Pursuant to the foregoing notice a regular Representative Town Meeting of the Town of Greenwich was held in the Moderator’s Hall of Central Middle School on Monday, October 28, 2019 at 8:00 P.M. (E.D.T.)

The meeting was called to order by the Moderator Thomas J. Byrne.

The members pledged allegiance to the flag.

The Moderator announced that as all members had received a copy of the Call for the meeting, the reading of the Call would be omitted.

Attendance cards were presented showing 190 present, 40 absent and no vacancies. District 5 had perfect attendance. Those absent in District 1– Judy G. Badia, Anthony G. Lopez, Daniel E. P. Quigley, Melinda K. “Mindy” Smith; District 2 – Fridolf A. Hanson, Mary Ellen D. Markowitz, Lorelei O’Hagan; District 3 – Sylvester J. Pecora, Sr., Adam A. Rothman, Allison M. Walsh; District 4 – Maria M. Popp, Diego Sanchez, Daniel J. Silkman; District 5 – Michel C. Carter, Robert A. Cenci, Paige A.B. Davis, Jacqueline K. Hammock, Gunnar E. Klintberg, Katharine Meyers, David Rudolph; District 6 – Alice B. Duff, Kimberly S. Fiorello; District 7 – Deborah D. Berner, Jill M. Capalbo, Randy Caravella, M. Irene Dietrich, Jennifer L. Freitag, Carol S. Marino-Zelenz, Linda A Moshier, Cheryl A. Moss, Barbara Brennan Oxer; District 9 – Phyllis R. Alexander, Jane Q. Arnone, Christine Quackenbush; District 10 – Laura H. Cunningham, John Mastracchio; District 11 – Thomas M. Devaney, Todd Kennedy, Jonathan Pierce Redmond; District 12 – Daniel A. Abaroa.

The Moderator announced that as all members had received a copy of the minutes of the September 16, 2019 meeting, the reading of the minutes would be omitted. He asked if there were any corrections or comments. He noted a correction on Douglas J. Wells Motion on Item No. 14 – the first one should read “In section 6. A delete “be in place” after “Procedure” and insert “shall apply” and the third one should read “In section d after “on” replace “the Call for” with “the Call of”. The minutes, as amended, were adopted by unanimous consent.

Edward T. Broadhurst, Member of District 5 offered the following resolution in tribute to Franklin Bloomer.

Mr Moderator, fellow members, guests.

I rise to honor a long standing member of this body and former chair of District 5, Franklin Bloomer. The phrase “a life well lived” could have been created for this astonishingly accomplished man. Father, Lawyer, runner, sailor, skier, cyclist, vocalist, civic leader, the list of descriptives could last longer than the budget meeting. Franklin cared about his family, his town and the world. He saw things close up, from the seat of his bike, his kayak, his sailboat as well as from countless meetings where his concern for the direction of the town was evident. Franklin had the amazing ability to focus on the smallest details while never losing sight of the big picture.
Born in New York, Franklin grew up in Riverside where he lived most of his life: that is when he wasn’t attending Amherst College, Columbia Law School, serving in the US Navy or living in Jeddah Saudi Arabia, or London. Or when he was sailing across the Atlantic, or kayaking through the Arctic, or hiking the Appalachian Trail.

He filled his life with adventure and service, squeezing every drop of experience from his wide disparate world. Members of District 5, this body and residents of the Town Of Greenwich have benefited from Franklin’s dedication, wisdom, and vision. He served over 14 terms in this body and was Chair of both the Public Works and Land Use Committees, in the latter case reimagining the work and role of that most important committee, changing the way we view both the relentless pressures on the character of our town and how to protect those elements we value so highly. His contributions to the town and this body are legion, not least of which were his work on regional planning, transportation concerns, and the Plan of Conservation and Development, all issues we continue to debate today. We are grateful to have had his friendship, leadership, and experience. We are grateful to his family for sharing him with us.

We ask that these words are entered into the minutes and a fair copy is made and distributed to his family including his brother Kent and his beloved daughters, Sarah, Gail, Leslie, Kate and Alice.

The resolution was passed by unanimous consent with the members standing for a moment of silence in memory of Franklin Bloomer.

Pursuant to the RTM rules, the Moderator designated that the following items be placed on the consent calendar – 1, 2, 10-13 & 16.

The items on the consent calendar are as follows:

1. RESOLVED, that the following named person, nominated by the Appointments Committee, be appointed a Regular Member (R1) of the Condemnation Commission for the term expiring March 31, 2023.

   SERDAR UMUR

2. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member (R3) of the Board of Health for a term beginning July 1, 2019 and expiring June 30, 2023.

   ANDREW BRONIN
10. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member (R3) of the Planning and Zoning Commission for a term beginning November 1, 2019 and expiring October 31, 2020.

MARGARITA T. ALBAN

11. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Planning and Zoning Commission (R2) for a term beginning November 1, 2019 and expiring October 31, 2022.

NICHOLAS MACRI

12. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed an Alternate Member (A1) to the Harbor Management Commission for a term beginning upon appointment and expiring March 31, 2022.

