



**REPRESENTATIVE TOWN MEETING  
TOWN OF GREENWICH**

**EXPLANATORY COMMENTS FOR  
SEPTEMBER 2020 MEETING**

**ITEM NO:** *1 (Postponed from May 2020 meeting)*  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person nominated by the Board of Selectmen, be appointed a Regular Member (R5) of the Board of Human Services for a term expiring June 30, 2022.**

**WINSTON ROBINSON**

**EXPLANATORY COMMENTS**

Winston Robinson, of 30 Homestead Lane, Greenwich, 06831, has been nominated to be a member (R5) of the Board of Human Services for a term beginning upon approval and expiring June 30, 2022.

Mr. Robinson is an employee of the Housing Authority of the Town of Greenwich. He has been a member of the Board of Human Services since 2013.

Mr. Robinson's community service includes serving CCI, Greenwich Hospital and the Democratic Town Committee. A past president of the Greenwich NAACP, his previous community service includes having worked with the Red Cross board, the Transportation Association of Greenwich, the Greenwich Scholarship Association, the Community Development Block Grant Advisory Committee, the United Way Planning Council and the Boys Scouts of America board.

**ITEM NO:** *2 (Postponed from June 2020 meeting)*  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Land Use Committees*

**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person nominated by the Board of Selectmen, be appointed a Regular Member (R2) of the Historic District Commission for a term expiring October 31, 2023.**

**DARIUS TORABY**

**EXPLANATORY COMMENTS**

Darius Toraby, of 31 Strickland Road, Cos Cob, 06807, has been nominated to be a regular member (R2) of the Historic District Commission for a term expiring October 31, 2023.

Mr. Toraby began his service on the Historic District Commission as an alternate member in 2011, becoming a regular member in 2019. He has more than 40 years of experience in planning, design, administration, code compliance and review, supervision and inspection of residential, landmark restoration, industrial and office construction sites. He is the principal of Darius Toraby Architects, PC in New York City, with a specialty in restoration and landmark preservation.

Mr. Toraby earned a Bachelor’s degree and Master’s degree in architectural engineering and architecture, respectively. He also received a certificate in land and geodesic surveying with honors. He is a registered architect in the states of Connecticut, New Jersey and New York.

A Greenwich resident since 1991, Mr. Toraby’s past community service includes work with the New York City Landmarks Preservation Commission and the Greenwich Historical Society. He also is a recipient of the Historical Society’ Award for Design Excellence.

**ITEM NO:** 3  
**DEPARTMENT:** 20 Registered Voters from June 2020 pursuant to RTM Rule section III.I.6  
**CONTACT:** Janet McMahon, 203-451-6780, janetmcmahonrtm@gmail.com  
**REFERRED TO:** *Budget Overview, Education, Finance and Legislative & Rules Committees*  
**VOTES:** n/a

**NOW THEREFORE, BE IT RESOLVED that it is the sense of the Representative Town Meeting of the Town of Greenwich, that the BET is strongly urged to act swiftly and grant interim appropriations to the BOE for the 2020-21 Fiscal school year. This will allow them to begin to put in place the best possible delivery of our school educational product whether it be in person, hybrid or online.**

**EXPLANATORY COMMENTS**

WHEREAS on March 3, 2020, the BET Budget Committee approved a proposed BOE budget which already reflected cuts in order to meet the BET's 2% budget guidelines; and

WHEREAS there already existed a shortfall of \$1.1-1.5 million in the Special Education budget from the FY19-20 budget and it is expected that an estimated \$1.5 million shortfall will occur in the FY20-21 budget; and

WHEREAS on April 27, 2020 the BET cut an additional \$3 million from the education operating budget after the final public hearing, preventing public comment and review and consideration by the Board of Education or the Superintendent; and

WHEREAS the Superintendent informed the BET that such "[s]ignificant cuts would have lasting consequences for our students, felt well beyond the immediate school year" (Dr. Jones' Memorandum dated 4/25/2020); and

WHEREAS, absent a forum for public comment, the public has decried the budget cut in the form of over 1400 emails to the BET, a drive-by protest at Town Hall attended by 150 families, and a petition demanding the reversal of this budget cut and signed by over 3000 Greenwich residents as of May 15, 2020; and

WHEREAS the Board of Education Operating budget approved by the BET on April 27, 2020 does not adequately fund the schools for the upcoming school year because it does not fund:

- the additional operating expenses that will likely be incurred in order to implement state-mandated social distancing on buses and in the classrooms;
- the anticipated Special Education budget shortfall;
- the level staffing and programs that are critical and were reflected in the BET Budget Committee's proposed budget of March 3, 2020;

NOW THEREFORE, BE IT RESOLVED that it is the sense of the Representative Town Meeting of the Town of Greenwich, that the BET is strongly urged to consider an interim appropriation as early as possible in the new fiscal year to keep level staffing and programs from the FY19-20 and that the RTM is willing to consider further interim appropriations for BOE operating expenses throughout FY20-21 should existing funding fail to cover expenses, as yet to be determined, relating to the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the BET consider placing any surplus funds from the BOE's FY19-20 budget into the BOE's FY20-21 operating budget via an interim appropriation, rather than directly into the Town's Fund Balance.

**ATTACHMENTS**

Petition Pages (on website)

**ITEM NO.:** **4**  
**DEPARTMENT:** RTM Finance Committee  
**CONTACT:** Michael Basham Email: mbashamrtm@gmail  
**REFERRED TO:** *All Committees except Appointments and Labor Contracts*

**VOTES:** RTM Finance Committee vote (11-0-0)

**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

## **EXPLANATORY COMMENTS**

The RTM Governance Committee prepared this resolution in response to comments from RTM members concerned about the lack of information about capital projects for which the RTM has appropriated funds, particularly given the projected increase in the number, size and scope of Town and BOE capital projects over the next 15 years.

The Finance Committee agrees that oversight of capital spending should be a higher priority for the RTM. Presentations by the Committee's Debt Policy Working Group in April 2019 and its Capital Working Group in May 2020 (both available on the Committee's RTM website) identified capital spending as one of the most important drivers of the Town's financial policy in the foreseeable future. In discussions with various Town officials and BET and RTM members, there was agreement that the RTM should enhance its oversight of capital expenditures, but this oversight should consist of periodic status reports, and should not evolve into a focus on micro-managing projects.

The RTM's current rules give the Finance Committee much of the necessary oversight responsibility for capital spending, but for various reasons this has been underutilized in the past. As a result, the Committee voted 11-0-0 to present rules revisions to the RTM that will require it to utilize its existing capital oversight responsibility on a consistent basis; expands those responsibilities to include a more proactive involvement in the development of the Town's capital plans; and requires periodic reporting on the status of all open capital projects. These revisions are being presented as a separate item on the September Call and eliminate the need for a separate capital committee.

**ITEM NO.:** 5  
**DEPARTMENT:** RTM Budget Overview Committee (BOC)  
**CONTACT:** Lucia D. Jansen Email address: lucia.jansen@greenwichct.org  
**REFERRED TO:** *All Committees except Appointments and Labor Contracts*  
**VOTES:** RTM BOC Committee vote (12-0-0)

**RESOLVED, that V.G., Budget Planning Process, under the rules of the RTM submitted by the Governance Committee October 28, 2019 shall be amended as follows:**

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~~ Be aware of 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 deferrals
- 3) Review detail of the proposed Operations Plans as well as the budget book to have a solid understanding of each entities' proposed services, personnel, capital infrastructure, and associated costs.
- 4) Determine if it communicates and engages 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 deferrals.
- 5) ~~May decide to~~ 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 **Board Estimate and Taxation (BET) Reference Book**.

~~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.~~

#### **June - August**

- 1) Immediately after the RTM’s May budget vote, the budget process once again kicks off for the new fiscal year. As described in the BET’s Reference Book, during the month of August, the First Selectman (FS) is creating and forming a Capital Improvement Program (CIP) committee which determines the capital spending for the next fiscal year as well as future years (no less than 5 years).

- 2) The Superintendent of schools and the Board of Education (BOE) also begin to discuss and prepare the school budget, including operating, capital, and food services.
- 3) The Budget Overview Committee (BOC) Chair drafts a BOC Budget Goals letter and the BOC committee votes on the letter in either August or September. The letter is then distributed to all Town budget leaders, including the FS, BOE, BET and the RTM.
- 4) The RTM is for the most part on summer break the months of July and August, but some committee members may meet to begin studying the new fiscal year spending or project related to the budget.

