the current Town and Regional Plans of Conservation & Development, Affordable Housing Plan and any General Statutes of Connecticut applicable now or in the future.

Legislative Authority:

This article is enacted pursuant to the authority granted to the Town of Greenwich by Title 7, Chapter 98, Section 7-148(c)(2)(K) of the General Statutes of Connecticut to ‘to create a sinking fund or funds or a trust fund or funds or other special funds, including funds which do not lapse at the end of the municipal fiscal year’.

Definitions:

All definitions below shall be considered automatically amended to comply with any future revisions in the Connecticut General Statutes as they may be relevant to housing or municipal zoning authority and consistent with the requirements of this ordinance.

1. “Affordable housing development” means a proposed housing development which is any of the following: (A) assisted housing, or (B) a set-aside development or (C) includes housing for households earning incomes of no more than eighty (80) percent of the median family income for the Stamford-Norwalk HUD Metropolitan Fair Market Rent Income Area, adjusted for household size as published annually by the U.S. Department
of Housing and Urban Development, or other such equivalent income standard as may be established by a majority vote of the Town of Greenwich Planning & Zoning Commission. Affordable rent and home ownership cost shall not exceed thirty (30) percent of the eligible household income.

2. “Affordable housing rental and home ownership units” shall mean any dwelling unit for which the rent (including utilities) does not exceed thirty (30) per cent of the gross income of the renting household or for which the mortgage payment (including insurance, utilities and real estate taxes) does not exceed thirty (30) per cent of the gross income of the purchasing household or other standards as may be established pursuant to any municipal, state or federal housing program designed to assist low and moderate income households.

3. “Assisted housing” means housing which is receiving, or will receive, financial assistance under any governmental program for the construction or substantial rehabilitation of low or moderate income housing, and any housing occupied by persons receiving rental assistance under Title 42, Chapter 8, Subchapter I, Section 1437f of the United States Code;

4. “Median income” means, after adjustments for family size, the state median income or the area median income for the area in which the municipality containing the affordable housing development is located, as determined by the United States Department of Housing and Urban Development.

5. “Set-aside development”, pursuant to State Statute 8-30g, means a development in which not less than thirty per cent of the dwelling units will be conveyed by deeds containing covenants or restrictions which shall require that, for at least forty years after the initial occupation of the proposed development, such dwelling units shall be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of their annual income, where such income is less than or equal to eighty per cent of the state median income. In a set-aside development, of the dwelling units conveyed by deeds containing covenants or restrictions, a number of dwelling units equal to not less than fifteen per cent of all dwelling units in the development shall be sold or rented to persons and families whose income is less than or equal to sixty per cent of the state median income and the remainder of the dwelling units conveyed by deeds containing covenants or restrictions shall be sold or rented to persons and families whose income is less than or equal to eighty per cent of the state median income;

6. “Developer(s)” shall mean any individual, corporation, business trust, estate trust, limited liability company, partnership or association, or any other entity or combination thereof involved in the development of construction projects. For the purpose of this article, the Town of Greenwich Housing Authority shall be considered a “developer”.

Sec. 6-325. - Board of Trustees: Members and Meetings

Members
1. As stipulated herein, the Greenwich Affordable Housing Trust Fund shall have a Board of Trustees (Board or Trustees) comprised of eleven (11) total members, two (2) of whom shall be ex officio without voting rights as outlined below.

2. The eleven (11) Trustees shall be:
   a. Town of Greenwich Planning & Zoning Director or such Director’s designee,
   b. Town of Greenwich Commissioner of Human Services or such Commissioner’s designee,
   c. Chair of the Board of Estimate & Taxation, or such Chair’s designee,
   d. Minority Caucus Leader of the Board of Estimate & Taxation, or said Leader’s designee,
   e. Chair of the Greenwich Planning & Zoning Commission or such Chair’s designee,
   f. The Chairs of the Representative Town Meeting Land Use and Finance Committees or said Chairs’ designees, both of whom shall act ex officio, without voting rights.
   g. Two (2) members of the public, at least one (1) of whom shall have expertise in affordable housing and both of whom shall be Greenwich residents nominated by the Greenwich Board of Selectmen and appointed by the Greenwich Representative Town Meeting.
      i. Establishment of Unique Designations for appointed positions: Each of the two (2) appointed positions on this Trust Fund is assigned a unique designation to facilitate auditing of the appointment process over the course of time. Terms for appointed public members shall be for a period of three (3) years except for the shorter one-time Interim Terms for member 1 which refers to a single term of two (2) years which is used once, to accomplish a staggering of the term expiration years of the position for the purpose of limiting the scheduled turnover of public members in a single year. When appointing a new member to this Trust Fund, the new member will receive the position designation previously assigned the person she or he is succeeding and such designation will be indicated on all notices of nomination and appointment including, but not limited to, the Call and the minutes of the Representative Town Meeting, the agenda of the committees of the Representative Town Meeting and, where appropriate, the agenda and minutes of the Board of Selectmen. Appointed members of the Commission shall hold office until their successors shall have been appointed and shall qualify.
   h. Two (2) residents of affordable housing rental or home ownership units located in the Town of Greenwich, both of whom shall be appointed by Greenwich Board of Selectmen for a three (3) year term. Any resident of affordable housing Trustee who ceases to reside in housing qualifying as affordable housing shall promptly notify the chairperson of the Board, whereupon a replacement for such Trustee shall be appointed by the Greenwich Board of Selectmen.
3. At its first meeting, the Board of Trustees shall elect a chairperson for a one (1) year term. Elections shall be held once per year.

4. The Board of Trustees may appoint other officers for one (1) year terms, as it deems appropriate, and holding elections for said officers every year.

5. No Trustee shall receive a salary or other remuneration for serving on the Board.

6. No person may serve as a member of the Board of Trustees who then has or within the previous year has had an economic interest in or management control over a proposed project or existing property within Greenwich with an affordable housing component. Residing in affordable housing shall not be considered an economic interest.

7. Board of Trustee members who reside in affordable housing developments or units shall not participate in any expenditure decision affecting the property in which they reside.

Meetings

1. The Board shall meet at least quarterly. All Board meetings and decisions shall be open to the public and duly advertised, pursuant to the requirements of CT Freedom of Information Act as per General Statutes Chapter 14, Sections 1-225 to 1-232; and audio and video recorded.

2. With the exception of the ex officio members, who shall have no voting rights, each member of the Board shall have one vote. Affordable Housing Development funding decisions shall be made by a super majority of six (6) voting members of the Board. All other decisions of the Board shall be made by simple majority of five (5) voting members of the Board.

3. The presence of five (5) voting Board members constitutes a quorum.

Sec. 6-326. - Declaration of Trust.