C. JEFFERSON PARKER JR.

13. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member (R5) of the Nathaniel Witherell Board for a term beginning upon appointment and expiring June 30, 2022.

SUZANNE BROWN

16. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Alarm Appeals Board (R5) for a term expiring June 30, 2021.

PHILIP DODSON

The vote was now on the consent calendar.

| In Favor | - | 183 |
| Against  | - | 0  |
| Abstentions | - | 1  |

Items Carried

The Moderator announced that Item No. 3 on the Call that was referred to Legislative & Rules Committee was now before the meeting.

Douglas J. Wells, Chairman of Legislative & Rules Committee, offered the following resolution, regarding Item No 3.
3. **RESOLVED**, that Section IV.G.1. be added to the *Rules of the Representative Town Meeting* to read as follows:

Members of the RTM should preface their remarks with the following disclaimer when they are speaking on their own behalf or presenting their own ideas publicly.

“The views and opinions expressed here are my own and do not necessarily represent those of the RTM or its recognized committees.”

Douglas J. Wells, Chairman of Legislative & Rules Committee, made a motion to amend Item No. 3 as follows:

Resolved, that the statement below be added to the Appendix to the Rules of the Representative Town Meeting in a section to be determined by the Legislative & Rules Committee to read as follows:

If members of the RTM identify themselves as such, they should preface their remarks with a disclaimer substantially similar to the statement below when they are speaking on their own behalf or presenting their own ideas publicly.

“The views and opinions expressed here are my own and do not necessarily represent those of the RTM or its recognized committees.”

The vote was now on Item No. 3 as amended.

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<tr>
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<th>In Favor</th>
<th>Against</th>
<th>Abstentions</th>
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<tr>
<td>Vote</td>
<td>84</td>
<td>97</td>
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**Item Failed**

The Moderator announced that Item No. 4 on the Call that was postponed from September 2019 meeting was now before the meeting.

Kimberly Blank, Member of the Governance Committee, offered the following resolution, regarding Item No. 4.

4. **RESOLVED**, that Appendix B, Description of Standing Committees, of the *Appendix to the Rules of the Representative Town Meeting* be amended to read as follows:

**APPENDIX B**
DESCRIPTIONS OF STANDING COMMITTEES

The following summaries of RTM standing committee functions provide an outline of each committee’s primary function and areas of jurisdiction, but is not intended to limit or restrict in any manner the rights and activities of those committees.

A. APPOINTMENTS COMMITTEE

Operational Responsibility:

* Proposes nominees, interviews and evaluates all candidates for town boards, commissions, agencies, Special Committees, and similar positions. Claims Committee, Condemnation Commission, Flood and Erosion Control Board, Harbor Management Commission RTM Ex-Officio only, and Labor Contracts Committee.

* May recruit, evaluate and propose candidates for Boards, commissions, and agencies when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy

* Proposes nominees for the Claims Committee, Labor Contracts Committee, Condemnation Commission, and the Flood and Erosion Control Board.

* Reviews any organizational changes or reporting relationships in town government.

Overlapping Responsibility:

* With any appropriate functional committee that confers with respect to a nomination to a board, agency or commission within its area of responsibility.

* Prior to seeking candidates to any body (board, committee, commission, etc.), the Appointments Committee makes nominations or evaluations for, meet with the Chair of any such body to understand the composition, skills and capabilities desired on that body.

B. BUDGET OVERVIEW COMMITTEE

Operational Responsibility:

* Shall act in advisory capacity to the RTM and its committees with respect to the budget.

* Reports on the development of the budget for the coming year, giving reports at strategic points in the budgetary process, suggesting guidelines, and making recommendations so that the RTM is well prepared,
before the May budget meeting, to make decisions regarding specific expenditures.
* Coordinates the analysis of the budget for the coming year with the budget sub-committees of each of the other standing committees.
* Studies and reports to the RTM, in a timely manner for district and other standing committee consideration, any potential improvements in departmental organization or methods of operation, working cooperatively whenever possible with town departments and the Board of Estimate and Taxation.
Identifies specific areas of the budget upon which to concentrate its analysis, coordinating with other standing committees to avoid duplication of effort on matters chosen for review.
* Monitors implementation of important elements in the current year's budget including existing programs, new programs, capital improvements and labor settlements and reports periodically to the RTM on their budgetary impact.
* Works with members of the BET to jointly develop acceptable budgetary targets annually.

C. EDUCATION COMMITTEE

Operational Responsibility:

* Reviews operations of the educational system.
* Reviews operations of the libraries and museum.

