



STATE OF CONNECTICUT  
TOWN OF GREENWICH

A regular Representative Town Meeting of the Town of Greenwich will be held in the auditorium of Central Middle School on Monday, September 16, 2019 at 8:00 P. M. for the following purposes:

1. To consider and act upon the following resolution.

**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 3/31/2023.**

**SERDAR UMUR**

Referred to Appointments Committee  
Referred to Land Use Committee

2. To consider and act upon the following resolution.

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Nathaniel Witherell (R8) for a term beginning July 1, 2019 and expiring June 30, 2020.**

**LOUISE PUSCHEL**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

3. To consider and act upon the following resolution.

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

**THOMAS ZACK**

Referred to Appointments Committee  
Referred to Town Services Committee

4. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

5. To consider and act upon the following resolution.

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Nathaniel Witherell (R6) for a term beginning July 1, 2019 and expiring June 30, 2022.**

**RICHARD KAPLAN**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

6. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED, that the number of delegates on the Labor Contracts Committee increase to seven (7). The RTM Rules Section VI, Special Committees, Subsection A, 2, Composition, to read as follows:**

**2. Composition. The Labor Contracts Committee shall consist of ~~five~~ seven delegates and two alternates, all of whom shall be members of the RTM and who shall be appointed by the RTM on nomination of the Appointments Committee for terms expiring at the end of the term of the RTM during which they are appointed, provided that the term of each delegate and alternate shall continue thereafter until a successor shall have been appointed, and further provided that said delegate or alternate continues to be a member.**

Referred to Appointments Committee  
Referred to Finance Committee  
Referred to Labor Contracts Committee  
Referred to Legislative & Rules Committee  
Referred to Town Services Committee

7. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED, that Rules of the Representative Town Meeting, Appendix B (Description of Standing Committees), Section F (Land Use Committee) and Section H (Parks and Recreation Committee) be amended to include that the Land Use Committee and the Parks and Recreation Committee have operational and budgetary oversight for the Harbor Management Commission.**

Section 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 operations of the Harbor Management Commission
- \* 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.

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.
  - Harbor Management Commission

Overlapping Responsibilities:

- \* For operational and budgetary matters pertaining to the Harbor Management Commission with the PARKS AND RECREATION COMMITTEE.

**Section H - PARKS AND RECREATION COMMITTEE**

Operational Responsibility:

- \* Reviews operations of department concerned with parks, recreation, and marine facilities.
- \* Reviews operations of the Harbor Management Commission

Budgetary Responsibility:

- \* Parks and Recreation Department, including all programs, divisions and personnel.
- \* Griffith E. Harris Golf Course Revolving Fund.
- \* Harbor Management Commission

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.
- \* For operational and budgetary matters pertaining to the Harbor Management Commission with the LAND USE COMMITTEE.

Referred to Land Use Committee  
Referred to Legislative & Rules Committee  
Referred to Parks & Recreation Committee

8. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED**, that section III. D. 2 be added to the *Rules of the Representative Town Meeting* to read as follows:

2. All meetings of RTM committees and subcommittees shall be held in public buildings or places; meetings shall not be held in a private residence.

Referred to All Committees

9. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED**, that section D.4. of the *Appendix to the Rules of the Representative Town Meeting* be amended by inserting a new sub-section A and then re-lettering sub-sections B-H to read as follows:

#### **D-4 RECRUITING CANDIDATES FOR THE RTM**

**A. During an election year, the Moderator or RTM member(s) designated by the Moderator, shall host an information session for those interested in learning more about the role and function of the RTM as well as its election process. ~~If there should be fewer candidates for the RTM than the number of seats apportioned to a district, write-in votes can elect a person to the RTM. The volume of write-ins is generally small, so that a person might become a member of the RTM with practically no constituency.~~**

**B. Before September 1 of an election year, the District Chairman should poll all incumbents in their respective districts as to whether they plan to stand for re-election. If the resultant number is less than the district's apportionment, Chairman should take steps to enlist additional candidates to complete the district roster, preferably with an excess so there will be a contested election. The Chairman will notify these candidates of the information session.**

**C. The Chairman may wish to enlist the help of other district members in developing candidates. Suggestions might be obtained from PTAs, neighborhood associations, etc.**

Prospective candidates should be **given notified of the information session so they have** a clear picture of the demands of the job (24 meetings a year including RTM, district, and committee). They must be registered voters (electors) in that district. The Chairman may wish to review the names of the prospective candidates with the other members before proceeding further.

D. Petitions must be circulated for ~~the~~ new candidates and filed with the Town Clerk by September 15. This **process** can be simplified by listing all candidates on a single petition. 25 signatures are required of registered voters in ~~that~~ **each** district. To guard against invalid signatures, it **is recommended to acquire** ~~would be wise to get~~ an additional five signatures. Circulating the petition may be done by any interested party. Incumbents who have attended at least ~~one-half~~ **two-thirds** of all RTM's and ~~one-half~~ **two-thirds** of their district meetings held during the current term of office, are automatically re-nominated, provided they so notify the Town Clerk by September 15<sup>th</sup>.