#### **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.~~

#### **September - November**

- 1) The FS releases the Operational Plan to all town leaders and posts the plan on the Town's website.
- 2) The Moderator Pro Tem should immediately distribute to all RTM Committee and District Chairs the Operational Plan weblink. One hard copy should be available to the BOC and Finance Committee Chairs and to RTM members who request in writing.
- 3) Committees should monitor the development of the budget requests of their assigned departments.
- 4) In September, as described in the BET Reference book, RTM Committees could hold information sessions to obtain input from the public that later can be shared in writing to the BET Budget Committee.
- 5) In October, the BET adopts and publishes the BET Budget Guidelines written for all town departments, boards, and appointing authorities for the following fiscal year. The Moderator Pro



Tem should immediately distribute to all RTM Committee and District Chairs for all RTM members to begin analysis of their respective budgets.

- 6) In November, the Superintendent releases the proposed schools' budget. One hard copy should be available to the Education, BOC and Finance Committee Chairs and to RTM members who request in writing.
- 7) The RTM Education Committee should forward to the Moderator Pro Tem the schools' weblink of the proposed budget and any associated documents.
- 8) The Education Committee should be highly active in reviewing the school Superintendent's operating, food services, and capital budgets. Ideally, members of the RTM Education Committee attend various school public hearings to hear and comment on the Superintendent's budget.

### **December - January**

- 1) In December, the BOE analyzes, discusses, and perhaps modifies the Superintendent's proposed budget to be either higher or lower from the proposal. More public hearings are held during this time before voting and adopting the budget. Ideally, there should be at least one RTM Education Committee member in attendance at each public hearing held by the BOE.
- 2) The BOE votes on the Superintendent's proposed budget in mid-December prior to the holiday break. One hard copy should be available to the Education, BOC and Finance Committee Chairs and to RTM members who request in writing.
- 3) The BOC summarizes metrics in 1-2 pages the BOE's proposed budget and forwards the summary and associated web links with all the BOE budget information to the Moderator Pro Tem for general RTM distribution.
- 4) The BOE approved budget is presented to the FS who then incorporates the operating budget section, as is. The FS has the responsibility and authority to modify the BOE's proposed capital budget.
- 5) In January, the FS releases the "proposed" budget to the BET. Immediately after the FS presentation, the Superintendent and BOE Chair jointly present the BOE's recommended budget to the BET. One hard copy should be available to the BOC and Finance Committee Chairs and to RTM members who request in writing.

- 6) After both presentations, there is a public hearing where the public can comment to the FS and/or BOE meeting. Committees should do their best to have at least one member in attendance who will report back to the committee.
- 7) Note that at the beginning of a new RTM 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.

~~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.-~~

## **February - March**

- 1) The Town's Finance Department submits the full version of the budget to the BET Budget Committee. One hard copy of the operating and capital books should be available to the BOC and Finance Committee Chairs and to RTM members who request in writing.
- 2) The BET Budget Committee holds departmental presentations to the BET during the months of February and March. The BET emails the Moderator Pro Tem the BET's Budget Committee's Hearing Schedule for wide RTM general distribution.
- 3) Standing Committee members should monitor the development of the budget requests of their assigned departments and attend or watch remotely, to the extent possible, the scheduled meetings between department heads and the BET Budget Committee.
- 4) The Standing Committee could consider preparing a summary of the question and answer BET Budget Committee session and, if desired, commentary on overall conclusions and recommendations. The document could be emailed to all RTM Committee and District Chairs for general distribution.

- 5) Each Standing Committee is encouraged to speak at the public meeting held by the BET to provide input on the BET's "Proposed" Budget. Such report/comments should be discussed in advance with the appropriate department and budget leadership to clarify, to the extent possible.
- 6) At their own discretion, Standing Committees 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.

~~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".~~

**April - June**

- 1) By April, the full RTM should be actively engaged in the budget analysis and discussion.
- 2) The entire RTM is mailed the "RTM voting pages" for the May budget vote.
- 3) In addition, information on accessing both the operating and capital budget book weblinks are sent to the RTM and available on the town's website.
- 4) The capital budget book includes individual project descriptions and costs and is important for all Standing Committees to read all proposed capital expenditures for their respective departments.
- 5) The budget book, as the Operational Plan, is only available online unless specifically requested in writing for a hard copy.
- 6) The BET holds a public hearing with the "proposed" budget. It would be beneficial if at least one Standing Committee member attends the BET's public hearing.

- 7) Soon after the public hearing, the BET votes on each line item appropriation of the budget. After the BET's formal vote and changes on the budget a new "Proposed Budget" is created for the RTM.
- 8) In April, soon after the BET's budget vote, the BOC holds a budget workshop for all RTM members to educate and bring up to speed as soon as possible. The workshop summarizes the result of the BET hearings and votes. The BOC includes analysis and commentary on long term town budget trends and other related financial matters.
- 9) Standing Committees prepare their final reports on the budget and discuss potential areas of the budget to focus on in May.
- 10) All RTM Committees should be reviewing the budget and take committee votes. The votes are for their respective assigned departments and the standing committee often votes on the overall budget and the Resolutions. At the RTM budget meeting, standing committees present a summary of their budget review activities and highlights of the specific budget of interest.
- 11) If a Standing Committee plans to offer a line item amendment to an appropriation, the Committee Chair shall offer a Standing Committee report in accordance with Rules of the RTM, Section III G., "Making Standing Committee Reports".
- 12) The RTM votes on the town budget at a meeting to be held on or before May 15. The BET meets two weeks after the RTM's budget vote and incorporating any further cuts or reductions made by the RTM, takes the final votes on the mill rate and bonding resolutions.

## **EXPLANATORY COMMENTS**

The RTM Rules Budget Process was modified and proposed by the Governance Committee in October 2019. As said at the time by the Governance Committee "the current process is considered quite onerous, was not being followed, and did not result in the improvements intended." Several changes were proposed by Governance for revision.

While the BOC agreed with the premise of the reason for the rewrite and portions of the submission, the BOC voted against the Governance Committee's revision due to some lacking information. The BOC is proposing three areas for improvement.

1) The BOC felt there was still too specific onerous requirements for the standing committees during the budget process. The proposed version removes those burdensome requirements.

2) The BOC clarified and offered more detail on actions by certain committees during each month of the budget process;

3) The BOC added explicit mention of the hard copy or online budget material in the month it is available and distributed to the RTM. In the last few years as each entity has moved budget material online, it has become unclear who receives the material, when it is expected, and if a hard

copy is available to those interested. The BOC is describing our proposal for hard copy distribution and a desire that any RTM member that desires a hard copy may receive it. The BOC believes this investment is worthy and should be prioritized. The BOC has created a table that we are proposing be located in the Appendix which lists twelve budget materials generated that is available to the RTM either online or hard copy.

**ITEM NO.:** 6  
**DEPARTMENT:** Board of Education  
**CONTACT:** Ann Carabillo 625-7446 [ann\\_carabillo@greenwich.k12.ct.us](mailto:ann_carabillo@greenwich.k12.ct.us)  
**REFERRED TO:** *Education and Finance Committees*  
**VOTES:** Board of Education  
BET Vote (July 20, 2020)  
RTM Meeting TBD (September 21, 2020)

**RESOLVED, that the Town of Greenwich/Board of Education accept a grant for \$64,700 from the State of Connecticut “Pegpetia Grant” which provides assistance for media services to acquire equipment/infrastructure to support the video production program at GHS.**

- F 35020 RRR Fund \$64,700

**EXPLANATORY COMMENTS**

The RTM must authorize the acceptance of any grants not covered by the Annual Budget resolution.

**ATTACHMENTS**

SEE ATTACHMENT

**ITEM NO:** 7  
**DEPARTMENT:** Department of Human Services/Law Department  
**CONTACT:** Alan Gunzburg, (203)249-8071 [24fado@optonline.net](mailto:24fado@optonline.net)  
Winston Robinson, (203)522-2315 [winroob@aol.com](mailto:winroob@aol.com)  
Demetria Nelson, [Demetria.Nelson@greenwichct.org](mailto:Demetria.Nelson@greenwichct.org)  
Aamina Ahmad, (203) 622-7876 [Aamina.Ahmad@greenwichct.org](mailto:Aamina.Ahmad@greenwichct.org)  
**REFERRED TO:** *Legislative & Rules and Health & Human Services Committees*  
**VOTES:** Board of Selectmen (3-0)

**RESOLVED, that the RTM hereby approves the Board of Human Services proposal to amend Article 5, Section 62 of the Town Charter to increase the number of members on the Board of Human Services from the current seven (7) members to (9) members.**

**EXPLANATORY COMMENTS**

The Board of Human Services wishes to increase its current membership from seven (7) members to nine (9) members. The active, working Board is comprised of several standing committees and work groups. The Board believes that it would operate more effectively with two (2) additional members since the current seven (7) members are typically assigned to three (3) or four (4) committees/groups. The Board has also expressed the need for more community visibility concerning the goals and activities of the Department of Human Services. A larger Board would help with having an increased Board presence in the community. Nine ((9) members would also help with increasing the number of Board members with different backgrounds and making the Board more diverse, thereby reflecting the demographics of Greenwich.