Budgetary Responsibility:

* Reviews appropriations and budgets for:
  - Greenwich public school system
  - Greenwich Library System
  - Perrot Memorial Library
  - Bruce Museum
  - Revolving funds
  - Long range capital development programs within the educational system
  - Any expenditure or changes necessitated by new mandates

Overlapping Responsibility:

* For financial items over $50,000: with the Finance Committee:

D. FINANCE COMMITTEE
Operational Responsibility:

* Reviews the following matters as they are submitted to the RTM or as the Finance Committee deems necessary; the operations of the town departments which are financially oriented: Finance, Assessor, Comptroller, Tax Collector and Treasurer.
* Reviews all capital outlays.
* Studies, analyzes and evaluates all interim appropriations and gifts over $50,000.
* Reviews matters relative to municipal property and liability insurance, including types and amounts of insurance carried, self-insurance and risk management programs, and financial contingency plans.
* Reviews annually the town’s Long Range Capital plans.
* Reviews all Reserves and Contingency accounts.
* Reviews all proposed leases or rental agreements for acquisition or disposal of property for terms of more than two years or with annual payments in excess of $40,000. Groups of rental or lease agreements for similar property should be considered based on the aggregate values rather than lease by lease.
* Advises RTM annually on the financial impact on the tax levy of changes and additions to the capital plan; and the amounts of the town’s reserves, contingency and parking fund.
* Interviews and evaluates all candidates for Labor Contracts Committee.

Budgetary Responsibility:

* Reviews all appropriations and budgets for:
  - Finance Department, Assessor, Comptroller, Tax Collector, Treasurer
  - Retirement Board
  - Pension and Trust Funds
  - Board of Tax Review

Overlapping Responsibility:

* For all items over $50,000: with appropriate functional committee.

E. HEALTH AND HUMAN SERVICES COMMITTEE

Operational Responsibility:
* Reviews areas relating to protection of the health and welfare of residents and environment of the Town, including:
  - availability of public health programs and social services
  - enforcement of health statutes and codes and ordinances
  - maintenance of environmental programs covering air and water quality as it relates to public health.
* Reviews general effectiveness, efficiency and operations of The Nathaniel Witherell.
* Reviews general effectiveness, efficiency and operations of the Greenwich Emergency Medical Service.
* Reviews affordable housing matters relating to health and human services.
* Reviews operations of all departments and agencies within town government providing services to town residents in the areas of financial assistance, social services, housing or health care and disease prevention.
* Studies the general effectiveness, efficiency and operations of Social Services, Health Department, Commission on Aging, The Nathaniel Witherell, Greenwich Emergency Medical Services and their respective boards.

* Interviews and evaluates all candidates for Commission on Aging, Board of Health, Board of Human Services, Board of Nathaniel Witherell.
* May recruit, evaluate and propose candidates for the above named Boards, commissions, and agencies when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.

Budgetary Responsibility:

* Reviews all appropriations and budgets for:
  - Department of Health and Department of Social Services, including all programs, divisions and personnel.
  - The Nathaniel Witherell
  - Greenwich Emergency Medical Service
  - Greenwich Community Development Program Funds
  - Commission on Aging

Overlapping Responsibility:

* For financial items over $50,000: with the Finance Committee;
For programs within the purview of Health and Human Services at Town Civic Centers: with the Parks and Recreation Committee. (Effective 5/1/2014; revised 3/8/2010)

F. **LAND USE COMMITTEE**

Operational Responsibility:

* Reviews all matters concerning land use and planning and zoning submitted for RTM approval.
* Reviews operations of Planning & Zoning Commission and the Planning & Zoning Board of Appeals.
* Reviews operations of Inland Wetlands and Watercourses Agency.
* Reviews all items of municipal improvement status.
* Reviews purchases, sales or leases of town real property.
* Reviews any updates of the town’s “Plan of Development” and annual amendments.
* Reviews all grants of easements.
* Reviews all matters regarding condemnation and condemnation awards.
* Reviews all gifts of real property to the town.
  * Studies and debates acceptance or abandonment of private roads by the town.
  * Reviews demolition or renovation or any change in use of town-owned property.
* May recruit, evaluate and propose candidates for the above named Boards, commissions when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.

Budget Responsibilities:

* Reviews all appropriations and budgets for:
  - Planning & Zoning Commission, and Planning & Zoning Board of Appeals.
  - Inland Wetlands and Watercourses Agency.
  - Conservation Commission.
  - Historic District Commission.
- Architectural Review Board.
- Condemnation Commission.
- Flood and Erosion Control Board.

Overlapping Responsibility:

*For financial items over $50,000: with the Finance Committee.

G. **LEGISLATIVE AND RULES COMMITTEE**

Operational Responsibility:

* Rules on the legal aspects of items on the RTM call.
* Reviews operations of the Law Department.
* Reviews Charter amendments and town ordinances, leases and other legal documents submitted to the RTM for approval.
* Examines RTM rules and procedures, with respect to the body as well as to its committees and districts.
* Considers any appeals from the decisions of the Town Attorney.
* Proposes revisions of the Rules of the RTM.
* Furnishes copies of RTM Rules, Appendices and Town Charter to RTM members.
* [Interviews and evaluates all candidates for the Claims Committee](#)

Budgetary Responsibility:

* Law Department
* Probate Court

Overlapping Responsibility:

* For financial items over $50,000: with the Finance Committee.

H. **PARKS AND RECREATION COMMITTEE**

Operational Responsibility:

* Reviews operations of department concerned with parks, recreation, and marine facilities.
* [Interviews and evaluates all candidates for Harbor Management Commission and Board of Parks and Recreation](#)
* May recruit, evaluate and propose candidates for the above named Board and commission when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.