1. The terms of the GAHTF, which shall be consistent with the provisions of this Article, shall be set forth in a Declaration of Trust, which shall be subject to the approval of the Representative Town Meeting.

2. The Declaration of Trust shall:
   a. Appoint a trustee to oversee the assets of the GAHTF.
   b. Contain all relevant and necessary details regarding the GAHTF’s purpose, beneficiaries and ongoing administration.
   c. Outline provisions for the disposition of existing assets should the GAHTF be terminated at a future date.

3. The Declaration of Trust shall be submitted to the Representative Town Meeting by the Planning & Zoning Director within ninety (90) days after the passage of this Ordinance for
review and approval or as near thereafter as can be accommodated on the Representative Town Meeting Call.

Sec. 6-327. - Sources of Funding, Investments, and Limitations on Use of Fund.

1. In addition to such sums as may be appropriated by the Town for deposit into the Fund, the Town is authorized to and shall deposit all monies received by it, from whatever source, for the provision of affordable housing, including fees received pursuant to Title 8, Chapter 124, Section 8-2i of the General Statutes of Connecticut, and other fees, monetary gifts, grants and loans, unless otherwise restricted, into the Fund.

2. No monetary gift or grant from any anonymous source is to be accepted by the Trust.

3. By vote of the Representative Town Meeting, a development fee or surcharge on Town fees for permits of any kind may be approved as a source of funding for the GAHTF.

4. The Planning & Zoning Commission may approve and implement a fee ‘in lieu’ of inclusionary housing unit program for funding the GAHTF pursuant to the authority granted to the Planning & Zoning Commission by the provisions of Title 8, Chapter 124, Section 8-2i of the General Statutes of Connecticut (Section 8-2i).

5. The Comptroller of the Town of Greenwich shall be the custodian of the Trust’s funds and shall maintain separate accounts and records for said funds. The Comptroller, working with the Town Treasurer, shall invest the Trust’s funds in the manner authorized by Title 7, Chapter 112, Sections 7-400 to 7-403 of the General Statutes of Connecticut. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust. As custodian, the Comptroller shall issue checks or transfer moneys as directed by the Trustees and approved by the Comptroller in accordance with the Trust’s Annual Operating Expense Budget or the Trustees’ formal vote on Affordable Housing proposals.

6. No sums contained in the Trust, including interest and dividends earned, shall be transferred to any other account within the Town budget. Any applicant who has paid a fee in lieu pursuant to the Town of Greenwich Building Zone Regulations and Section 8-2i shall not be eligible to apply for funds from the Trust for the same project. No expenditures shall be made from the Trust except in accordance with the provisions of this ordinance.

Sec. 6-328. - Affordable Housing Plan Required

1. The Town of Greenwich Planning & Zoning Director shall prepare a Greenwich Affordable Housing Plan (GAHP) pursuant to the requirements of CGS Title 8 Chapter 126a Section 8-30j while it remains effective and pursuant to the below or any other relevant State statutes, should such statute expire, be revised or substituted.

2. The GAHP shall be based upon and specify the Plan of Conservation & Development and for the Town of Greenwich and that of its Region with regard to housing goals and strategies, and shall be prepared at least every five (5) years or as required by applicable
State law or municipal regulation. The Affordable Housing Plan shall be completed and adopted no later than nine (9) months after adoption of this Ordinance.

3. Pursuant to guidelines issued by the CT Department of Housing (DOH), and as may be subsequently revised by DOH, the GAHP shall include the following:
   a. Community Values Statement
   b. History of Affordable Housing in Greenwich
   c. Housing Needs Assessment which shall include an analysis of the following data for the Town of Greenwich and its Region:
      i. Demographics for the Town of Greenwich including current population, changes over time and projections for the future
      ii. Housing Supply in Greenwich by operator and program and affordability level, and trends in the development of affordable housing options;
      iii. Economic Indicators especially resident income and proportional spend on housing costs
      iv. Gap Analysis which shows the difference between the housing available in town and what residents of the town and region can afford to pay.
   d. Land Use and Zoning Assessment providing information on how the Town uses its land and what types of housing can be built where.
   e. Housing Market Analysis for both rental and homeownership units including trends and developments with particular regard to housing cost and affordability
   f. Plan Principles, Goals and Actions with prioritization of affordable housing needs in Greenwich, taking into consideration, among other factors, affordability levels, demographic characteristics and specific conditions in individual neighborhoods;
   g. Both Short as well as Long Term Strategies to address prioritized needs, including benchmarks for assessing the success in addressing those needs

4. The GAHP shall be adopted by the Greenwich Planning & Zoning Commission. The Plan shall also be posted on the Town of Greenwich website for public inspection and shall be available in hardcopy at the Town Planning & Zoning Department and Town Clerk office for review during normal business hours.

Sec. 6-329. - Budgeting, Reporting and Audit Requirement.
1. The Board of Trustees shall prepare an annual operating expense budget for the Trust. Said budget shall be incorporated into the Planning & Zoning’s budget and submitted to the Office of the First Selectman, the Board of Estimate and Taxation and the Representative Town meeting in compliance with Town of Greenwich mandated deadlines and requirements.
2. No liability or operating expense shall be incurred by the Trust which is not provided for in its annual budget, nor shall the Comptroller pay out any money for any purpose not authorized.

3. The Trust’s accounts and records shall be included in the Town of Greenwich Comprehensive Annual Report and shall be subject to annual independent audit by the independent auditor selected by the Town of Greenwich.

**Sec. 6-330. - Expenditures from Affordable Housing Trust Fund.**

1. The continuation of the Fund shall be perpetual, notwithstanding that from time to time said Trust may be unfunded.

2. Affordable housing funding decisions by the Trust must be approved by a super majority of six (6) members of its Board Trustees, as required above.