The Board voted unanimously on February 18, 2020 to approve the proposal. The Board of Selectmen also voted unanimously on July 9, 2020 to approve the proposal and to pass it on to the RTM.

### **ATTACHMENTS**

Town Charter – Article 5, Section 62 - Redlined

**ITEM NO:** 8  
**DEPARTMENT:** Harbor Management Commission  
**CONTACT:** Mike Van Oss, Chairman – Harbor Management Commission, (203)247-0509 mike@vanops.us  
Bill Ingraham, Harbor Management Commission  
(203)496-7782 Bigbill@aol.com  
Aamina Ahmad, Assistant Town Attorney  
(203) 622-7876 Aamina.Ahmad@greenwichct.org  
**REFERRED TO:** *Legislative & Rules and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen (3-0)

**RESOLVED, that the RTM hereby approves the Harbor Management Commission’s proposal to amend Chapter 7, Article 1, Section 7-9 of the Town Code to establish a Slow-No-Wake zone between Great Captain Island and Cormorant Reef in the outer harbor of the Greenwich Harbors Area.**

### **EXPLANATORY COMMENTS**

The proposed amendment to Section 7-9 of the Town Code seeks to prohibit operation of any vessels in excess of Slow-No-Wake in an area near Great Captain Island in the outer harbor. Two (2) maps showing the location in question are attached. Slow-No-Wake is defined by State regulations to mean that “a vessel shall not produce more than a minimum wake and shall not attain speeds greater than 6 miles per hour over the ground unless a higher minimum speed is necessary to maintain steerageway when traveling with a strong current. In no case shall the wake produced by the vessel be such that it creates a danger or injury to person, or will damage vessels or structures of any kind.” Regulations of Conn. State Agencies, § 15-121-A1. The Commission has requested this amendment as a public safety initiative to reduce the speed of boat traffic transiting the outer harbor, north of the popular mooring and anchoring area at Great Captain Island.

General Statutes § 15-136 governs the regulation of operation of vessels on any body of water within a town's territorial limits. It states in pertinent part that:

- (a) Any town, by ordinance, may make local regulations respecting the operation of vessels on any body of water within its territorial limits. Upon adoption, each such ordinance shall be submitted to the commissioner and, if not disapproved by him within sixty days thereafter, shall take effect as provided in subsection (c) of this section. The commission may disapprove any ordinance or part thereof which he finds to be arbitrary, unreasonable, unnecessarily restrictive, inimical to uniformity or inconsistent with the policy of this part.

General Statutes § 15-136(a). The "commissioner" referenced above is the Commissioner of the Department of Energy and Environmental Protection ("DEEP"). The Harbor Management Commission has prepared the proposed amendment in consultation with DEEP's boating division staff.

The Board of Selectmen voted unanimously on August 13, 2020 to approve the proposal.

### **ATTACHMENTS**

Town Code – Chapter 7, Article 1, Section 7-9 – with proposed new language  
Map 1 and Map 2 showing the area of the proposed Slow-No-Wake zone

**ITEM NO:** 9  
**DEPARTMENT:** Nathaniel Witherell  
**CONTACT:** John Mastronardi (203) 618-4323 [John.Mastronardi@witherell.org](mailto:John.Mastronardi@witherell.org)  
**REFERRED TO:** *Finance and Health & Human Services Committees*  
**VOTES:** BET XX-XX-XX (09/21/2020)

**RESOLVED, that Nathaniel Witherell requests an approval of an additional appropriation in the amount of \$160,000 to be added to account H450-59560-21293 Pavilion Exterior Repair.**

### **EXPLANATORY COMMENTS**

The Nathaniel Witherell has been awarded \$160,000 from the Community Development Block Grant (CDBG) Program for the rehabilitation of the Pavilion exterior. This award has been approved by the Selectman's Office, the BET and RTM (June 2020). This request is to authorize an appropriation which will allow NW to spend the funds upon BET and RTM approval. The Town will be reimbursed from the CDBG Program.

Since the CDBG funds are entirely reimbursement based, NW will have to incur the expense first and then seek reimbursement. NW needs this appropriation to undertake the project and then seek reimbursement from the CDBG grant. The timetable is as follows:

- a. Notification of final approval of the CDBG Grant: September 2020
- b. Send out Request for Bid (RFB) for the project: October 2020 NW will use other funds to develop the bid specs and will work with Purchasing to develop the RFB.



- c. Award Bid and obtain all documentation from winning bidder: November 2020
- d. Start project in November or December 2020 weather permitting.
- e. Grant provides for partial reimbursement. As NW makes payments, we will request reimbursement to the Town from CDBG for those payments.
- f. Project Completion: Spring 2021

**ITEM NO.:** **10**  
**DEPARTMENT:** RTM Finance Committee  
**CONTACT:** Michael Basham Email address: mbashamrtm@gmail.com  
**REFERRED TO:** *Legislative & Rules Committee*  
**VOTES:** RTM Finance Committee vote (11-0-0)

**RESOLVED, that the Finance Committee’s current responsibilities under the rules of the RTM in Appendix B, Section D shall be amended as follows:**

**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.~~

~~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~~

### **Capital Budget Responsibilities:**

- Attend BET and First Selectman capital budget meetings.
- Review proposed capital expenditures with a focus on benefits, scope, budget impact and timetable.
- Review the Town's long-range capital plan annually and report on its impact on the tax levy, financing needs and financial position of the Town.
- Provide periodic updates to the RTM on the status of all open capital projects with a focus on progress, changes in scope and risks.
- Review proposed changes in the Town's Debt and Fund Balance policies.

### **Operational Responsibilities:**

- Review all matters associated with the operations of the following Town departments: Assessor, Finance and Tax Collector.
- Review all proposed leases or rental agreements with terms more than two years and annual payments more than \$40,000.
- Review and approve all interim appropriations.
- Review and approve all gifts over \$50,000.
- Approve all candidates for the Labor Contracts Committee.

### **Operating Budget Responsibilities:**

- Review the budgets for the following Town departments: Assessor, Finance and Tax Collector.
- Review all budget items over \$50,000 with the appropriate functional committees.
- Review any budget line items the Committee elects to take up.
- Review the performance, assumed rate of return and funded status of the Town's pension funds.
- Review the adequacy of all Town fund balances.

## **EXPLANATORY COMMENTS**

These revisions to the current Rules of the RTM for the committee functions of the Finance Committee are being proposed to address concerns expressed by RTM members about the lack of information about capital projects for which the RTM has appropriated funds. Given the proposed number, size and scope of proposed capital projects for the Town and BOE over the next 15 years, oversight by the RTM should be enhanced.

Among the eleven RTM standing committees, only the Finance Committee's current responsibilities include oversight of capital expenditures. These include a review of all capital outlays; an annual review of the Town's long-range capital plans; and advising the RTM annually on the financial impact on the tax levy of changes and additions to the capital plan. Until the recent presentation by the

Committee's Capital Working Group in May 2020, which can be found on the Committee's website, for various reasons these responsibilities have not been fulfilled on a consistent basis.

In addition to clarifying its others responsibilities, these proposed changes require the Finance Committee to fulfill its existing capital oversight responsibilities, expands those responsibilities to include a more pro-active involvement in the development of the Town and BOE's capital plans, and mandates periodic reporting on the status of all open capital projects. The Committee has determined that the necessary level of financial reporting on all open capital projects already exists, and that Town and BOE officials and project managers can be made available to provide comprehensive status updates as requested.

These proposed revisions enhance the Finance Committee's primary role of oversight of capital expenditures for the RTM. However, they are not intended to limit or restrict the rights and activities of the other RTM standing committees with respect to capital expenditures.