E. If appropriate, candidates should be advised by their district chairman that they are in a contested election and should electioneer.

F. If for any reason a sufficient number of candidates is not obtained by the deadline for petitions, strong efforts should be made to recruit desirable write-in candidates. The recruitment procedure would be the same as for petition candidates, but thereafter the procedure differs. No petition is circulated, but Connecticut law requires a candidacy to be registered with the Town Clerk in advance of the election. Appropriate forms may be obtained and filed with the Town Clerk.

**G. If there should be fewer candidates for the RTM than the number of seats apportioned to a district, write-in votes can elect a person to the RTM. The volume of write-ins is generally small, so that a person might become a member of the RTM with practically no constituency.**

Write-in candidates should be urged to electioneer aggressively. They should not only ask people to vote; they may also wish to advise them how to vote for a write-in candidate and write the candidate's exact name on the paper. Voter instruction is available at the polls, and a voter should not hesitate to ask for it.

H. Connecticut law (Public Act 05-235) requires all candidates to file Form B-4 with the Town Clerk within ten days after becoming a candidate (as defined by Connecticut General Statutes 9-33a 10). Failure of a candidate to file within the ten-day period will result in the assessment of a late filing fee of \$100 against the candidate. The Town Clerk is required by statute to send notice by certified mail to the candidate who does not file within the ten-day filing deadline. If the candidate does not comply with the filing requirement within twenty-one days of the notice, the Town Clerk must refer the matter to the State Election's Enforcement Commission. (Eff. 10/1/2005)

Referred to Legislative & Rules Committee

10. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

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

**A. RESPONSIBILITIES OF COMMITTEE VICE CHAIRMAN**

In the absence or inability of the committee chairman, the vice chairman shall assume the responsibilities of the chairman. ~~In the event that the chairman permanently vacates the position, the vice chairman shall automatically ascend to the office. However, the vice chairman does not automatically succeed to the office of committee chairman if that office becomes vacant. If an office in a standing committee becomes vacant it shall be filled by a majority vote of the committee,~~ and the Town Clerk ~~so~~ notified in writing.

Referred to All Committees

11. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED, that Section IV.E. of the *Rules of the Representative Town Meeting* be amended to read as follows:**

**E. RESPONSIBILITIES OF DISTRICT VICE CHAIRMAN**

In the absence or inability of the district chairman, the district vice chairman shall assume the responsibilities of the chairman. ~~In the event that the chairman permanently vacates the position, the vice chairman shall automatically ascend to the office. However, the vice chairman does not automatically succeed to the office of committee chairman if that office becomes vacant. If an office in a standing committee becomes vacant it shall be filled by a majority vote of the committee,~~ and the Town Clerk ~~so~~ notified in writing.

Referred to Legislative & Rules Committee

12. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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.”*

13. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

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

**A. 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 Labor Contracts Committee.**

Referred to Appointments Committee  
Referred to Finance Committee  
Referred to Labor Contracts Committee  
Referred to Town Services Committee

14. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED**, that section III. I. 6 be added to the *Rules of the Representative Town Meeting* to read as follows:

6. A “Second Reading” Procedure be in place for any resolution that:

- Revises the Charter; or
- Enacts or revises an ordinance; or
- Revises the Rules of the Representative Town Meeting; or
- Appears on the Call by way of a petition properly submitted.

(all of the above are hereinafter “The Proposed Resolution”).

The Proposed Resolution shall be voted upon by the Representative Town Meeting only when it has been subject to the following procedure:

- a. The Proposed Resolution, upon presentation to the Town Clerk, will be placed on the call for the next Representative Town Meeting and referred to the appropriate committee(s) for review, revisions, and/or committee voting.

b. The Proposed Resolution shall then be presented at that initial Representative Town Meeting, and committee reports shall be given. Discussion on the item will be appropriate.

c. The Moderator will then place the item on the next regularly scheduled Representative Town Meeting.

d. The Proposed Resolution, having been placed on the Call for the next regularly scheduled (subsequent) Representative Town Meeting, shall be referred to the appropriate committees for a “second” reading, revisions and/or committee voting.

e. The Proposed Resolution may then be considered, committee reports, discussion, amended as desired and voted upon at that subsequent Representative Town Meeting.

f. Following standard voting procedure, The Proposed Resolution may be voted upon without a second reading if such motion is made and duly seconded to suspend this rule and move to vote in the initial meeting when presented.

Referred to Legislative & Rules Committee

15. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED, that section VI. C. 3. be added to the *Rules of the Representative Town Meeting* to read as follows:**

3. Any subcommittee formed to study a proposed ordinance be comprised of a minimum of five RTM members.

Referred to All Committees except Appointments and Labor Contracts

16. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED, that section III. N. be added to the *Rules of the Representative Town Meeting* to read as follows:**

**N. “TOWN” EMAIL ADDRESSES FOR RTM MEMEBERS**

1. Establishing Town Email Addresses. All current RTM members shall be issued a Town email address by the Town of Greenwich’s Information Technology Department to be used for official RTM business. An RTM member who does not have an official Town email address, must contact the Town’s Information Technology Department and establish an official Town email address by April 1 in even numbered years, or for members elected to fill interim vacancies, within 30 days of being deemed elected and installed as a delegate on the RTM.