3. Expenditures shall be made from the Trust only in accordance with the following procedures and requirements:
   
a. All expenditures listed below shall be based on and as prioritized by the Greenwich Affordable Housing Plan. Funds from the Trust shall only be used for the following authorized purposes:
   
i. Creation of affordable rental or homeownership housing units. To encourage the development of affordable housing through a variety of means including, but not limited to, the provision of favorable financing to developers of affordable housing, or by means of the direct write-down of costs for non-profit developers of affordable housing, or to subsidize the acquisition of sites, existing structures or designated affordable housing units which comprise a portion of a larger development containing housing which is not deemed affordable to persons of low and moderate income.
   
ii. Multi-family rehabilitation program. To finance the rehabilitation, repair, renovation or alteration of existing and deteriorated multi-family residential properties in a manner that preserves or enhances the affordability of dwelling units within such properties through interest rate subsidies, or the direct subsidy of project costs.
   
iii. Limited Equity Cooperative or Condominium Conversion Properties. To assist in the acquisition, rehabilitation, repair, alteration or renovation of residential properties deemed appropriate for conversion to a "common interest community" as defined pursuant to CGS 47-202(7) and consistent with the Town’s current Affordable Housing Plan.
   
iv. Studies to determine the affordable housing needs of Greenwich residents and for the preparation of the Greenwich Affordable Housing Plan. Selection of vendors for such service shall be compliant with Greenwich Purchasing Department standards and requirements.
v. Administrative expenses arising pursuant to the execution of Trust purposes and goals.

b. Except for payments related to preparation of the GAHP, affordable housing needs studies and administrative expenses, no Expenditures shall be made from the Fund in absence of an approved GAHP and all expenditures must demonstrate how they meet the goals and priorities established therein.

4. Once the Fund has, for the first time, reached a level of three hundred thousand dollars ($300,000.00) and all other relevant conditions have been met, the Board of Trustees shall thereafter accept, on a continuous basis, requests for funds for authorized purposes from eligible parties. Eligible parties include, but are not limited to, for-profit and not-for-profit housing developers or not-for-profit organizations with the goal of furthering affordable housing, along with the Housing Authority of the Town of Greenwich (Greenwich Communities). Individuals shall not be considered eligible parties. The Board shall review and make a determination whether or not to grant such requests.

5. Whenever two million dollars ($2,000,000.00) or more are available in the Trust, the Board of Trustees shall issue a Notice of Funds Available (NoFA) to solicit proposals for how to further the Town's Affordable Housing Plan. Such NoFA shall be issued no later than two (2) weeks after the first Board meeting after the monies in the Trust reach the above threshold. No later than seven (7) months after the issuance of the NoFA, the Board of Trustees shall render a decision on whether or not and how to fully or partially disburse the monies of the Fund.

6. Any proposed expenditure over five hundred thousand dollars ($500,000.00) approved by the Board of Trustees shall be submitted as a recommendation to the Board of Selectmen and the Representative Town Meeting. The Representative Town Meeting may reject such recommended expenditure within forty-five (45) days of receipt by a vote of two-thirds (2/3) of its members present and voting. If, within forty-five (45) days of receipt of the recommendation, the Representative Town Meeting fails to reject such recommendation, it shall be considered approved.

7. The Board of Trustees shall, at the end of each Fiscal Year, prepare a Report listing all expenditures and projects supported in said Fiscal Year, how they address affordable housing needs and priorities in accordance with the Greenwich Affordable Housing Plan. Said report shall be completed and submitted to the Planning & Zoning Commission, the Representative Town Meeting, the Board of Estimate and Taxation and the Comptroller by no later than September 15 of the following Fiscal Year. The Report shall also be posted on the Town of Greenwich website for public inspection and shall be available in hardcopy at the Town of Greenwich Planning & Zoning Department and Town Clerk office for review during normal business hours.

Sec. 6-331. - Interpretation.

Nothing in this Chapter shall be construed to limit any powers lawfully exercised by the Planning & Zoning Commission exercising the powers of such Commission pursuant to State Statute or Special Acts or to Article 9, Section 83 of the Greenwich Town Charter.
PROPOSAL

FOR THE INSTALLATION OF AMERICAN FLAGS ALONG GREENWICH AVENUE

PREPARED FOR: THE TOWN OF GREENWICH, BOARD OF SELECTMEN
BY: GREENWICH COMMUNITY PROJECTS FUND

APRIL 22, 2021
OVERVIEW

Stars and Stripes Greenwich Ave, created by the Greenwich Community Projects Fund (GCPF), seeks approval from the Town of Greenwich to bring historic, patriotic flair back to the downtown.

The tradition that has since been overlooked dates back to the 1970s when merchants along the Avenue displayed the American Flag on parking meters along their storefront.

GCPF is proud to propose a revival of this initiative to continue its inherent mission of community spirit in the heart of Greenwich.
PROJECT SCOPE

GCPF to feature full-size American flags on lamp posts along Greenwich
Avenue, the commercial and civic center of the Town. Smart placement of flags
ensures each will be illuminated every night by the light from the lamp posts.

INSTALLATION & MATERIALS
Custom-made metal flag poles and brackets to be mounted to the top of the lamp
posts along Greenwich Avenue.
- Paul Chiapetta Welding to install custom-made brackets to hold flags
- Carbon-fiber flag poles to be 6 ft. in length
- Approximately thirty two (32) full-size American Flags, measuring 3 ft. x 5 ft. each

TIMELINE
- Bracket Installation: Three weeks prior to Memorial Day
  (Labor Day), and on 11/11 (Veteran’s Day)

MAINTENANCE
Forecasted storms and/or high winds will prompt the removal of flags until the weather
event is over. Any service and remediation will be done within a 24 hr window of notification.

FUNDING
GCPF will secure flag sponsorships at $500 per flag. Sponsors will be acknowledged online,
across social media platforms, via a banner on the Avenue, and within a thank you ad in the
paper.
CASE STUDY: NEW CANAAN, CT
BRACKET RENDERING

Flag Pole Length 6’

Flag Dimension 3’x5’

Bracket to End of Flag Pole Rough Length 54”

Bottom of Lamp Post to Top of Bracket Rough Length 165”

*Rendering not to scale and shared in likeness only.*
The Greenwich Community Project Fund (GCPF) is a non-profit organization formed to champion the historical preservation of the Town of Greenwich via fundraising initiatives and community events.

The GCPF, led by Alyssa Keleshian Bonomo, long time resident and property owner, and Sebastian Dostmann, lifetime resident and business owner, aims to benefit the vibrant community of Greenwich for generations to come by preserving the Town’s legacy through landmark restoration and maintenance projects, new initiatives, and community events.
THANK YOU!

SEBASTIAN DOSTMANN
sebastian@sebassevents.com

ALYSSA KELESHIAN BONOMO
alyssa@kinvestments.com
Barbara

The Byram Veterans Association would like to close Veterans way off for the afternoon of May 30th, 2021 for their annual memorial Day parade. The closure will be from 12 noon till about 18.00, we would like to use the block for the public and members for the purpose of servings of refreshments. And with the the covid pandemic and social distancing this would help with that. Thanks for all your support in this. Thanks Butch Bozzuto

**CAUTION:** This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Municipality: Greenwich

Form NAA-01

2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: Kids In Crisis

Address: One Salem Street, Cos Cob, CT 06807

Federal Employer Identification Number: 06-1027885

Program title: SafeHaven for Kids

Name of contact person: Shari Shapiro, Executive Director

Telephone number: 203-622-6556

Email address: sshapiro@kidsincrisis.org

Total NAA funding requested ($250 minimum, $150,000 maximum): $150,000

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt From Income Tax?