**ITEM NO.:** ***11***  
**DEPARTMENT:** RTM Budget Overview Committee  
**CONTACT:** Lucia D. Jansen Email address: lucia.jansen@greenwichct.org  
**REFERRED TO:** *Finance and Legislative & Rules Committees*  
**VOTES:** RTM BOC Committee vote (12-0-0)

**RESOLVED, that the Budget Overview Committee's budget process under the rules of the RTM in Appendix H, Budget Procedure and Schedule, shall be added as follows:**

#### **H. BUDGET PROCEDURE AND SCHEDULE**

The most important responsibility of the RTM is the approval of the Town's budget. Greenwich's budget process is a system of checks and balances that involves the Board of Estimate and Taxation (BET), First Selectman (FS), Board of Education (BOE), and the Representative Town Meeting (RTM). The RTM has final budget approval in the year-long process.

The Town Charter and Connecticut State Statutes describe each entities scope of responsibilities and authority with the budget. The Town Charter in Article 2, Sec. 21 describes three areas with the Annual Budget and Operations Plan. The three areas outlined are: 1) definition of the departments, divisions, and officers, 2) the review and revision by the FS, and 3) the submission to the BET. The Town Charter also describes in Article 2, Sec. 23 the budget submission to the RTM. In addition to the Town Charter, the BOE has responsibilities and authority described in CT Statute, Chapter 170, Sec. 10-222, under Appropriations and Budget.

The RTM is authorized with two options when voting on the Town's budget: 1) to keep the appropriation as is, or 2) to reduce or cut altogether an appropriation. The RTM cannot add, nor reallocate appropriations. Any BOE operating budget reduction proposed can only be implemented in aggregate, and not by line item; however, the capital budget, which is included in the FS's budget, can be reduced, or cut altogether by appropriation. The RTM also votes and authorizes various Resolutions that define grants, borrowing levels, and other budget matters.

## **Information for the RTM's Budget Analysis**

The Town Charter describes two documents town leaders are to prepare to assist the RTM's analysis and review of the proposed town budget.

The Town Charter states the FS is to first produce an "Operational Plan" each year for all departments, boards, or appointing authorities. The Operational Plan is to describe the services, activities, work that has been accomplished in the current year, and work to be accomplished in the ensuing year, as well as provide a table of organization for the department (or board or appointing authority) and description, and rationale for any personnel changes.

The second required document is for the Finance Department, working in conjunction with the FS, BOE, and BET, to produce the financial "budget book" with the detail breakdown of the operating and capital appropriations to implement the town services.

In addition to the Town Charter, CT State Statutes also describe specific deliverables and process steps for the BOE to follow. The BOE's budget schedule, documents, and operating and capital budgets are located on a separate website apart from the Town website.

There are other important documents available to RTM members that are helpful to understanding the budget. For example, there is the FS's Town Financial Trends Report, Annual Reports, and Comprehensive Annual Financial Reports (CAFR). All these documents are located on the Town's website.

## **Budget Process**

The budget fiscal year begins July 1 and ends the following year June 30. The BET Reference Book describes the budget process chronologically by month. The RTM Rules have traditionally aligned with the BET Reference book as described in the section "Timeline for the Budget Process."

In addition to reviewing the budgets of all town departments, the RTM also reviews revolving funds. Revolving funds include sewer improvement fund, school lunch fund, sewer maintenance fund, parking fund, Nathaniel Witherell, Griffith Golf Course fund and Other Post Employee Benefits (OPEB) fund. Each of these funds are assigned to RTM committees related to their mission.

The BUDGET PLANNING PROCESS is located under V. Standing Committees on pages xxxx of the main body of the RTM Rules. This section describes in detail by month each of the budget activities.

Below is a summary table that highlights the documents generated, release dates, and the recipients who receive a hard copy.

## DOCUMENTS DISTRIBUTED DURING BUDGET PROCESS

ITEM #	DOCUMENT NAME	RELEASED	<b>HARD COPY RECEIPIENTS *</b> <u>RTM Committee and District Chairs Mentioned</u> <b>Automatically Receive Hard Copy</b> Other RTM Members MUST Complete Form to Opt In
1	BET Budget Guidelines	October	ONLINE only
2	First Selectman's Operational Plan	October	RTM Committee Chairs: BOC, Finance Other RTM members: Upon Written Request
3	School Superintendent's Recommended Budget	November	RTM Committee Chairs- Education, BOC, Finance Other RTM members: Upon Written Request
4	First Selectman's Financial Trends Report	November	ONLINE only
5	BOE Proposed Budget	December	RTM Committee & District Chairs- Education, BOC, Finance, All 12 Districts Other RTM members: Upon Written Request
6	First Selectman's Recommended Operating and Capital Budgets	December	RTM Committee & District Chairs: BOC, Finance, All 12 Districts Other RTM members: Upon Written Request
7	BET Department Hearing Schedule	January	ONLINE only
8	RTM Standing Committee report on BET Hearing Result (optional)	March	ONLINE only
9	Final BET Proposed Operating Budget Pages Updated	April	RTM Committee & District Chairs- BOC, Finance, All 12 Districts Other RTM members: Upon Written Request
10	Final BET Proposed Capital Budget Pages Updated	April	RTM Committee & District Chairs: BOC, Finance, All 12 Districts Other RTM members: Upon Written Request
11	BOC Budget Workshop	April	ONLINE only
12	RTM "Voting" Pages Distributed	April	BOE: All Members BET: All Members RTM: All Members

\* RTM MEMBER PICK UP COPY [EXCEPT FOR RTM VOTING PAGES #12]; NOT SHIPPED

### EXPLANATORY COMMENTS

The BOC felt it would be convenient for both new and existing members if the full discussion of what is included in the New RTM Member Orientation manual as well as the table that consolidates in one location the listing of hard copy budget material.

ITEM NO.: **12**  
DEPARTMENT: RTM Budget Overview Committee  
CONTACT: Lucia D. Jansen Email address: lucia.jansen@greenwichct.org  
REFERRED TO: *Finance and Legislative & Rules Committees*  
VOTES: RTM BOC Committee vote (12-0-0)

**RESOLVED**, that the Budget Overview Committee's current responsibilities under the rules of the RTM in Appendix B, Section B shall be amended as follows:

**A. BUDGET OVERVIEW COMMITTEE**

**Operational Responsibility:**

- \* Shall act in advisory capacity to the RTM and its committees with respect to the budget.
- \* **Works with members of the Board Estimate and Taxation and Town's Labor Contract Manager to understand upcoming costs and trends in town finances for the following fiscal year.**
- \* **BOC Chair develops budget goals and votes with BOC committee. The goals are communicated to Town leaders First Selectman, Board of Education, Board of Estimate and Taxation and the RTM.**
- \* 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.~~

## **EXPLANATORY COMMENTS**

The Budget Overview Committee is proposing minor changes to the Budget Overview Committee's Standing Committee description. The changes proposed reflect more clearly the proper sequence and deliverables of the BOC's responsibilities.

**ITEM NO:** **13**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Fred Camillo, First Selectman  
203-622-7710, [Fred.Camillo@greenwichct.org](mailto:Fred.Camillo@greenwichct.org)  
**REFERRED TO:** *Land Use, Legislative & Rules, Health & Human Services and Town Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that Section 6C-2 (h) of Chapter 6C. Nuisances of the Code of Ordinances of the Town of Greenwich is amended as follows:**

- (h) Nuisance shall mean the existence of a condition involving any one (1) or more of the following items:
1. trees, shrubs, or vegetation which:
    - a. are hazardous or injurious to the public health, safety and welfare; or,
    - b. would cause substantial depreciation in the value of real property in the neighborhood; or,
    - c. have been determined to be a nuisance pursuant to any other provision of this Municipal Code; or,
  2. building and construction materials, landscape and fill materials, demolition debris, motor vehicles and motor vehicle parts, fixed- and rotary wing aircraft and parts, boats and boat parts, tires, appliances, furniture, metal, plastic, cardboard or glass containers, paper and rags which are:
    - a. inoperable, abandoned, or discarded, and
    - b. found in substantial quantities in or upon any premises, and
    - c. visible from any third-party residential premises, OR ANY PUBLIC RIGHT OF WAY OR PUBLIC PARK, and,
    - d. are:
      - i. hazardous or injurious to the public health, safety and welfare; or,