2. Privacy. RTM members who are issued an official Town email address understand that there is no expectation of privacy when using a Town issued email address. The Town has the right to review all records generated by an elected official that pertain to Town business. Therefore, it is recommended that all RTM members, have and use, a Town issued email address to address FOIA and other legal requests.

3. Receipt of Emails Regarding Town business to Personal Email Addresses. When receiving an email regarding Town business to a personal email address, RTM members should forward the email to their Town issued email address and then reply to said email from their Town account. This approach ensures that a record of the exchange has been archived on the Town's server and prevents the comingling of business and personal emails on a member's personal email server.

Referred to Legislative & Rules Committee  
Referred to Town Services Committee

17. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**RESOLVED**, that section III. I. 4.b and c. of the *Rules of the Representative Town Meeting* be amended to read as follows:

4. **Voting Procedure**

a. Voting on all substantive questions shall be subject to the requirements of the Freedom of Information Act of the State of Connecticut. Voting on questions of a non-substantive or parliamentary procedural nature may be by voice vote, standing vote, or show of hands at the discretion of the Moderator, unless the body shall appeal the ruling. On motion for a record vote supported by one-fourth of the members present, a record vote shall be taken.

b. Where required by the Freedom of Information Act or upon motion duly adopted, as directed by the Moderator, a record vote by the members present at the time the Moderator calls for the vote shall be taken by the district chairmen on a voting record card properly identified as to the subject being voted upon. The vote ~~may shall~~ be taken in ~~either of~~ the following manner:

(1) The district chairmen shall first ~~delete strikethrough~~ from the voting ~~record~~ card the names of members not present. The chairmen shall then ~~permit circulate the voting card among~~ the members of the delegation to personally record their own votes. The chairman may also designate the district vice chairman or secretary to assist with passing the voting card through the district's seating area to ensure that the voting card is circulating in a timely manner.

~~(2) In the alternative, the district chairmen shall first delete from the voting cards the names of any members not present. The chairman shall then poll the district and record the vote of each member. The voting record card shall then be exhibited to the members of the district, who shall verify the marking of their votes.~~

c. Upon the completion of the ~~poll~~ vote, the district chairmen shall deliver the record vote to the Town Clerk.

d. The Town Clerk shall total the votes of the districts and report the results of the count to the Moderator, who shall report the count to the meeting. The Town Clerk shall record in the minutes of the meeting the results of the count. The voting record cards shall be

retained by the Town Clerk as part of the minutes of the RTM.

- e. **Voting by proxy shall not be permitted.**

Referred to Legislative & Rules Committees

**18.** To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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.**
- \* Interviews and evaluates all candidates for Harbor Management Commission, Historic District Commission, Inland Wetlands Watercourses Agency, Planning and Zoning Board of Appeals, Planning and Zoning Commission and Condemnation Commission.**
- \* 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 local transit maintenance: with Town Services Committee. (Effective 5/1/14; revised 4-12-2010)**

Referred to All Committees except Budget Overview and Labor Contracts

19. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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 deferrals 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:~~

~~1) 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)~~

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## 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 in 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".

Referred to All Committees except Appointments and Labor Contracts

20. To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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

Referred to All Committees except Labor Contracts Committee

**21.** To consider and act upon the following resolution, requested by the Special Committee on RTM

#### Governance.

**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 Five~~ **Twenty-Five** Thousand Dollars (~~\$255,000~~) or such other greater sum as the Representative Town Meeting may hereafter authorize, for such object, after due inquiry.

Referred to Budget Overview Committee  
Referred to Finance Committee  
Referred to Legislative & Rules Committee

**22.** To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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)~~ **three hundred and fifty (350)** 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.

Referred to All Committees

**23.** To consider and act upon the following resolution, requested by the Special Committee on RTM Governance.

**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.

Referred to Legislative & Rules Committee

24. To consider and act upon the following resolution, requested by the Commissioner of Public Works and approved by the First Selectman and the Board of Estimate and Taxation.

**RESOLVED, that the sum of \$450,000 be and the same is hereby appropriated to be added to the following account: B345-59560-19127 known as "Byram Fire Station Rehabilitation".**

Referred to Finance Committee  
Referred to Public Works Committee

25. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Land Use Committee

26. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee

27. To consider and act upon the following resolution.

**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.**

**B. JEFFERSON PARKER JR.**

Referred to Appointments Committee  
Referred to Land Use Committee  
Referred to Parks & Recreation Committee

28. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

29. To consider and act upon the following resolution.

**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 November 1, 2019 and expiring October 31, 2020.**

**CHRISTOPHER CARTER**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

30. To consider and act upon the following resolution.

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed as a Regular Member (R6) to the Board of Parks & Recreation for a term beginning upon appointment and expiring June 30, 2022.**

**JOHN HARTWELL**

Referred to Appointments Committee  
Referred to Parks & Recreation Committee