



**REPRESENTATIVE TOWN MEETING
TOWN OF GREENWICH**

**EXPLANATORY COMMENTS FOR
JANUARY 2016 MEETING**

ITEM NO: **4** - postponed from the December 2015 meeting.
DEPARTMENT: Office of the First Selectman
CONTACT: Peter Tesei – 203 622 7710 - ptesei@greenwichct.org
REFERRED TO: *Appointments, 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 of Directors for a term expiring 3/31/18.

LAWRENCE POSNER

EXPLANATORY COMMENTS

Lawrence Posner, of 633 Round Hill Road, Greenwich, CT 06831 has been nominated as a regular member of the Nathaniel Witherell Board of Directors for a term expiring 3/31/18.

Mr. Posner is a retired physician who is Board Certified in Internal Medicine and Medical Oncology. He was the Global Head of Regulatory Affairs and Compliance for Siegfried AG of Zofingen, Switzerland, a contract manufacturer of active pharmaceutical ingredients and drug products. He spent nearly 28 years in the pharmaceutical industry in research and development.

Lawrence earned his M.D. degree from Case Western University, his Master's Degree in Economics from the University of Connecticut, and his B.A. Degree from Brandeis University. He is a member of the Board of Directors of the Greenwich Symphony; a member of the Dean's Advisory Board, College of Liberal Arts and Sciences, UConn, Storrs, Member of the UConn Foundation; and a member of the Council to Advance Human Health, Case Western Reserve School of Medicine, Cleveland, Ohio.

ITEM NO: **5**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter J. Tesei – 203 622 7710
REFERRED TO: *Appointments, Land Use Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed an alternate member of the Inland Wetlands & Watercourses Agency for a term expiring 3/31/20.

STEVEN A. FONG

EXPLANATORY COMMENTS

Steven Fong, of 18 Angus Lane, Greenwich, CT 06831 has been re-nominated as an alternate member of the Inland Wetlands Watercourse Agency for a term expiring 3/31/20.

Mr. Fong has four years of professional experience in the field of environmental education and developing environmental programs for adolescents. He completed the Project WILD and Aquatic Project WILD Workshop Certificate for professional development. He currently works for Soundwaters in Stamford as an Educator.

Steven earned his B.A. in Environmental Studies from Eckerd College with minors in Coastal Management and Mandarin Chinese. While attending Eckerd, he held an Animal Husbandry Internship with Lenie't Hart Seal Rehabilitation and Release Center, and an Environmental Education Internship with the Connecticut Department of Energy and Environmental Protection.

ITEM NO: **6**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter J. Tesei – 203 622 7710
REFERRED TO: *Appointments, Land Use Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Inland Wetlands & Watercourses Agency for a term expiring 3/31/20.

ALAN B. HARRIS, JR.

EXPLANATORY COMMENTS

Alan "Brian" Harris, of 19 Palmer Lane, Riverside, CT 06878 has been re-nominated as a regular member of the Inland Wetlands Watercourse Agency for a term expiring 3/31/20.

Mr. Harris is a registered architect in the State of Connecticut and has experience with architectural design, sustainable strategies consulting, educational design, project management, and building construction administration. He currently works for Perkins & Will, LLC as a Project Manager / Planning and Strategies Consultant.

Brian earned his Bachelor of Arts degree from Cornell University, and his M.B.A. from the Columbia University Business School. He is the current Chairman of the Greenwich Inland Wetlands and Watercourses Agency.

ITEM NO: **7**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter J. Tesei – 203 622 7710
REFERRED TO: *Appointments, Health & Human Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Board of Social Services for a term expiring 3/31/19.

BARBARA NOLAN

EXPLANATORY COMMENTS

Barbara Nolan, of 96 Valley Road, Cos Cob, CT 06807 has been re-nominated as a regular member of the Board of Social Service for a term expiring 3/31/19.

Ms. Nolan was the Executive Director of Community Centers, Inc., a human service agency. She has over 50 years of social work practice and remains on the Community Centers, Inc. Advisory Board. She has served on the Board of Social Service since 2010, and currently acts as its Vice Chair.

Barbara earned her B.A. from Good Counsel College, and her M.S. from the Fordham School of Social Work. In the past, she has been involved with the Girl Scouts, the Red Cross, United Way, and the Junior League. Furthermore, Barbara has a commendation from the U.S. Justice Department, and has received both the Paul Harris Award and the Liberty Bell Award.

ITEM NO: **8**
DEPARTMENT: Board of Selectmen
CONTACT: Peter J. Tesei - 203 622 7710
REFERRED TO: *Appointments, Health & Human Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Board of Health for a term expiring 3/31/20.

MARILYN ROSS CAHN

EXPLANATORY COMMENTS

Marilyn Ross Cahn, of 2 Fairfield Avenue, Old Greenwich, CT 06870 has been re-nominated as a regular member of the Board of Health for a term expiring 3/31/20.

Dr. Cahn has retired from a distinguished career in medicine, specializing in pediatrics. Her most recent full-time position was as Attending in Pediatrics at the Brookdale Family Care Center in Brooklyn, NY.