Budgetary Responsibility:

* Parks and Recreation Department, including all programs, divisions and personnel.
* Griffith E. Harris Golf Course Revolving Fund.

Overlapping Responsibilities:

* For financial items over $50,000: with the Finance Committee.
* For the Senior Center and youth programs at Town civic centers: with the Health and Human Services Committee.

I. **PUBLIC WORKS COMMITTEE**

Operational Responsibility:

* Reviews operations of all branches of town government relating to public works and recycling.
* Reviews the planning, construction, modification, maintenance, renovation of Town buildings and highways.
* Interviews and evaluates all candidates for the Condemnation Commission.
* May recruit, evaluate and propose candidates for the above named Commission when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.

Budgetary Responsibility:

* Reviews all appropriations and budgets for:
  - Public Works Department including all programs, divisions and personnel.
  - Sewer Improvement and Maintenance Fund

Overlapping Responsibility:

* For financial items over $50,000: with the Finance Committee.

J. **TOWN SERVICES COMMITTEE**
Operational Responsibility:

* Reviews operations of departments concerned with public safety.
* Reviews operations of Purchasing Department.
* Reviews communications matters: data processing, network services, information planning.
* Reviews risk reduction programs, such as training personnel in the safe and proper use of equipment, enforcing safety rules, and the contract obligations of Town vendors.
* Interviews and evaluates all candidates for Alarm Appeals Board, Board of Ethics and Labor Contracts Committee.
* May recruit, evaluate and propose candidates for the above named Boards when Board of Selectmen fails to submit nominations within three months of the expiration of a term of office or the incidence of a vacancy.
* Reviews any organizational changes or reporting relationships in town government.

Budgetary Responsibility:

* Reviews all appropriations and budgets for:
  - Fire Department including all programs, division and personnel
  - Police Department including all programs, divisions and personnel
  - Purchasing Department
  - Consumer Affairs Coordinator
  - Board of Ethics
  - Administrative Services Center
  - Representative Town Meeting
  - Office of First Selectman and Board of Selectmen
  - Town Clerk
  - Shellfish Commission
  - Alarms Appeal Board
  - General government areas not specifically covered by other RTM committees

Overlapping Responsibility:

* For financial items over $50,000: with the Finance Committee.

K. TRANSPORTATION COMMITTEE

Operational Responsibility:

* Reviews all transportation related matters submitted to the
RTM.
* Reviews planning initiatives with respect to transportation, including regulations affecting existing facilities, including pedestrian rights of way and handicap accessibility, bicycle routes, local and mass transit (bus, rail, air, water), parking, and traffic control.
* Reviews transportation policies of DPW with respect to enhancement of transportation facilities, including traffic controls, streets and bridges,
* handicapped, pedestrian, bicycle and transit accommodations, as well as motor vehicle parking.
* Reviews Fleet Department policies and operations. Evaluates annually the Town’s initiatives to reduce vehicle emissions and increase fuel efficiency.
* Reviews policies of the Board of Education with respect to transportation of students and staff.
* Evaluates policies of the Parking Services Department and DPW for maintenance and enhancement of existing parking facilities. Monitors the revenue and expenditures of the Parking Funds.
* Evaluates transportation goals and effectiveness of municipal funding for non-Town transportation agencies.
* Monitors on-going Regional and State transportation programs.
* Educates Transportation Committee and RTM members on transportation issues facing the Town.
* Based upon reviews and evaluations above, makes recommendations to the RTM.

Budgetary Responsibility:

* Reviews all appropriations and budgets for:
  - Fleet Department, including all programs, divisions and personnel.
  - Parking Services Department, including partnerships with State.
  - Department of Public Works Highway and Traffic Division, including state and federal mandated spending.
  - Municipal contributions to Non-Town Agencies for transportation services.

Overlapping Responsibilities:

* For financial items over $50,000: with Finance Committee.
* For parking and parking structure items: with Public Works Committee.
* For clean fuel vehicle replacements and upgrades, and
Kimberly Blank, Chairman of Education Committee, made a motion to refer Item No. 4 to Legislative & Rules Committee.

Kimberly Blank, Member of District 7, made a motion to amend the Education Committee motion and refer Item No. 4 to a Joint Special Committee of six (6) people consisting of two (2) people from the Appointments Committee, two (2) people from Legislative & Rules Committee and two (2) people from the Governance Committee. Each committee delegation will be chosen by the Chairman of that committee, which was duly moved and seconded.

The vote was now on Blank motion to amend the Education Committee motion to refer.

| In Favor | 108 |
| Against  | 82  |
| Abstentions | 1  |

Motion Carried

Kimberly Blank, Member of District 7, made a motion to refer Item No. 4 to the Joint Special Committee, which was duly moved and seconded.

The vote was now on Blank motion to refer to Joint Special Committee.

| In Favor | 72  |
| Against  | 116 |
| Abstentions | 2  |

Motion Failed

David W. Detjen, Member of District 10, made a motion to suspend the rules to take up a motion to postpone prior to any other motions, which was duly moved and seconded. The Moderator called for a voice vote on the Detjen motion.