☐ Yes ☐ No

If Yes, attach a copy of the first page of your most recent return.

If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☑ Other (specify): Emergency shelter program for newborns -18-year old kids

Description of program: Kids in Crisis’ SafeHaven for Kids Emergency Shelter Program (ESP) operates 24/7/365 to serve CT newborns to 18 year olds who are not safe at home due to severe family conflict, abuse, neglect, or rejection; are homeless; or, for other urgent reasons require respite care. It is the only CT shelter for children that: 1) is south of New Haven; 2) has an onsite Health Clinic; 3) accepts kids referred by family and community members concerned about their safety and well-being; 4) accepts any gender identity; 5) accepts kids under age 6. The ESP provides a safe, nurturing environment with comprehensive individualized counseling, medical care, educational services and therapeutic recreation. All are provided at no cost to children and families.

Need for program: The CT Dept. of Children and Families Office of Research and Evaluation affirms that abuse and neglect can impact children’s mental and physical health: “Some of the negative consequences highlighted by the Child Welfare Information Gateway include: impaired brain development, cognitive difficulties, increased drug/alcohol use, and a variety of physical health issues. The mental health impacts for abuse and neglect to children include: anxiety, depression, dissociation . . .” Long-term research has proven kids who witness abuse at home are more likely to become involved in the juvenile justice system and become abusers themselves.

Neighborhood area to be served: The primary catchment area is Fairfield County.

Plan to implement the program: SafeHaven for Kids trained Counselors answer Crisis Helpline calls 24/7/365, provide immediate counseling/referrals, and may meet caller to provide immediate safety planning or for other needs (e.g. food/warm coat for runaway). ~1/3 callers require continued support, provided for as long as needed. When evident from call/meeting there is no safe/appropriate alternative, with parent/guardian permission, children enter the Emergency Shelter Program.
Timetable:

Program start date: 7/1/21

Program completion date: 6/30/22

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAA funds requested</td>
<td>150,000</td>
</tr>
<tr>
<td>Other funding sources - itemized sources:</td>
<td></td>
</tr>
<tr>
<td>a) Government</td>
<td>212,279</td>
</tr>
<tr>
<td>b) Foundations and Corporations</td>
<td>502,500</td>
</tr>
<tr>
<td>c) Individuals and Fundraising Events</td>
<td>1,063,250</td>
</tr>
<tr>
<td>d) Civic/Relig Orgs, GUW, non-cash, interest, misc.</td>
<td>237,500</td>
</tr>
<tr>
<td><strong>Total Funding:</strong></td>
<td><strong>2,015,529</strong></td>
</tr>
</tbody>
</table>

Proposed Program Expenditures:

Direct operating expenses - itemized description:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Salaries, taxes, benefits</td>
<td>1,560,923</td>
</tr>
<tr>
<td>b) Transportation</td>
<td>25,690</td>
</tr>
<tr>
<td>c) Food, supplies</td>
<td>73,080</td>
</tr>
<tr>
<td>d) Occupancy, Utilities, Assist to Individuals</td>
<td>59,228</td>
</tr>
</tbody>
</table>

Administrative expenses - itemized description:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Printing, Publications, Phone, Postage, Ofc supplies</td>
<td>48,890</td>
</tr>
<tr>
<td>b) Accounting, Contract svcs, Consulting, Legal, Other prof svcs</td>
<td>274,438</td>
</tr>
<tr>
<td>c) Insurance, Dues, Conferences, Misc.</td>
<td>47,368</td>
</tr>
<tr>
<td>d) Equipment maintenance/Computer support</td>
<td>116,655</td>
</tr>
</tbody>
</table>

| **Total Proposed Expenditures:**   | **2,206,270** |
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:

Town of Greenwich, CT

Mailing address:

101 Field Point Rd.

Greenwich, CT 06830

Name of municipal liaison:

Tyler Fairbairn

Community Development Grants Administrator

Phone:

203-622-3741

Email address:

tyler.fairbairn@greenwichct.org

---

Post-Project Review

☐   ☐

☒ Yes   ☐ No

If Yes, date post-project review due:

6/30/22

Date

Form NAA 01 (Rev. 02/21)
Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: ____________________________________________

Young Men's Christian Association of Greenwich, Inc.

Address: 50 East Putnam Avenue; Greenwich, CT 06830

Federal Employer Identification Number: 06-0646976

Program title: Domestic Hot Water Heater Replacement; LED Lighting; Pool Filter Replacement

Name of contact person: Elaine Grant

Telephone number: (203) 869-1630

Email address: egrant@gwymca.org

Total NAA funding requested ($250 minimum, $150,000 maximum): $ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

[ ] Yes  [ ] No

If Yes, attach a copy of the first page of your most recent return.

If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): ____________________________

Description of program: ________________________________________________________________

Replace failing domestic hot water heater with energy efficient model
Continue replacement of lighting with LED lighting
Replace pool filter with energy efficient model

Need for program: ________________________________________________________________

The YMCA of Greenwich was built in 1916 and is over 110,000 square feet. NAA grant funds allow us to make our building energy efficient and simultaneously reduce our heating, cooling, and electrical costs. We will continue to replace inefficient lighting with LED lighting as well as replace our inefficient domestic hot water heater and pool filters.

Neighborhood area to be served: _________________________________________________________

The YMCA of Greenwich serves residents from all neighborhoods in Greenwich. Our 5,000 plus members will all benefit from this program.

Plan to implement the program: _______________________________________________________

Once NAA approval is received, our Facilities Manager, Drew Hall will hire the appropriate subcontractors and order equipment. The domestic hot water heater has already been designed by our engineers as has the pool filter system. We are ready to go directly to the manufacturer and place the order. He will be responsible for the timetable, day to day management of the project and supervision of all workmen. Our COO, Mike Kelly, has oversight and ultimate responsibility for all projects at the facility. This is a continuation of the lighting replacement and will follow the same project schedule at past years (September-December) and be completed by December 2020. The domestic hot water and pool filter replacement schedule will be in order the system.
Timetable:

Program start date: April 1, 2021
Program completion date: December 31, 2021

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAA funds requested</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

Other funding sources - itemized sources:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Total Funding: $150,000.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Domestic Hot Water Heater</td>
<td>$130,000.00</td>
</tr>
<tr>
<td>b) LED Lighting</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>c) Pool Filter</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Administrative expenses - itemized description:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Total Proposed Expenditures: $150,000.00
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: ____________________________

______________________________
Town of Greenwich, CT

Mailing address: ________________

101 Field Point Rd

______________________________
Greenwich, CT 06830

Name of municipal liaison: ____________________________

Tyler Fairbairn, Comm. Dev. / Grants Administrator

Telephone number: ____________________________

203-622-3791

Fax number: ____________________________

Email address: ____________________________

Tyler.fairbairn@greenwichct.org

---

Post-Project Review

Is a post-project review required for this proposal?