- ii. which cause substantial depreciation in the value of real property in the neighborhood; or,
3. ANY BUILDING, STRUCTURE, DWELLING, OR PART THEREOF, WHETHER OCCUPIED OR VACANT, WHICH:
- A. WOULD NOT QUALIFY FOR A CERTIFICATE OF OCCUPANCY AND IS DEEMED AN UNSAFE STRUCTURE; OR,
  - B. IS DEEMED TO BE UNFIT FOR HUMAN HABITATION AS DEFINED IN THE STATE BUILDING CODE, THE STATE FIRE CODE, OR THE PUBLIC HEALTH CODE; OR,
  - C. IS NOT BEING ADEQUATELY MAINTAINED AND HAS BECOME DILAPIDATED AS EVIDENCED BY THE EXISTENCE OF ONE (1) OR MORE OF THE FOLLOWING CONDITIONS THAT REMAINS UNREPAIRED FOR A CONTINUOUS PERIOD OF SIX MONTHS OR MORE:
    - I. MISSING OR BOARDED WINDOWS OR DOORS;
    - II. COLLAPSING OR MISSING WALLS, ROOF OR FLOOR;
    - III. SIGNIFICANTLY DAMAGED OR MISSING SIDING;
    - IV. FIRE OR WATER DAMAGE; OR,
    - V. A STRUCTURALLY FAULTY FOUNDATION; AND,
  - D. ARE:
    - I. HAZARDOUS OR INJURIOUS TO THE PUBLIC HEALTH, SAFETY AND WELFARE; OR,
    - II. WHICH CAUSE SUBSTANTIAL DEPRECIATION IN THE VALUE OF REAL PROPERTY IN THE NEIGHBORHOOD.

(Note: new language is shown in all CAPS for presentation purposes only.)

### **EXPLANATORY COMMENTS**

The Town is taking a two-prong approach to address quality of life issues related to condition of private or public property. It involves both a policy change as well as a process change.

#### **1. Policy Change**

- The amendment enhances the definition of nuisance to provide the Town a greater ability to declare properties a nuisance. In addition to new language, section (h) has been reformatted from a narrative paragraph to a numbered list to provide greater clarity to the definition.

- This enhancement to the definition of nuisance would provide an additional tool to address resident’s concerns, as well as improve and maintain the Town’s “history and reputation for well-kept properties”.
- The Town has had a handful of cases where we have exhausted the Town’s enforcement ability to fully correct a resident’s complaint regarding the condition of properties. For example, doors and windows were damaged and through the Town’s efforts the doors and windows were boarded. The unrepaired conditions remain for an extended period of time and becomes a concern for the neighbors. Absent a change to the ordinance, the Town lacks the ability to fully address the quality of life issue.
- The proposed language provides a well-balanced approach between declaring a property a nuisance versus individual property rights and over regulating aesthetics. An example of the balance is the proposed language regarding conditions that remain “for a continuous period of six months or more”.

2. Process Change

- The policy change would not be as effective without changes to the existing process. The Town has created a standing Working Group of department representatives to take a more coordinated approach to review and address potential nuisance properties.
- The Working Group will be led by the Town Administrator with representatives from Human Services, Zoning, Health, Building, Police, and Fire Marshal’s Office.
- The Working Group will facilitate a team approach for review of existing regulations (e.g. Building, Health, Fire Codes) coupled with Nuisance Ordinance. This will provide a better response to resident’s concerns regarding condition of properties.

**ATTACHMENTS**

1. Full red-lined Chapter 6C. Nuisances Ordinance

**ITEM NO:** **14**  
**DEPARTMENT:** Conservation Commission 2009CCnn  
**CONTACT:** Patricia Sesto, Director of Environmental Affairs  
 203-622-6467 [Patricia.Sesto@greenwichct.org](mailto:Patricia.Sesto@greenwichct.org)  
**REFERRED TO:** *Finance, Legislative & Rules and Land Use Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the Representative Town Meeting of the Town of Greenwich hereby approves the acquisition by the Town of a conservation easement over 72.271 acres of land located at 836 Lake Avenue, Greenwich, Connecticut, for the sum of One Million Dollars.**

**BE IT FURTHER RESOLVED, that the First Selectman of the Town of Greenwich be hereby authorized to enter into and execute agreements on behalf of the Town with Aquarion Water Co. and Greenwich Land Trust to acquire said same conservation easement.**

**EXPLANATORY COMMENTS**

Over the course of the better part of the past year, the Town of Greenwich has been working in partnership with the Greenwich Land Trust and Aquarion Water Co. to agree on terms of acquisition and preservation of 72 acres of Class III land owned by Aquarion.

The proposal has been approved by the Board of Selectmen with a 3-0-0 vote, and a positive vote on the Municipal Improvement application is expected on September 9<sup>th</sup>, 2020. Funds to execute the proposal were included in the FY 20-21 Capital Plan and approved under account A172-956, “Open Space – Aquarion Land.”

Based on four property appraisals, the open space has a market value of \$3 – 4.5 million. The Town will pay 50% of the \$2M below-market price, with GLT providing the other 50%. GLT will ultimately be the owner of the land and the Town will hold a conservation easement granted by Land Trust. GLT will be responsible for the on-going maintenance. For your consideration, the easement provided.

The overall subject parcel is 100 acres bound to the east by Lake Avenue, Old Mill Road to the south, Cherry Valley Road to the west, and residential parcels to the north. The parcel consists of forest, Converse Pond Brook, wetlands, and habitat for federal and state threatened species known to utilize the site. The property, under Aquarion ownership is classified as having Class I, II, and III watershed land. Aquarion has received approval from Connecticut Public Utility Regulatory Authority do dispose of their Class III lands, amounting to 80 acres. Aquarion is proposing to create two residential lots on a total of eight acres and sell the remaining 72 acres to Greenwich Land Trust and the Town. The Class I and II land, approximately 20 acres, will stay with Aquarion.

The preservation of 72 acres for open space with public access is consistent with the Conservation Commission’s 2015 Open Space Plan. The 2019 Plan of Conservation and Development sets a number of goals that acquiring open space addresses, but most directly section 4.5.b states the Town should capitalize on opportunities to develop additional parkland, particularly in areas of the community that lack park access. The back country, while far less dense in its development and it conveys a feeling of open space, has few opportunities for the public to access land. The undeveloped land that creates the bucolic experience is not open to the public.

The Conserve Pond Brook Preserve, as it is proposed to be named, would provide public opportunities to enjoy woodland trails in an area with only one other publicly accessible property, the Babcock Preserve. The proximity to the Babcock is an attribute in that one can access both parcels with relative ease, providing a more substantial outing.

**ATTACHMENTS**

1. map of property
2. easement
3. FY 20-21 Capital Improvement Fund, pg 10

**ITEM NO:** **15**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Commission on Aging (R6) for a term expiring June 30, 2023.**

**ANNE MARIE HYNES**

**EXPLANATORY COMMENTS**

Anne Marie Hynes of 117 Meadow Road, Riverside, 06878, has been nominated to be a Regular Member (R6) of the Commission on Aging, beginning upon appointment and expiring June 30, 2023.

Ms. Hynes has served on the Commission since 2017. She has been active with a number of agencies that provide services to our senior citizens. She is a Board of Member of the Southwestern Connecticut Agency on Aging, and River House Adult Day Care, a Sunday minister at Parsonage Cottage, and has volunteered with the Greenwich Choral Society since 2012.

She is a volunteer attorney with the Pace Women’s Justice Center. Her legal experience includes working with senior clients to address various issues ranging from housing, wills, care planning and Medicare planning. Ms. Hynes earned her J.D. from Pace Law School; an M.S. in management science from Polytechnic University/NYU and a B.A. in mathematics from the College of New Rochelle. She has lived in Greenwich for more than 30 years.

**ITEM NO:** **16**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be**

**appointed a Regular Member of the Commission on Aging (R5) for a term expiring June 30, 2023.**

**ELLEN WOLFSON**

**EXPLANATORY COMMENTS**

Dr. Ellen Wolfson, of 15 Coachlamp Lane, Greenwich, 06830, has been nominated to be a Regular Member (R5) of the Commission on Aging, beginning upon appointment and expiring June 30, 2023.

Dr. Wolfson is a current Commission member who has been active in advising and planning activities of the Commission and the Senior Center, and is the Commission’s liaison with The Nathaniel Witherell board and the Department of Human Services.

Prior to her retirement in 2015, Dr. Wolfson maintained an internal medicine practice for more than 35 years and has experience in treating and working with geriatric patients. She was treasurer of the Greenwich Hospital Board of the Medical Staff and a physician member of the Greenwich Hospital Board of Trustees.

A Greenwich resident since 1981, Dr. Wolfson earned her bachelor’s degree from Skidmore College, a master’s from Columbia University and her medical deree from the NYU School of Medicine.