Motion Carried

Gerald Anderson, Chairman of District 10, made a motion to postpone Item No. 4 indefinitely.

The vote was now on District 10 motion.

| In Favor | 169 |
| Against  | 17  |
| Abstentions | 3  |
Motion Carried

The Moderator suggested a motion to take up Item No. 15 out of order due to the nature of the item.

Upon a voice vote, the motion carried.

The Moderator announced that Item No. 15 on the Call was now before the meeting.

Dr. Toni Jones, Superintendent of Greenwich Schools, offered the following substitute resolution, regarding Item No. 15.

15. **RESOLVED**, that the Representative Town Meeting of the Town of Greenwich hereby rejects the agreement between the Board of Education and the Greenwich Education Association, representing teachers, for the period July 1, 2020, to June 30, 2023.

Joshua Brown, Chairman of Labor Contracts Committee, made a motion to postpone Item No. 15 indefinitely.

The vote was now on Labor Contracts Motion.

| In Favor | - | 147 |
| Against  | - | 40  |
| Abstentions | - | 2  |

Motion Carried

The Moderator announced that Item No. 5 postponed from September 2019 on the Call was now before the meeting.

Joshua Brown, Member of the Governance Committee, offered the following resolution regarding Item No. 5.

5. **RESOLVED**, that Section V.G. be amended to the *Rules of the Representative Town Meeting* to read as follows:

A. **BUDGET PLANNING PROCESS**

Each Standing Committee, except for the Appointments Committee, is to review and help the RTM membership understand the coming fiscal year’s budget request. Each Standing Committee Chair is to:
Provide guidance to Committee members on what departments are to be reviewed, contacts within those departments, what the budget is, the powers of the RTM and the process they will be asked to follow in order to report to the Standing Committee, as well as the RTM.

Engage with appropriate department and budget leaders to understand the services provided, value derived and the associated cost drivers in their budget request, focusing on departmental needs, priorities, changes and deferments. Liaise with other Standing and Special Committees, as appropriate, to coordinate such review activities.

Produce three reports to the RTM website consisting of updates on progress preparing for the budget, a mid-process update and a final report. The mid-process report should be prepared, distributed and uploaded to the RTM website on or before the release of the First Selectman’s budget. The final report should be prepared, distributed and uploaded to the RTM website no later than the date of the April RTM meeting.

The Standing Committee Chair should then recommend their Committee members follow the schedule of suggested activities to aid in the development of their review and recommendations.

The Chair of each Standing Committee may, at their discretion, designate one or more members of their Standing Committee to drive and coordinate the preparation and review activities.

Additionally, each Standing Committee should periodically receive, review and discuss interim financial statements with the appropriate departments and budget leadership. Understanding the ‘current’ activities can help in the next years’ budget discussions.

Guidance for the RTM Standing Committee Annual Budget Review

The following guidance is offered to assist the Standing Committee Chairs:

Appropriate Committees can provide additional guidance regarding the form and content of the reports Standing Committees prepare as a result of their budget review.

The following timeline is intended to align with the “Timeline for the Budget Process” found on pages 38–39 of the 2014–2016 BET Reference Book and should be adjusted by the Legislative and Rules Committee accordingly for any future revision thereof.

September:

1) As soon as possible after the previous fiscal year budget vote, and no later than the September RTM meeting, Standing Committees should establish or assign its members to budget sub-committees whose purpose is to monitor and report the Town budget proceedings involving their respective functional Town departments.

2) Standing Committee Chairs should

a) share the budget area assignments to the appropriate department / budget area leadership as well as posting on the RTM website prior to the
October—RTM meeting
   b) post changes to budget sub-committee membership to the RTM website as may become necessary
   c) provide an overview of the budget review process, insights about the departments to be reviewed as well as a model of the assessment to be conducted
   d) set up meetings with the appropriate department and budget leadership to review their respective budget process for the upcoming fiscal year
   e) provide periodic reports on the progress of the budget review as well as any planned upcoming meetings or discussions. Such reports should be posted on the RTM website as well as shared with the appropriate department and budget leadership
   3) Standing Committees are encouraged to invite public input as early as possible in order to shape budget discussions.

   September—December:
   1) Public meetings may be arranged with representatives of the RTM, BET and First Selectman to discuss the BET Budget Guidelines and their approach and priorities to developing their proposed budget.
   2) Assigned budget review members of the Standing Committees should meet with the appropriate department and budget leadership and report on key findings/departures.

December through February:
   1) Each Standing Committee Chair requests and distributes copies of available departmental budget requests along with supporting documentation on behalf of its
      budget sub-committees.
   2) Standing Committee Chair prepares, distributes and uploads to the RTM website the mid-process report.
   3) Budget sub-committees monitor the development of the budget requests of their assigned departments and attend, to the extent possible, scheduled meeting between department heads and the Budget Committee of the BET. Budget sub-committees should prepare and distribute a summary report on these meetings to their respective Standing Committees prior to the March RTM Committee meeting. The Standing Committee Chair should prepare overall conclusions and recommendations and post any such report on the RTM website.
   4) Budget sub-committees, at their own discretion, conduct research into noteworthy line item requests and discuss these with department managers and share their findings with their respective Standing Committees.