[ ] Yes  [ ] No

If Yes, date post-project review due:

6/30/22

Date
Municipality: Greenwich

Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: YWCA Greenwich, Connecticut, Inc.

Address: 259 East Putnam Avenue, Greenwich, CT 06830

Federal Employer Identification Number: 06-0646992

Program title: YWCA Greenwich Boiler Replacement

Name of contact person: Kathy Seiden, Chief Advancement Officer

Telephone number: (203) 869-6501

Email address: K.Seiden@ywca-greenwich.org

Total NAA funding requested ($250 minimum, $150,000 maximum): $150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

X Yes .... No

If Yes, attach a copy of the first page of your most recent return.
If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): ________________________________

Description of program: ____________________________________________________________

YWCA Greenwich will engage a vendor to replace 2 failing boilers on its campus at 259 East Putnam Avenue in Greenwich, CT. The current aging boilers will be replaced with 4 new 98% high efficiency condensing boilers. We have received a quote from Coastal Mechanical which includes materials and labor as well as re-piping and electrical work. They will also remove and dispose of the 2 existing boilers.

Need for program: _________________________________________________________________

The current boiler is inefficient and has experienced multiple outages in the past few years. The heating system is tied to the heating of the swimming pool, requiring the system to run in the summertime as we are also cooling the building for the comfort of the occupants including clients of our domestic abuse services, staff and YWCA members. The system was originally installed when the building was built in 1970 and has exceeded its life expectancy. Both ongoing maintenance and repairs have become prohibitively expensive. On windy days, the boilers can fail due to backdraft from the chimney and create high levels of carbon monoxide.

Neighborhood area to be served: ___________________________________________________

YWCA Greenwich is located in Greenwich, CT. Approximately 80% of our clients and members are from the Greenwich community, but we welcome all who would like to participate in our programs.

Plan to implement the program: ____________________________________________________

YWCA Greenwich has conducted a full assessment of the boilers and worked with HVAC professionals so evaluate our options. The best course of action was determined to be boiler replacement rather than continuing repairs. COVID-19 has stalled fundraising and implementation of this project but is expected to be back on track during the summer of 2021.
Timetable:

Program start date: June 1 2022

Program completion date: September 1 2022

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

<table>
<thead>
<tr>
<th>NAA funds requested</th>
<th>$150,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other funding sources - itemized sources:</td>
<td></td>
</tr>
<tr>
<td>a) CDBG Grant request</td>
<td>$104,000.00</td>
</tr>
<tr>
<td>b) Southern CT Gas - received through NAA</td>
<td>$9,882.63</td>
</tr>
<tr>
<td>c) Individual donors through Second Century Campaign</td>
<td>$86,137.37</td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
<tr>
<td>Total Funding:</td>
<td>$350,000.00</td>
</tr>
</tbody>
</table>

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Boiler Replacement - Coastal Mechanical         $350,000.00
b)                                                   
c)                                                   
d)                                                   

Administrative expenses - itemized description:

a)                                                   
b)                                                   
c)                                                   
d)                                                   

Total Proposed Expenditures: $350,000.00
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: ____________________________

Town of Greenwich, CT

Mailing address: 101 Field Point Rd.

Greenwich, CT 06830

Name of municipal liaison: Tyler Fairbairn, Comm. Dev. / Grants Administrator

Telephone number: 203-622-3791

Fax number: ____________________________

Email address: Tyler.Fairbairn@greenwichct.org

Post-Project Review

Is a post-project review required for this proposal?

[ ] Yes  [ ] No

If Yes, date post-project review due:

6/28/22

Date
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations).

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning 07/01/2019, and ending 06/30/20

B Chart of applicable

C Name of organization

YWCA GREENWICH, CONNECTICUT, INC.

Doing business as YWCA GREENWICH

D Employer Identification number

06-0646992

E Telephone number

(203) 869-6501

F Name and address of principal officer

MARY LEE KIERNAN

259 EAST PUTNAM AVENUE, GREENWICH, CT 06830

G Gross receipts

12,706,087

J Website:

WWW.YWCAGREENWICH.ORG

K Form of organization

X Corporation

Trust

Association

Other

L Year of formation

1919

M State of legal domicile

CT

Part I Summary

1 Briefly describe the organization's mission or most significant activities: YWCA GREENWICH IS DEDICATED TO ELIMINATING RACISM, EMPOWERING WOMEN AND PROMOTING PEACE, JUSTICE, FREEDOM, AND DIGNITY FOR ALL.

2 Check this box [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets

3 Number of voting members of the governing body (Part VI, line 1a)

31

4 Number of independent voting members of the governing body (Part VI, line 1b)

31

5 Total number of individuals employed in calendar year 2019 (Part V, line 2a)

195

6 Total number of volunteers (estimate if necessary)

140

7a Total unrelated business revenue from Part VIII, column (C), line 12

0

7b Net unrelated business taxable income from Form 990-T, line 39

60715

Part II Revenue

8 Contributions and grants (Part VIII, line 1h)

3,589,214

9 Program service revenue (Part VIII, line 2g)

3,313,412

10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)

563,896

11 Other revenue (Part VIII, column (A), lines 6, 8, 9, 10, and 11e)

-93,986

12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)

7,372,536

Part II Expense

13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)

189,912

14 Benefits paid to or for members (Part IX, column (A), line 4)

0

15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)

4,282,908

16a Professional fundraising fees (Part IX, column (A), line 11a)

0

17 Other fundraising expenses (Part IX, column (D), line 25)

464,852

18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)

6,920,568

19 Revenue less expenses. Subtract line 18 from line 12

451,950

Net Assets or Fund Balances

20 Total assets (Part X, line 16)

16,190,196

21 Total liabilities (Part X, line 26)

1,130,854

22 Net assets or fund balances. Subtract line 21 from line 20

15,059,342

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer

Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

AARON SHAPIRO

Preparer's signature

Date

Check if self-employed

PTIN

P0133816

Firm's name

BDL, LLP

Firm's EIN

44-0160260

Firm's address

1155 AVENUE OF THE AMERICANS #1260 NEW YORK, NY 10036

Phone no.