**ITEM NO:** **17**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Commission on Aging (R7) for a term expiring June 30, 2023.**

**FRANCIS ‘KIP’ BURGWEGER**

**EXPLANATORY COMMENTS**

Francis ‘Kip’ Burgweger, of 24 Cat Rock Road, Cos Cob, 06807, has been nominated to be a Regular Member (R7) of the Commission on Aging, beginning upon appointment and expiring June 30, 2023.

Mr. Burgweger is completing his second term as a Commission on Aging member. His community service includes being elected a member of the Representative Town Meeting since 2004 and serving on the Legislative & Rules and Claims committees. In 2019, he helped lead the effort to secure RTM

approval to extend the senior tax relief program.

A retired lawyer, Mr. Burgweger is a Yale University graduate and earned his J.D. from the University of Pennsylvania. His other community service includes volunteering with Neighbor to Neighbor, Greenwich United Way, Christ Church Greenwich and the Boy Scouts.

**ITEM NO:** **18**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments, Land Use and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Harbor Management Commission (R6) for a term expiring March 31, 2023.**

**BERNARD ARMSTRONG**

**EXPLANATORY COMMENTS**

Bernard Armstrong, of 1 Old Church Road, Greenwich, 06830, has been nominated to be a Regular Member (R6) of the Harbor Management Commission, beginning upon appointment and expiring March 31, 2023.

Mr. Armstrong is completing his second term as a Commission member. He spent 50 years in management positions at IBM, UBS and retired as a vice president from Gartner Group. Mr. Armstrong is a former member of the Greenwich Shellfish Commission and has served as president of the Yacht Racing Association of Long Island Sound. He also is a member of the Riverside Yacht Club.

Mr. Armstrong is a Johns Hopkins University graduate with an A.B. degree in business and finance and also attended the Harvard Management School.

**ITEM NO:** **19**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments, Land Use and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Harbor Management Commission (R7) for a term expiring March 31, 2023.**

**CORNELIA ELISABETH ‘BETH’ FORBES**

**EXPLANATORY COMMENTS**

Cornelia Elisabeth ‘Beth’ Forbes, of 7 Maher Ave., Greenwich, 06830, has been nominated to be a Regular Member (R7) of the Harbor Management Commission, beginning upon appointment and expiring March 31, 2023.

Ms. Forbes’ community service includes membership with the Junior League of Greenwich since 1993; the Bruce Museum Young Friends committee and its marketing/membership committee; the Children’s Day School Board of Directors, and the Indian Harbor Yacht Club Board of Directors.

Ms. Forbes is the Chief Operating Officer for the Michigan State University Investment Office. She earned a Bachelor’s in Business Administration from Stetson University, a Master’s in Taxation from Georgia State University and an MBA with a focus on strategy from Southern Methodist University.

**ITEM NO:** 20  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments, Land Use and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed an Alternate Member of the Harbor Management Commission (A2) for a term expiring March 31, 2023.**

**CASEY McKEE**

**EXPLANATORY COMMENTS**

Casey McKee, of 15 Wild Flower Trail, Greenwich 06831, has been nominated to be an Alternate Member (A2) of the Harbor Management Commission, beginning upon appointment and expiring March 31, 2023.

Mr. McKee is completing his first term as a Commission member. He has been involved with the Commission’s Mooring and Application Review committees; assists with managing the Commission website and served on the Harbor Master search committee.



Mr. McKee has worked in the marine industry since 2007 and is associated with MarineMax in Norwalk. He has resided in Town since 1951.

**ITEM NO:** **21**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Health (R4) for a term expiring June 30, 2023.**  
**ANNE FOUNTAIN**

**EXPLANATORY COMMENTS**

Anne Fountain, of 57 Hillcrest Park Road, Old Greenwich, 06870, has been nominated to be a Regular Member (R4) of the Board of Health, beginning upon appointment and expiring June 30, 2023.

Ms. Fountain has worked for more than 25 years in the public health sector including 15 years as the Director of Health & Social Services for the City of Stamford, an epidemiologist and a public health emergency response coordinator. She currently works on Health Economics Outcomes Research Translation for Boehringer Ingelheim Pharmaceuticals.

Ms. Fountain’s community service includes serving on the Executive Board of the Child guidance Center, the Medical Reserve Corps, and as an advisor for Optimus and the PA program at Sacred Heart University. She holds Bachelor’s and Master’s degrees in public health.

**ITEM NO:** **22**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Health (R7) for a term expiring June 30, 2023.**  
**LAUREN O’KEEFE**

**EXPLANATORY COMMENTS**

Lauren O’Keefe, of 33 Angelus Dr., Greenwich, 06831, has been nominated to be a Regular Member (R7) of the Board of Health for a term beginning upon appointment and expiring June 30, 2023.

Ms. O’Keefe has worked in the health care field for more than 30 years. She has been a nurse since 1986 and a nurse practitioner since 2001. Since 2002, Ms. O’Keefe has been a nurse practitioner with Hematology Oncology P.C. at Stamford Hospital where she cares for patients who are receiving chemotherapy and radiation treatments, and are in post treatment. She is completing her first term as a member of the Board of Health.

Ms. O’Keefe earned both her Bachelor of Science and Master of Science degrees in nursing from the College of New Rochelle. Her community service includes serving on the Representative Town Meeting and as the District 9 representative on the Health and Human Services Committee. She also is a member of the Greenwich Medical Reserve Corps as well as the Pemberwick Glenville Association.

**ITEM NO:** 23  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichet.org](mailto:Barbara.Heins@greenwichet.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Health (R5) for a term beginning upon appointment and expiring June 30, 2023.**

**SARAH GAMBLE**

**EXPLANATORY COMMENTS**

Sarah Gamble, of 12 Cross Street, Greenwich, 06831, has been nominated to be a Regular Member (R5) of the Board of Health for a term beginning upon appointment and expiring June 30, 2023.

Dr. Gamble is a physician and owner of Greenwich Pure Medical LLC. She is a graduate of Taylor University and earned her Doctor of Osteopathic Medicine from the University of Health Sciences College of Osteopathic Medicine in Kansas City MO. She completed her internship and residency at Westchester Medical Center. Dr. Gamble is affiliated with Greenwich and Stamford hospitals.

Her community service includes the Greenwich Medical Reserve Corps; serving as Medical Director and Board of Director for Heartbeat International Ministries, and a volunteer physician for AmeriCares Free Clinics in Norwalk. She also has served as police physician for the Greenwich Police Department and on the Stamford Hospital Foundation Board of Directors.

**ITEM NO:** 24  
REPRESENTATIVE TOWN MEETING  
TOWN OF GREENWICH

**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Health (R6) for a term expiring June 30, 2023.**

**VICKRAMAJIT “VICK” SANDHU**

**EXPLANATORY COMMENTS**

Vickramajit “Vick” Sandhu, of 12 Ivanhoe Lane, Greenwich, 06830, has been nominated to be a Regular Member (R6) of the Board of Health for a term beginning upon appointment and expiring June 30, 2023.

Mr. Sandhu is completing his first term as a Board member and has served as the Board’s representative on the Community Development Advisory Committee. Professionally, Mr. Sandhu is the Chief Operating Officer of Honeycomb Asset Management LP in New York. He is a graduate of Yale University and earned his Juris Doctor degree from New York University School of Law.

A Greenwich resident since 2009, Mr. Sandhu also is a Yale alumni volunteer and interviewer. His past community service includes serving as a board member for a nonprofit that funded autism research.

**ITEM NO:** **25**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Parks & Recreation (R6) for a term expiring June 30, 2023.**

**SUE BODSON**

**EXPLANATORY COMMENTS**

Sue Bodson, of 2 Indian Knoll Place, Greenwich, 06831, has been nominated to be a Regular Member (R6) of the Board of Parks & Recreation for a term beginning upon appointment and expiring June 30, 2023.

Ms. Bodson is a long-time volunteer who has served in various membership and leadership capacities with Greenwich Public School PTAs, the Greenwich PTA Council, the Glenville School Building Committee, the Greenwich Alliance for Education, the Junior League of Greenwich including chair of the Byram Park Pool Committee. She also has served on the Friends of Greenwich Library Board, the Greenwich Magazine Editorial Advisory Board, and the Bruce Museum Board of Trustees.

She is the president and founder of Emboss LLC, a marketing and fund-raising consultant firm, and the director of special marketing projects for the Greenwich Education Group. Ms. Bodson is a graduate of Gettysburg College.