Reports on these items reports are posted on the RTM website prior to the end of March.

February—Mid April:
Each Standing Committee which has identified reinstatements or reductions to the Recommended Budget should prepare a brief report with its findings and recommendations. Such report should be discussed with the appropriate department and budget leadership to clarify, to the extent possible. Consideration should be given to present such at public meetings prior to the BET voting on the budget.

April:
1) Standing Committees prepare their final reports on the budget.
2) Standing Committees submit their final budget conclusions and recommendations in a written report to the Town Clerk.
3) The Town Clerk will distribute written reports, together with the Proposed Budget, to the members of the RTM as part of the May meeting packet.

May:
1) At the RTM budget meeting, if a Standing Committee plans to offer a line-item amendment, the Committee Chair shall offer a Standing Committee report in accordance with Rules of the RTM, Section III G., “Making Standing Committee Reports”. (1/19/2016; Eff. Date 6/1/2016)

***

V. Standing Committees
G. BUDGET PLANNING PROCESS
Each Standing Committee, except for the Appointments Committee, is to review and help the RTM membership understand the coming fiscal year’s budget request. Each Standing Committee Chair is to:
1) Provide guidance to Committee members on what departments are to be reviewed, contacts within those departments, what the budget is, what the impact of the resolutions are, the powers of the RTM and the process they will be asked to follow in order to report to the Standing Committee, as well as the RTM
2) Engage periodically throughout the year with appropriate department and budget leaders to understand the services provided, value derived and the associated cost drivers in their budget request, focusing on departmental needs, priorities, changes and deferments
3) Liaise with other Standing and Special Committees, as appropriate, to coordinate such review activities
4) Produce reports to the RTM on progress for the budget. A final report should be prepared, distributed and uploaded to the RTM website no later than two weeks prior to the May RTM meeting.
Guidance for the RTM Standing Committee Annual Budget Review

The following timeline is intended to align with the “Timeline for the Budget Process” published as part of the BET guidelines.

June – September:
The Budget Overview Committee will organize certain sessions to help educate the RTM members on the budget review process and coordinate the review.

The Standing Committee Chair should:

1) Provide an overview of the budget review process, insights about the departments to be reviewed as well as a model of the information gathering and assessment to be conducted. This overview would include the First Selectman’s guidance, BET guidelines, BOE guidelines and BOC guidance.

2) Designate one or more Committee members to drive and coordinate the preparation and review activities for each of the departments to be reviewed (budget sub-committees). Note, where an overlap can occur with other standing committees, coordinate any interviews with departments to minimize meetings and improve consistent understanding. This coordination should include the BOC.

3) Recommend their Committee members follow the schedule of suggested activities to aid in the development of their review and recommendations.

4) Share the budget area assignments with the appropriate department / budget area leadership and post on the RTM website prior to the October RTM meeting.

Standing Committees are encouraged to invite public input as early as possible in order to shape budget discussions. Additionally, members are encouraged to review their assigned department’s Annual Operating Plan.

September – December:

1) Public meetings may be arranged with representatives of the RTM, BET and First Selectman to discuss the BET Budget Guidelines and their approach and priorities to developing their proposed budget. Assigned budget review members of the Standing Committees should attend those meetings.
2) Budget sub-committees should meet with the appropriate department and budget leadership and report on key findings / departures as appropriate at the next standing committee meeting.

3) Budget sub-committees should monitor the development of the budget requests of their assigned departments.

January – February:

Note that at the beginning of a new term, reassignments should be evaluated in the January meeting to assign new members and bring them up-to-speed. Any updates should be appropriately published.

1) Standing Committee members should attend the public presentations of the budget by the First Selectman. The Committee Chair should ensure that there is at least one member of their committee observing.

2) Budget sub-committees monitor the development of the budget requests of their assigned departments and attend, to the extent possible, the scheduled meeting between department heads and the BET Budget Committee.

3) Budget sub-committees should prepare and distribute a summary report on these meetings to their respective Standing Committees for discussion in the March RTM Committee meeting. The Standing Committee Chair should consider preparing overall conclusions and recommendations and post any such report on the RTM website.

4) Budget sub-committees, at their own discretion, should conduct research into noteworthy line item requests and discuss these with department managers and share their findings with their respective Standing Committees. Summaries of these discussions / items, as appropriate, should be posted on the RTM website prior to the end of March.

March:

1) Budget sub-committees monitor the development of the budget requests of their assigned departments

2) Budget sub-committees attend, to the extent possible, the scheduled meeting between department heads and the BET Budget Committee and the BET, including any public meeting. The Committee Chair should ensure that there is at least one member of their committee observing.
3) Budget sub-committees should prepare and distribute a summary report on these meetings to their respective Standing Committees for discussion in the April RTM Committee meeting. The Standing Committee Chair should consider preparing overall conclusions and recommendations and post any such report on the RTM website.