212.867.4000

May the IRS discuss this return with the preparer shown above? (see instructions)

Yes

No

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2019)
January 4, 2020

Jim Lucsky
YWCA Greenwich
259 East Putnam Ave
Greenwich, CT 06830

Re: Boiler Replacement

Dear Mr. Jim Lucsky:

On behalf of my company, I would like to thank you for your interest in Coastal Mechanical Services, Inc. We are pleased to submit a BUDGET QUOTE to replace the (2) boilers located 259 East Putnam Avenue in Greenwich, CT.

SCOPE OF WORK - BUDGET QUOTE

- Furnish labor and materials to:
  - Disconnect, remove, and dispose of the existing (2) Weil McLain Boiler HW Boilers and some associated piping.
  - Install four (4) new Lochinvar 98% high efficiency condensing boilers (model FNB2001) 1,600,000 BTU input each, with Boiler loop circ pump.
  - Flush the boiler piping loop.
  - Install new water piping as needed to connect to the existing building loop piping, re-using the existing circulator pumps.
  - Install a new air/dirt separator, water feeder, backflow preventer, and Y-strainer.
  - New expansion tank.
  - Reconnect existing gas piping to new boilers.
  - Condensate piping with acid neutralizers.
  - Electrical power wiring.
  - PVC air intake and flue exhaust piping through the existing air intake louver.
  - Start-up and test.
  - Two year warranty on all labor and materials.
  - Manufacturer’s warranty on boilers.

All of the above operations are included during normal working hours for the BUDGET QUOTE of $350,000.00, plus applicable sales tax.

Breakout cost of four (4) FNB2001 Lochinvar Boilers $208,000, plus sales tax.

Thank you for allowing Coastal Mechanical Services, Inc. the opportunity to be of service to you and your company. If you would like to approve this order please return signed, or affix the proper purchase order number.

Sincerely,

David C. Besterfield
Coastal Mechanical Services, Inc.

Customer’s Approval

Date

40 HATHAWAY DRIVE, STRATFORD, CT 06615 • TEL: 203-953-3732 • FAX 203-953-3738
Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: Albertson Memorial Church

Address:
293 Sound Beach Ave, Old Greenwich, CT 06870

Federal Employer Identification Number: 06-0683873

Program title: Energy efficiency related repairs.

Name of contact person: Mike and Susan Safko

Telephone number: Home: 203.762.3197 Cell: 203.858.7199

Email address: msafko@optonline.net

Total NAA funding requested ($250 minimum, $150,000 maximum): $40,000 - $55,000

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes [ ] No [ ]

If Yes, attach a copy of the first page of your most recent return.

If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

____ ✓ Energy conservation; or

____ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

____ Job training/education for unemployed persons aged 50 or over;

____ Job training/education for persons with physical disabilities;

____ Program serving low-income persons;

____ Child care services;

____ Establishment of a child day care facility;

____ Open space acquisition fund; or

____ Other (specify): ____________________________

Description of program: Energy efficiency related repairs

Add insulation into the church walls, replace roof and install an HVAC system.

Need for program: The church was built in 1894, and desperately needs insulation in the walls. The roof is very old and needs replacement. The church has no central air conditioning and uses a few window air conditioners, but this creates a lot of heat loss in the winters.

Neighborhood area to be served: Old Greenwich, C.T.

Plan to implement the program: Engage donors and contractors who are willing to participate in the NAA Program. We have already started conversations with potential donors.
Timetable:

Program start date: immediately/as soon as practicable
Program completion date: 2022

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested

Other funding sources - itemized sources:
a) ___________________________ $40,000 - 55,000
b) ___________________________ 
c) ___________________________ 
d) ___________________________

Total Funding: $45,000 - 60,000

Proposed Program Expenditures:

Direct operating expenses - itemized description:
a) ___________________________ $15,000 - 20,000
b) ___________________________ $5,000 - 10,000
c) ___________________________ $25,000 - 30,000
d) ___________________________

Administrative expenses - itemized description:
a) ___________________________
b) ___________________________
c) ___________________________
d) ___________________________

Total Proposed Expenditures: $45,000 - 60,000
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: ________________________________

__________________________________________________________

Mailing address: ____________________________________________

__________________________________________________________

Name of municipal liaison: __________________________________

__________________________________________________________

Telephone number: _________________________________________

__________________________________________________________

Fax number: ______________________________________________

__________________________________________________________

Email address: _____________________________________________

Post-Project Review

Is a post-project review required for this proposal?

[ ] Yes  [ ] No

If Yes, date post-project review due:

_________________________________________  Date
Attached for review by the Board of Selectmen is a proposed detour for work associated with the Greenwich Ave & Elm St Intersection Improvements project. This phase of the project involves milling and paving of the entire intersection.

Installation of new bump-outs, granite curbing, sidewalk, landscape islands and amenities have been progressing well since mid-March 2021 and is anticipated to be completed around mid-May 2021. Milling and paving of the intersection is tentatively scheduled for the week of May 24, 2021.

By utilizing the proposed detour, the milling and paving operation is anticipated to last between 3 and 5 days, weather depending. Without utilizing a detour, the work could take up to 3x as long given the volume of traffic and pedestrians who travel through the intersection. In order to further increase productivity, The Department of Public Works has obtained the attached noise variance to begin setup no earlier than 4:00 AM and begin operating machinery no earlier than 5:00 AM, Monday through Friday.
The Department of Public Works is requesting to close a 0.20-mile section of Elm Street as shown on the attached Detour Plan in accordance with the following information:

**Elm Street**
- Complete closure of West Elm St between Benedict Pl and Greenwich Ave (vehicles will have local access only to businesses, buildings and parking areas)
- Complete closure of East Elm St between Mason St and Greenwich Ave (vehicles will have local access only to businesses, buildings and parking areas)
- Traffic to be detoured in both directions
- Work requiring a detour will occur between May 24, 2021 and June 11, 2021.
- Closure will only be in effect during work hours allowed by noise variance. Detour signs will be covered and barricades removed outside of work hours.
- Detour is approximately 0.50 miles and will utilize Benedict Pl, Lewis St and Mason St.