**ITEM NO:** 26  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Parks & Recreation (R8) for a term expiring June 30, 2023.**

**GARY DELL'ABATE**

**EXPLANATORY COMMENTS**

Gary Dell'Abate of 2 Old Farm Road, Old Greenwich, 06870, has been nominated to be a Regular Member (R8) of Board of Parks & Recreation for a term beginning upon appointment and expiring June 30, 2023.

Mr. Dell'Abate has been a member of the Board since 2011 and currently is Board Co-Chair. He has been involved in the Eastern Greenwich Civic Center building proposal. He also has been involved in coaching youth football and baseball teams for many years. Involved with several charitable organizations, Mr. Dell'Abate is a member of the Emily Fedorko Foundation Board.

A Town resident since 1994, he is a producer at Sirius XM Radio.

**ITEM NO:** 27  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Parks & Recreation Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of Board of Parks & Recreation (R7) for a term expiring June 30, 2023.**

**SCOTT JOHNSON**

**EXPLANATORY COMMENTS**

Scott Johnson of 29 Grimes Road, Old Greenwich, 06870, has been nominated to be a Regular Member (R7) of the Board of Parks & Recreation for a term beginning upon appointment and expiring June 30, 2023.

Mr. Johnson has been a member of the Board for 24 years and currently serves as Co-Chair. He also serves on the Board of Parks & Recreation Foundation. He also is a former coach for Greenwich Youth Lacrosse. Other volunteer activities include the Eastern Greenwich Civic Center building project, the Greenwich Point Master Plan and the Plan of Conservation and Development.

Professionally, he is a partner/managing partner of the Greenwich law firm Johnson, Haslun & Hogeman. Mr. Johnson is a graduate of Cornell University and Vermont Law School. He has lived in Greenwich since 1952.

**ITEM NO:** 28  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichet.org](mailto:Barbara.Heins@greenwichet.org)  
**REFERRED TO:** *Appointments and Town Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Board of Ethics (R5) for a term expiring June 30, 2022.**

**ROBERT SISCA**

**EXPLANATORY COMMENTS**

Robert Sisca of 40 Nutmeg Drive, Greenwich, 06831, has been nominated to be a Regular Member (R5) of the Board of Ethics for a term beginning upon appointment and expiring June 30, 2022.

Mr. Sisca has served on the Board since 2010. He has been active in community service for many years. He has served as pro bono counsel for Greenwich Youth Football League since 2001. Mr. Sisca also has been associated with the Greenwich Oldtimers Athletic Association since 2003. He is a former member of the Greenwich Inland Wetlands and Watercourse Agency and United Way fund-raising volunteer.

Mr. Sisca is a lawyer with a private practice and is owner of the Round Hill Title Insurance Company. A resident of Greenwich since 1967, he is a graduate of Keene State College and George Washington University and earned his Juris Doctor from New York Law School.

**ITEM NO:** 29  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Land Use Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed an Alternate Member of the Historic District Commission (A2) for a term expiring October 31, 2024.**

**MARY SHAW MARKS**

**EXPLANATORY COMMENTS**

Mary Shaw Marks, of 72 Glenville Road, Greenwich, 06831, has been nominated to be an Alternate Member (A2) of the Historic District Commission for a term beginning upon appointment and expiring October 31, 2024.

Ms. Marks is an architect who has had her own firm and was previously affiliated with Sidnam-Halsey Architects and I.M. Pei & Partners, both in New York City. She is a graduate of Sweet Briar College and the University of Virginia School of Architecture.

Her community service includes BYO Greenwich, the Greenwich Garden Club, Board of Governors of the Putnam Indian Field School and co-chair of the Planned Parenthood annual luncheon. Ms. Marks has lived in Greenwich since 1991.

**ITEM NO:** 30  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Town Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed an Alternate Member of the Alarm Appeals Board (A1) for a term expiring June 30, 2021.**

## DONNA GIOFFRE

### EXPLANATORY COMMENTS

Donna Gioffre, of 6 Surrey Drive, Riverside, 06878, has been nominated to be an Alternate Member (A1) of the Alarm Appeals Board for a term beginning upon appointment and expiring June 30, 2021.

Ms. Gioffre is a member of CAPP (Citizens and Police Partnership), and CERT, the Community Emergency Response Team. Her past volunteer assignments include working with the Greenwich Town Party, as a Board Member of The Riverside Association, a liaison between the Greenwich Police Department and The Riverside Association, and as a member of the Citizens Police Academy reunion committee.

A Riverside resident since 1998, she retired from the health and wellness industry having worked in customer service.

**ITEM NO:** **31**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Town Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of the Alarm Appeals Board (R4) for a term expiring June 30, 2024.**

**JOHN SLUSARZ**

### EXPLANATORY COMMENTS

John Slusarz of 183 Davis Ave., Greenwich, 06830, has been nominated to be a Regular Member (R4) of the Alarm Appeals Board for a term beginning upon appointment and expiring June 30, 2024.

Mr. Slusarz has served on the Alarm Appeals Board since 2011. He has been a member of the Amogerone Volunteer Fire Co. since 1955 and also volunteers with driving residents to appointments. He retired from the Board of Education.

A veteran of the U.S. Air Force, he has lived in Greenwich since 1939.

**ITEM NO:** **32**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)

**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of The Nathaniel Witherell Board (R9) for a term expiring June 30, 2023.**

**CHRISTOPHER CARTER**

**EXPLANATORY COMMENTS**

Christopher Carter, of 26 Linwood Ave., Riverside, 06878, has been nominated to be a Regular Member (R9) of the Nathaniel Witherell Board for a term beginning upon appointment and expiring June 30, 2023.

Mr. Carter was first appointed to the Board last year. He has been involved in sales and marketing in the health care, financial and corporate industries for both traditional and digital media companies. Since 2011, he has been the managing partner of Campo Carter Partners which provides sales, relationship development, operational and financial services to start-up and legacy companies. He earned a Bachelor of Arts degree from Tufts University.

A Greenwich resident for 25 years, Mr. Carter also has served as an usher and lector at St. Paul's Church in Riverside.

**ITEM NO:** **33**  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Barbara Heins 203-622-7702 – [Barbara.Heins@greenwichct.org](mailto:Barbara.Heins@greenwichct.org)  
**REFERRED TO:** *Appointments and Health & Human Services Committees*  
**VOTES:** Board of Selectmen 3-0-0

**RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed a Regular Member of The Nathaniel Witherell Board (R7) for a term expiring June 30, 2023.**

**MELISSA GIBBONS**

**EXPLANATORY COMMENTS**

Melissa Gibbons, of 7 Parsonage Lane, Greenwich, 06830, has been nominated to be a Regular Member (R7) of The Nathaniel Witherell Board for a term beginning upon appointment and expiring June 30, 2023.

Ms. Gibbons has been an active volunteer in the community for more than 20 years. Her volunteer



experience includes work with the St. Paul’s Nursery School Parents Association, Greenwich Country Day School, Greenwich Point Conservancy, Old Greenwich School, arch Street Teen Center and Audubon Connecticut.

Professionally, she has worked as a business development analyst and management consultant in the medical industry. She is a graduate of Hobart and William Smith Colleges, earned a Master’s Degree in public policy from Duke University and a certificate in non-profit management from the Harvard Extension School.

**ITEM NO:** 35

**DEPARTMENT:** First Selectman August 28, 2020

**CONTACT:** Emmet P. Hibson, Jr. 203-622-7716 emmet.hibson@greenwichct.org

**REFERRED TO:** *Education, Finance, Labor Contracts and Town Services Committees*

**VOTES:**

**RESOLVED**, that the Representative Town Meeting, in exercising its authority pursuant to Connecticut General Statutes, Section 7-474(b), hereby approves the funds necessary to implement the terms of the Town-Greenwich Municipal Employees Association collective bargaining agreement covering FY 19/20 and FY 20/21; said funds having previously been appropriated in the adopted FY 19/20 and FY 20/21 budgets. In addition, thereto, the Representative Town Meeting approves the funds necessary to implement the terms of the Town-Greenwich Municipal Employees Association collective bargaining agreement covering the period FY 21/22 and FY 22/23, subject to the budgetary process as prescribed in the Town Charter.

**BE IT FURTHER RESOLVED** that the Representative Town Meeting approves any terms of such agreement which may be in conflict with the Town Charter, special act, ordinance, rule or regulation adopted by the municipal employer or its agents of the Town.