4) Each Standing Committee is encouraged to speak at the Public meeting held by the BET to provide input on any reinstatements or reductions to the Recommended Budget. Such report/comments should be discussed in advance with the appropriate department and budget leadership to clarify, to the extent possible.

April:

1) Standing Committees prepare their final reports on the budget and discuss potential areas of the budget to focus on in May.

May:

1) At the RTM budget meeting, standing committees present a summary of their budget review activities and highlights of the budget of interest.

2) If a Standing Committee plans to offer a line item amendment, the Committee Chair shall offer a Standing Committee report in accordance with Rules of the RTM, Section III G., “Making Standing Committee Reports”.

Richard Neuman, Chairman of Town Services, made a motion to refer Item No. 5 to Budget Overview and Finance Committees to offer back to the body at a later date.

Upon a voice vote, the motion carried.

The Moderator announced that Item No. 6 postponed from September 2019 on the Call was now before the meeting.

Joshua Brown, Member of the Governance Committee, offered the following resolution regarding Item No. 6.

6. RESOLVED, that the Rules of the Representative Town Meeting be amended to include a new committee, as follows:

VI. Special Committees
C. Capital Review Committee

1. Function. The Capital Review Committee shall:

   a. Working with the Town, BET and BOE, develop appropriate capital project reporting, prepared by the project manager(s) / department(s) for the committee to review
   b. Perform certain analysis to test / confirm accuracy and validity of the reporting
   c. Examine and analyze each proposed / new capital project request, including those proposed as interim or as part of the annual budget process, to understand benefits, scope, budget request, timetable, interrelationships with other projects, risks.
   d. Examine and analyze the long-range capital plan, to understand benefits, scope, budget request, timetable, interrelationships with other projects, risks.
   e. Examine and analyze each ongoing capital project appropriations to understand progress against plans, changes in scope or risks.
   f. Coordinate / Liaise with BOE, BET, Town, Building Comm(s), P&Z and other RTM Committees as appropriate for the review and analysis.
   g. Report to various standing committees and the RTM on Capital Project requests as well as periodic updates on progress and planning (long term).

2. Composition. The Capital Review Committee shall:

   a. Consist of nine (9) delegates and nine (9) alternates, all of whom shall be members of the RTM and who shall be appointed by their standing committee from their members as follows: one each from Budget Overview, Education, Finance, Health and Human Services, Land Use, Parks and Recreation, Public Works, Town Services, and Transportation
   b. Have two (2) “at large” delegates to be appointed by the Moderator.
   c. Delegates and alternates shall serve for terms expiring at the end of the term of the RTM during which they are appointed, provided that the term of each delegate or alternate shall continue thereafter until a successor shall have been appointed, and further provided that said delegate or alternate continues to be a RTM member.
   d. It is helpful that delegates and alternates have relevant experience in capital projects, project management, building / construction, finance, analytics or civil engineering / planning.
   e. Members should not also serve as a Chair of other standing committees while serving on the Capital Review Committee.
   f. Other RTM members are encouraged to participate and assist the committee in performing its function.

3. Election of Officers.

   a. A chairman, vice chairman and secretary shall be elected by the delegates of the Capital Review Committee from among their number as soon as convenient
following their appointment.
b. After appointment of the delegates and alternates by the Standing Committees, the Town Clerk shall notify the appointed delegates and alternates of the organizational meeting.
c. The preceding chairman, vice chairman or the senior delegate on the committee, in that order, shall act as temporary chairman of such meeting until a chairman is elected.
d. All voting for such offices shall be by written ballot, and a majority of the committee delegates shall constitute a quorum.
e. Members who are officers of other Standing Committees should not be considered for officers of this committee.
f. The newly elected chairman shall promptly notify the Town Clerk of such elections, and the Moderator shall announce the election of the committee officers at the next meeting.

4. Meetings.

a. The chair shall convene meetings of the committee in order to fulfill the committee’s function.
b. The chair shall notify the Town Clerk of this meeting in order that it may be properly posted on the Town Hall bulletin board and website as a public meeting.
c. Only delegates may vote, except that an alternate may vote in the absence of their standing committee delegate.

5. Attendance.

a. A record of attendance of the individual delegates and alternates at each committee meeting shall be kept by the secretary and filed with the Town Clerk no later than the following RTM meeting. Such records shall be public records and shall be maintained for one term after the term to which they apply.

6. Reports

a. The chair shall report to the RTM on the committee’s activities and votes throughout the term as needed and on the annual capital budget.
b. The reports should include an analysis of its salient features and the reasoning of the committee.
c. The chairman shall also promptly report to the Town Clerk the committee’s vote on all actions. In turn, the Town Clerk will notify each district chairman of the vote. Such shall be public records and shall be maintained for one term after the term to which they apply.
d. For each new capital project, including the annual capital plan, the report of the committee should include a recommendation to the RTM.
e. Members from each of the Standing Committees are expected to report back to their Standing Committees on the activities of the Committee.
Richard Neuman, Chairman of Town Services, made a motion to refer Item No. 6 to the Finance Committee.

Upon a voice vote, the motion carried

The Moderator announced that Item No. 7 postponed from September 2019 on the Call was now before the meeting.