Upon approval, the Engineering Division is prepared to notify nearby residents of the project commencement and activities through a press release and mailings. In addition, updates will be posted to the project website.

https://www.greenwichct.gov/1822/Greenwich-Ave-Elm-St-Intersection-Improv

CC: Amy Siebert, Commissioner of Public Works
James W. Michel, Deputy Commissioner of Public Works
Pete Kurpeawski, Highway Superintendent
Chief Jim Heavey, Greenwich Police Department
Sgt. Patrick Smyth, Greenwich Police Department
Joseph McHugh, Greenwich Fire Department
Tracy Schietinger, Greenwich Emergency Medical Service
Patrick O’Connor, Greenwich Emergency Medical Service
Thomas Bobkowski, Board of Education
Vicki Gregg, Board of Education
Ben Branyan, Town Administrator
Barbara Heins, Executive Assistant to the First Selectman
Memorandum

To: Jason Kaufman, Senior Civil Engineer
From: Michael S. Long, Director of Environmental Services
Date: April 30, 2021
Subject: Noise Ordinance Variance Request – Greenwich Ave & Elm Street Intersection

This office has received your request for a variance to perform work beyond the hours allowed for construction at the above site. The reason for the request is to complete the work as soon as possible during the allowed time frame and avoid negative traffic impacts and extended road closures at this busy intersection. The contractor for the project is FGB construction. The work involves milling and paving of the streets. Work is estimated to last 3 to 5 days, but additional time is requested to account for bad weather.

This office will grant a variance for the following dates and time frames:

From May 24, 2021 through Friday June 11, 2021 (Mondays through Fridays excluding Memorial Day) allowed to start prep work from 4am to 5 am and commence milling and paving work after 5 am each day

Notify nearby residents of the work plan prior to start. Any alteration to this time schedule or scope of work will void this variance.

c: Police Traffic, Dispatch, Patrol
RESOLUTION

A RESOLUTION APPOINTING, VINCENT M. MARINO, ESQ. OF COHEN AND WOLF, P.C. AS TOWN ATTORNEY OF THE TOWN OF GREENWICH, CONN.

WHEREAS, it is the recommendation of the First Selectman that Vincent M. Marino, Esq. be appointed to serve as the Town Attorney for the Town of Greenwich;

WHEREAS, in accordance with section 218 of the Charter for the Town of Greenwich, the Board of Selectmen may, subject to the provisions of Article 15 of the Charter of the Town of Greenwich, appoint all heads of departments which are under the supervision and control of the First Selectman;

WHEREAS, pursuant to section 235 of the Charter for the Town of Greenwich, the head of the Law Department shall be the Town Attorney, which shall be an attorney, admitted to practice law in all courts of the State and who shall have practiced law in the State for at least (5) years;

WHEREAS, Vincent M. Marino, Esq. is an attorney-at-law, admitted to practice law in all courts of the State, is in good standing and was admitted to practice law in the State of Connecticut on November 15, 1996;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF GREENWICH THAT:

Vincent M. Marino, Esq. is hereby appointed as Town Attorney of the Town of Greenwich commencing upon the adoption of this Resolution.

ADOPTED at a duly noticed meeting of the Board of Selectmen on this 23rd day of January 2020.
RETAINER AGREEMENT

The Honorable Fred Camillo
First Selectman
Greenwich Town Hall
101 Field Point Road
Greenwich, CT 06830

Dear First Selectman Camillo,

We are pleased and honored that the Town of Greenwich (the “Town”) wishes to continue to retain our law firm to provide legal services for the Town. This Retainer Agreement sets forth the terms and conditions under which the Town has engaged our firm, Marino, Zabel & Schellenberg, PLLC (the “Firm” or “we” or “us” or “our”), to provide legal services in connection with the matters described in this Retainer Agreement. We agree to provide legal services to the Town, and the Town agrees to pay the Firm’s fees and expenses, as provided in this Retainer Agreement.

Attorney Barbara Schellenberg, who is a member of the Firm, will serve as the Town Attorney (subject to confirmation of her appointment by the Town’s Board of Selectmen) and head of the Town’s Law Department as provided in the Town Charter. Other attorneys associated with the Firm including Timothy Herbst, Dennis Kokenos, Courtney George, and Owen Weaver will be regularly available to provide legal services to the Town.

Scope of Representation. The Town is engaging the Firm to provide legal services for the Town in connection with the following matters:

- **Retainer Services.** For a monthly retainer fee as set forth below, the Firm will provide legal services to the Town (“Retainer Services”) as follows:

  We will provide an attorney on site at Town Hall for consultation during regular office hours (“Office Hours”). Office Hours will be scheduled as reasonable and appropriate to seek to maximize the benefit for the Town, and normally will be provided by Barbara Schellenberg (who will serve as the appointed Town Attorney), Timothy Herbst, and Dennis Kokenos. A schedule of Office Hours will be established so that Town officials, administrators, and employees will be able to determine when our attorneys will be available for consultation in person at Town Hall. It is anticipated that Office Hours will usually be scheduled in approximately 4-hour blocks and will usually be offered 4 times weekly – normally by Barbara Schellenberg (2 blocks), Timothy Herbst (1 block), and Dennis Kokenos (1 block), but the Office Hours and staffing may vary. In addition, Office Hours may from time-to-time be provided remotely via zoom or other video conference technology due to circumstances such as the COVID-19 pandemic, other health emergencies or events, or scheduling conflicts or limitations.
We will provide legal advice to the Town on matters relating to the Town’s interests before Town boards and commissions including, but not limited to, the Representative Town Meeting, the Board of Selectmen, the Board of Assessment Appeals, the Board of Estimate and Taxation, the Board of Ethics, the Historic District Commission, the Planning and Zoning Commission, the Inlands Wetlands & Watercourses Agency, the Conservation Commission, and the Town Clerk, Town Tax Collector, and the Assessor. Attorneys from the Firm will attend meetings of Town boards and commissions as reasonably requested, and may attend remotely if permissible under applicable law.

In addition, we will be available for consultation and legal advice as reasonably requested for legal opinions on municipal issues, and for legal services relating to the review, negotiation, and drafting of municipal contracts (collective bargaining contracts are covered separately below) and leases.

**Monthly Retainer Fee.** As fees to the Firm for the Retainer Services described above, the Town agrees to pay the Firm a monthly retainer fee in the amount of twelve thousand five hundred dollars ($12,500.00). If the hourly rate value of the Firm’s Retainer Services in any month is more than 120% of the monthly retainer amount (the “Monthly Allowance”), the Firm will bill the Town for the legal services provided above the Monthly Allowance. If the hourly rate value of the Firm’s Retainer Services in any month are less than the monthly retainer amount, the amount of the difference between the monthly retainer amount and the hourly rate value of the Firm’s Retainer Services for the month will be applied to increase the Firm’s Monthly Allowance for subsequent months until fully utilized as part of the Monthly Allowance.

- **Hourly Services.** In addition to the Retainer Services described above, the Town has engaged and may in the future engage the Firm to provide legal advice and representation for the Town, as requested by the Town (subject to appropriate conflicts checks), on an hourly rate basis (“Hourly Services”) as follows:

  - **Non-Retainer General Legal Services.** The Firm will provide legal advice and consultation to the Town as requested on general labor and employment matters, zoning and land use issues, and other specific legal matters outside of usual Retainer Services.