**EXPLANATORY COMMENTS**

The collective bargaining agreement between the Town and Greenwich Municipal Employees Association expired on June 30, 2019. The parties commenced negotiations for a successor agreement in February of 2019. The parties were unable to come to an agreement at the table and hired a private mediator to assist the parties in settling the contract. With the assistance of the mediator and over two days of mediation, a tentative agreement was reached for a four-year agreement effective retroactive to July 1, 2019, and expiring on June 30, 2023.

The agreement provides for the following general wage increases: 7/1/19 1.75%; 7/1/20 0.00%; 7/1/21 2.00%; 7/1/22 2.15%. The GWI increase in FY 21 is within the BET FY 21 guidelines. The general wage increases are slightly lower than the state average negotiated with similar bargaining units over the past 18 months. In addition to achieving low wage increases, the Town was able to negotiate changes

in overtime whereby employees scheduled to work 35 hours per week do not get paid time and one-half until they have worked 37.5 hours.

As it relates to medical insurance, the Town remains in the State Partnership Plan 2.0. As such, the Town does not engage in negotiations regarding the terms of Plan, rather, the Town negotiates changes to the premium cost share the employees contribute. During the life of this contract, members will increase their cost share from 10 to 14 percent.

The Town successfully negotiated a number of changes in work rules: incorporating the performance evaluations into the promotion process and step movement process; ensuring that only those employees specifically asked in writing to temporarily work in a higher classification are paid out-of-class stipends; limiting the time off to attend physician appointments; and conditioning an employee’s right to transfer to other Town departments.

In this agreement the Town continues to benefit from the defined contribution retirement as turnover over the four years of the agreement is projected to reduce participation in the defined benefits plan and increase participation in the defined contribution plan by 28 employees.

The total cost of contract over the four-year term is 11.13% averaging 2.78% per year. The terms of the agreement are in the best interest to our employees, town management, and the taxpayers.

**ATTACHMENTS**

Cost of Contract

Comptroller’s Letter Certifying Cost of Contract

Summary of Negotiated Changes

Redlined Version of 2019- 2023 Collective Bargaining Agreement is available online on the Town’s website.

ITEM NO: **36**  
DEPARTMENT: First Selectman August 28, 2020  
CONTACT: Emmet P. Hibson, Jr. 203-622-7716 emmet.hibson@greenwichct.org  
REFERRED TO: *Education, Finance, Labor Contracts and Town Services Committees*  
VOTES:

**RESOLVED, that the Representative Town Meeting, in exercising its authority pursuant to Connecticut General Statutes, Section 7-474(b), hereby approves the funds necessary to implement the terms of the Town-LIUNA Local 136 collective bargaining agreement covering FY 16/17 and FY 17/18 said funds having previously been appropriated in the respective adopted FY 16/17 and FY 17/18 budgets. In addition, thereto, the Representative Town Meeting approves the**

**funds necessary to implement the terms of the Town-LIUNA Local 136 collective bargaining agreement covering the period FY 18/19 subject to the budgetary process as prescribed in the Town Charter.**

**BE IT FURTHER RESOLVED that the Representative Town Meeting approves any terms of such agreement which may be in conflict with the Town Charter, special act, ordinance, rule or regulation adopted by the municipal employer or its agents of the Town.**

**EXPLANATORY COMMENTS**

The collective bargaining agreement between the Town and LIUNA Local 136 expired on June 30, 2016. LIUNA represents approximately 190 full-time and 35 part-time professional and management employees including registered nurses at Nathaniel Witherell. The parties commenced negotiations for a successor agreement on March 29, 2016. The parties held fifteen (15) bargaining sessions following which the Town declared impasse. Four mediation sessions were held with a state appointed mediator during the first half of 2017. The parties remained at impasse following mediation and an arbitration hearing was scheduled for May 29, 2018. The issue of general wage increases in each year of the agreement was the primary issue preventing the parties from reaching an agreement in negotiations and mediation. The parties held several informal meetings prior to the scheduled arbitration hearing and were able to reach a tentative agreement on a three-year contract effective retroactive to July 1, 2016, and expiring on June 30, 2019.

The agreement provides for the following general wage increases to the general salary schedule and the nurses salary schedule as follows: 7/1/16 2.4%; 7/1/17 2.25% and 7/1/18 1.5%. The Assistant Town Attorney salary schedule was not increased during the three-year term of the agreement as the base salaries that were in effect on June 30, 2016 will remain in effect during the term of the agreement. Employees in the position of Assistant Town Attorney will receive one-time lump sum payments in years one and two of the agreement in an amount equal to the general wage increase of 2.4% and 2.25% respectively and bi-weekly lump sum payments for FY 18/19 equal to the 1.5% general wage increase.

In 2016, the LIUNA bargaining unit entered into mid-term negotiations with the Town in which an agreement was reached to enter the Connecticut State Partnership Plan effective July 1, 2017; which provided a savings to the Town in FY 17/18 of \$1,078,388. The total cost increase over the three years of the contract is 4.63%, averaging 1.54% per year.

The terms of the agreement are in the best interest to our employees, town management and the taxpayers.

**ATTACHMENTS**

Cost of Contract

Comptroller’s Letter Certifying Cost of Contract

Summary of Negotiated Changes

Redlined Version of 2016- 2019 Collective Bargaining Agreement is online on the Town’s website.

**ITEM NO: 37**

**DEPARTMENT: First Selectman August 28, 2020**

**CONTACT:** Emmet P. Hibson, Jr. 203-622-7716 [emmet.hibson@greenwichct.org](mailto:emmet.hibson@greenwichct.org)  
**REFERRED TO:** *Finance, Education and Labor Contracts Committees*  
**VOTES:** Board or commission name vote (y/n/a)

**RESOLVED, that the Representative Town Meeting, in exercising its authority pursuant to Connecticut General Statutes, Section 7-474(b) hereby approves the funds necessary to implement the terms of the Town-UPSEU collective bargaining agreement covering the periods FY 19/20 and FY 20/21; said funds having previously been appropriated in the adopted FY 19/20 and FY 20/21 budget. In addition, the Representative Town Meeting approves the funds necessary to implement the terms of the Town-UPSEU collective bargaining agreement covering the period FY 21/22 and FY 22/23 subject to the budgetary process as prescribed in the Town Charter.**

**BE IT FURTHER RESOLVED that the Representative Town Meeting approves any terms of such agreement which may be in conflict with the Town Charter, special act, ordinance, rule or regulation adopted by the municipal employer or its agents of the Town.**

### **EXPLANATORY COMMENTS**

The United Public Service Employees Union (UPSEU) represents 18 public health school nurses and 3 public health nurses assigned to the Department of Health. The collective bargaining agreement tentatively agreed to is a four-year agreement retroactive to July 1, 2019 and expiring on June 30, 2023. The parties commenced negotiations on May 9, 2019 and reached a tentative agreement on August 27, 2020.

The agreement provides for a 1.85% general wage increase effective retroactive to July 1, 2019, a 0.00% general wage increase for FY 20/21, a 2.00% general wage increase for July 1, 2021, and a 2.15% general wage increase for July 1, 2022.

Over the four-year period of the contract the overall cost of contract increases by \$ 631,309 or an average annual increase of 2.72%.

### **ATTACHMENTS**

Cost of Contract  
Comptroller's Letter Certifying Cost of Contract  
Summary of Negotiated Changes  
Relined Version of 2017- 2019 Collective Bargaining Agreement (on website)

**ITEM NO:** 38  
**DEPARTMENT:** Office of the First Selectman  
**CONTACT:** Jo Conboy at 203-661-6343 – [gptrust0909@aol.com](mailto:gptrust0909@aol.com)  
**REFERRED TO:** *Land Use and Legislative & Rules Committees*  
**VOTES:** Board of Selectmen TBD

**RESOLVED, that the Representative Town Meeting does hereby approve the acceptance of a gift of \$26,497 from the Greenwich Preservation Trust for the purposes of underwriting the costs to make various repairs to the historic Thomas Lyon House.**

**EXPLANATORY COMMENTS**

The Thomas Lyon House, located at 1 Byram Road, was built circa 1695. It is the oldest unaltered colonial house in Greenwich. The Greenwich Preservation Trust was founded for the purpose of preserving the house.

The Trust has raised money to underwrite the costs of emergency repairs to mitigate future damage until a complete restoration can be undertaken. The Trust is seeking approval to donate \$26,497 so that this work can be completed as soon as possible.

The Board of Selectmen is expected to vote upon the request at its Sept. 10, 2020 meeting.

Please see the attached documents for further details.