Kimberly Blank, Member of the Governance Committee, offered the following resolution regarding Item No. 7.

7. RESOLVED, that it is the sense of the Representative Town Meeting, that the Board of Estimate and Taxation amend the Town Charter, Section 30, to increase the appropriation amount requiring RTM review be raised from $5,000 to $25,000.

Sec. 30. - Expenditures in excess of appropriations.

(b) If any occasion arises whereby more money will be actually needed for any department of the Town than has been appropriated, as provided for herein, the Selectmen or the head of such department shall notify the Board of Estimate and Taxation of such fact, and the chairman of the Board shall forthwith call a meeting of the Board to consider the matter of an appropriation for such object. The Board may make such appropriation in an amount not exceeding Twenty-Five Thousand Dollars ($25,000) or such other greater sum as the Representative Town Meeting may hereafter authorize, for such object, after due inquiry.

Lucia Jansen, Chairman of Budget Overview Committee, made a motion to amend the amount from $25,000 to $10,000.

Lucia Jansen, Chairman of Budget Overview Committee withdrew the motion.

The vote was now on Item No. 7.

| In Favor | 14 |
| Against | 147 |
| Abstentions | 1 |

Item Failed

The Moderator announced that Item No. 8 postponed from September 2019 on the Call was now before the meeting.

Edward T. Broadhurst, Member of the Governance Committee offered the following resolution regarding Item No. 8.
8. RESOLVED, that it is the sense of the Representative Town Meeting, that the Board of Selectmen amend the Town Charter, Section 173, to increase the number of registered voters to cause the RTM to act be raised from 20 to 350.

Sec. 173. - Meetings; procedure.

(a) The Moderator may call a meeting of the members at any time. The Moderator, and, in his absence or inability, the Town Clerk, shall call such meeting upon the request of the first Selectman or the Chairman of the Board of Estimate and Taxation or upon the application of three hundred and fifty (350) twenty (20) registered voters of the Town to be held within sixty (60) days after receiving such application. The Town Clerk shall notify all Representative Town Meeting members of the time and place at which Representative Town Meetings are to be held. The notices shall be sent by mail at least five (5) days before the meeting and a copy of such notice shall be published in the newspapers published in the Town. Such notice shall specify the object for which the meeting is to be held.

Alan Small, Chairman of the Transportation Committee, made a motion to amend the number of registered voter from 350 to 100.

The vote was now on Transportation Committee Motion.

| In Favor | - | 98 |
| Against  | - | 54 |
| Abstentions | - | 1 |

Motion Carried

The vote was now on Item No. 8 as amended.

| In Favor | - | 71 |
| Against  | - | 75 |
| Abstentions | - | 0 |

Item Failed

The Moderator announced that Item No. 9 postponed from September 2019 on the Call was now before the meeting.

Betsey Frumin, Member of the Governance Committee, offered the following resolution regarding Item No. 9.
9. RESOLVED, that it is the sense of the Representative Town Meeting, that the Board of Selectmen amend the Town Charter, Section 171, to remove the requirement for the remaining district members to notice the Town Clerk when a vacancy exists.

Sec. 171. - Resignations; vacancies.

(b) Any vacancy in the full number of Representative Town Meeting members from any district, whether arising from a failure of the registered voters thereof to elect, or from any other cause, may be filled by the remaining members of the district from among the registered voters thereof. Upon petition therefor, signed by not less than a majority of the Representative Town Meeting members from the district, notice of any vacancy shall promptly be given by the Town Clerk to the remaining members from the district in which the vacancy or vacancies exist.

(c) The Town Clerk shall call a special meeting of such districts’ members for the purpose of filling any vacancy. He shall cause to be mailed to each such member, not less than five (5) days before the time set for the meeting, a notice specifying the object, time and place of the meeting. At such meeting, a majority of the members from such district shall constitute a quorum, and they shall elect from their number a chairman and a clerk whose right to vote at such meeting shall not be affected by their election to their respective offices. The choice to fill any vacancy shall be by ballot, and a majority of the votes cast shall be required for a choice. The chairman and clerk shall count the ballots and shall make a certificate of the choice and forthwith file the same with the Town Clerk, together with a written acceptance by the member or members so chosen.

Douglas J. Wells, Chairman of Legislative & Rules Committee, made a motion to amend Item No. 9 as follows:

- In paragraph (c) after “vacancy” delete “. He” and insert “and”

The amendments were adopted upon unanimous consent.

The vote was now on Item No. 9.

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Item Carried
The Moderator announced that Item No. 14 on the Call was now before the meeting.

John Toner, Selectman, offered the following substitute resolution regarding Item No. 14 which was duly moved and seconded.

14. RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member (R9) of the Nathaniel Witherell Board for a term beginning upon appointment and expiring October 31, 2020.

CHRISTOPHER CARTER

The vote was now on Item No. 14.

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Item Carried

There being no further business, the Moderator adjourned the meeting, upon unanimous consent, at 11:30 P.M.

ATTEST:
CARMELLA C. BUDKINS
TOWN CLERK