  - **Specific Litigation or Other Matters.** The Town may engage the Firm to provide legal advice and representation for the Town for specific litigation or other matters including, but not limited to, particular lawsuits or administrative matters, labor grievances, prohibited practices complaints, collective bargaining negotiations, tax appeals, and other appeals. Any such engagement of the Firm for specific litigation or other matters shall be confirmed by e-mail or other written confirmation by the Firm to the Town’s First Selectman which refers to this Retainer Agreement and accepts the engagement.

For engagements of the Firm for Hourly Services as described above, the Firm agrees to be paid by the Town at a reduced hourly rate of $300 for attorneys rather than the Firm’s usual hourly rate of $400.
**Itemized Bills.** The Firm will send to the Town itemized bills setting forth (i) the services provided by the Firm as Retainer Services, and (ii) any services provided by the Firm as Hourly Services, in connection with the matters covered by this Retainer Agreement.

**Costs and Expenses.** The Town agrees to pay the Firm for all costs and expenses which the Firm pays or incurs on the Town’s behalf in connection with the matters covered by this Retainer Agreement. Costs and expenses may include, among other things, delivery service fees, computerized research charges, copying charges, fax charges, fees for service of process and subpoenas, court fees, transcript fees, and fees for experts and consultants. The Firm may require the Town to provide advances to cover anticipated costs and expenses, or the Firm may require the Town to pay costs directly to third-party providers as they render bills. Costs and expenses incurred in by the Firm in connection with Retainer Services are not included in the monthly retainer amount and will be itemized on the Firm’s bills and paid by the Town in addition to the monthly retainer amount.

**Town Cooperation.** The Town agrees to provide to the Firm all relevant information known or available to the Town concerning the matters for which the Firm is providing legal representation and advice to the Town, and the Town agrees that such information will be complete and accurate (to the best of Town’s knowledge and belief) and that the Town will cooperate fully with the Firm in its representation of the Town concerning the matters. The Town also acknowledges that the Firm has advised the Town that the Town has a duty to preserve documents, materials, and electronically stored information that are potentially relevant to claims or defenses concerning matters involving disputes that are covered by this Retainer Agreement.

**Termination of Representation.** The Town may terminate the Firm’s representation of the Town at any time by sending to the Firm written notice of such termination. The Firm may also, upon notice to the Town, terminate its representation of the Town if the Town fails to pay any amounts due to the Firm under this Retainer Agreement, or for any other reason that the Firm deems such a termination to be appropriate. If any matter for which the Town has retained the Firm is then in litigation, the Town agrees that the termination is not effective until the court has approved the withdrawal of the Firm as the Town’s counsel. If the Firm’s representation of the Town is terminated, the Town remains obligated to pay all amounts due to the Firm under this Retainer Agreement.

**Entire Agreement; Modification.** This Retainer Agreement represents the entire agreement between the Town and the Firm concerning the Firm’s representation of the Town in connection with the matters described in it, and it supersedes any previous retainer agreements between the Town and the Firm. This Retainer Agreement may only be modified or supplemented (i) by a writing signed by both the Town and the Firm which specifically refers to this Retainer Agreement, or (ii) by a written confirmation or e-mail sent by the Firm to the Town confirming the Firm’s engagement for Hourly Services matters as described in the section of this Retainer Agreement entitled “Scope of Representation” above.

**Governing Law.** This Retainer Agreement and the rights and obligations of the parties under it shall be governed, construed and enforced in accordance with Connecticut law without giving effect to any choice of law or conflict of law provision or rule (whether of Connecticut or any
other jurisdiction) that would cause the application of the laws of any jurisdiction other than Connecticut.

**Severability.** Whenever possible, each provision of this Retainer Agreement shall be interpreted in such a manner as to be legal, valid and enforceable under applicable law. If, however, any provision of this Retainer Agreement as presently written is found to be illegal, invalid or unenforceable under applicable law, such provision shall be deemed to be amended, restated and replaced by a provision that is legal, valid and enforceable and which produces, as nearly as may be possible, the result originally intended by the parties. If any invalid and unenforceable provision cannot be restated to be valid and enforceable as provided herein, then the invalid and unenforceable provision shall be severable and the remaining portions of this Retainer Agreement shall survive and be enforced as if this Agreement had been entered into without the invalid or unenforceable provision, provided that the remaining provisions are capable of reasonable substantial performance without the invalid and unenforceable provision.

**Execution in Counterparts.** This Retainer Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement, and copies of this Retainer Agreement with signatures that are transmitted by facsimile or other electronic means shall have the same force and effect as originals.

**FileRetention and Destruction.** At the conclusion of any matter for which the Firm has been engaged to provide legal services for the Town, the Firm will retain a file relating to the matter (a “Client File”) for a period of 7 years. The Firm may at its option store some or all of the Client File materials in electronic form. If Client File materials are stored by the Firm in electronic form, any original paper documents the Town provided to the Firm in connection with the matter, and any paper copies of other Client File materials (such as pleadings, deposition transcripts, discovery documents, trial exhibits, billing records, etc.) will, at the Town’s request and expense, either be gathered and returned to the Town or will be destroyed. At the expiration of the 7-year period, the Firm reserves the right to arrange to destroy the Client File materials (whether in electronic or paper form), and the Town agrees that the Firm may destroy the Client File materials, unless the Town has notified the Firm in writing before the expiration of the 7-year period that the Town wishes to take possession of the Client File materials and has made arrangements acceptable to the Firm to do so. Any destruction of Client File Materials may take place only in compliance with the CT State Library General Records Retention Schedules for Municipalities (General Records Retention Schedules for Municipalities – Connecticut State Library [ctstatelibrary.org]). The Firm reserves the right to charge administrative fees and costs associated with researching, gathering, retrieving, copying and delivering Client File materials to the Town, and the Town agrees to pay any such charges. This provision applies to any Client File materials being held or stored by a third-party vendor.

To the extent that legal work is assigned or referred through the Town Attorney’s office to any law firm other than MZS, including specifically Cohen and Wolf, P.C., we shall not share in any fee paid by the Town to any such firm or receive any pecuniary benefit of any kind as a result of such assignment or referral.
Please acknowledge the Town’s acceptance of and agreement to the terms of this Retainer Agreement by signing where provided below.

Thank you again for your consideration and confidence.

Very truly yours,

MARINO, ZABEL & SCHELLENBERG, PLLC

By: ___________________________  Dated: __________________

Barbara M. Schellenberg
A Member of the Firm

AGREED AND ACCEPTED:

TOWN OF GREENWICH

By: ___________________________  Dated: __________________

Fred Camillo, First Selectman