Marilyn earned an A.B from Barnard; an M.D. from the Women's Medical College of Pennsylvania (now Drexel); an M.S. in health administration from the Graduation School of Public Administration at New York University; and an M.P.H. from the University of Connecticut. She is a current member of the Board of Health.

ITEM NO: 9
DEPARTMENT: Board of Selectmen
CONTACT: Peter J. Tesei - 203 622 7710
REFERRED TO: *Appointments, Health & Human Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Board of Health for a term expiring 3/31/20.

JULIA CHIAPPETTA

EXPLANATORY COMMENTS

Julia Chiappetta, of 62 Valley Road, Cos Cob, CT 06807 has been re-nominated as a regular member of the Board of Health for a term expiring 3/31/20.

Ms. Chiappetta is Owner of the consulting, management, and wellness firm The JCC Group.

Author of "Breast Cancer-The Notebook," Julia is a certified Personal Trainer and volunteer at Greenwich Adult Day Care, The Nathaniel Witherell, Meals on Wheels, and various other events and recreation activities.

ITEM NO: 10
DEPARTMENT: Office of the First Selectman
CONTACT: Peter J. Tesei – 203 622 7710
REFERRED TO: *Appointments, Parks & Recreation Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Board of Parks and Recreation for a term expiring 3/31/19.

JOHN M. HARTWELL

EXPLANATORY COMMENTS

John Hartwell, of 42 Ritch Ave West, Greenwich, 06830 has been re-nominated as a regular member of the Board of Parks and Recreation for a term expiring 3/31/19.

Mr. Hartwell has a strong interest in the preservation of and welcomes improvements to Greenwich's beaches, parks, and playing fields. He was the Chief Financial Officer and Global Operations Manager for IBM. He has an extensive background in finance and operations, and has held multiple leadership roles both domestically and internationally.

John earned his M.B.A. in Accounting and his B.A. in Economics from the University of Bridgeport. He is a vocal advocate of Greenwich's beach policies, and he is familiar with the Griffith E. Harris Golf Courses' policies. John is currently an athletic coach at Central Middle School, and has volunteered his time as a soccer, basketball, and baseball coach, including coaching at the Greenwich Boys and Girls Club.

ITEM NO: **11**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter J. Tesei – 203 622 7710
REFERRED TO: *Appointments, Town Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a regular member of the Board of Ethics for a term expiring 3/31/19.

ROBERT F. GRELE

EXPLANATORY COMMENTS

Robert Grele, of 21 Indian Point Lane, Riverside, 06878 has been re-nominated as a regular member of the Board of Ethics for a term expiring 3/31/19.

Mr. Grele is an attorney and principal with Cummings & Lockwood, LLC. He has served on the Board of Ethics since 2007. He also serves on the Quinnipiac Law School Dean's Council and Chairs the Hilla Rebay Foundation. He is a former member of the Selectmen's Nominations Advisory Committee.

Robert received his J.D. from Cornell Law School, and he attended Gettysburg College. In the past, he has been the President of the Greenwich Library Board of Trustees, the

Director of the Greenwich United Way, the Director of Educational Oceanographic Foundation, Inc., the President of the Greenwich Bar Association, and the Director of the Fairfield County Community Foundation.

ITEM NO: **12**
DEPARTMENT: Public Works 1601PW02
CONTACT: Amy Siebert, Commissioner of Public Works (203) 622-7740
asiebert@greenwichct.org
REFERRED TO: *Finance, Public Works Committees*
VOTES: **BET Vote – 15 December 2015 – 10-0-0**

RESOLVED, that the sum of \$165,000 be and the same is hereby appropriated to be added to the following account: Z315-59830-16220 known as “William Street Field Remediation”.

EXPLANATORY COMMENTS:

DPW is requesting an additional appropriation of \$165,000 for the engineering services and remediation activities needed to restore the William Street athletic field back to full use.

The William Street athletic field is adjacent to the New Lebanon School and the Byram Schubert Library. The field area was under consideration as a site for a new school to replace New Lebanon. Limited soil quality testing was performed on field soils to provide information to a project working group. Soil test results indicated that in certain samples, arsenic was present at concentrations that exceeded the State of Connecticut’s Department of Energy and Environmental Protection’s (CTDEEP) residential direct exposure criteria (RDEC). These samples were under the turf layer, at depths not accessible to those using the field, but the Town took steps to fence affected areas as an extra precaution against any exposure. Additional work was performed to identify the extent of soil remediation that would be required. That work resulted in finding a sample that required the Town to file a Significant Environmental Hazard (SEH) notice with the CTDEEP, which requires the Town to take steps to address the issue. That notice was filed on 30 July 2015. CTDEEP acknowledged the Town’s letter in correspondence dated 28 August 2015. CTDEEP’s letter required that the Town respond to their letter with information regarding steps taken to secure and manage the site, with reports required annually until the site’s condition is abated. In a 16 October 2015 letter to the CTDEEP, the Town responded, outlining plans to manage the site and proceed with remediation if funding can be obtained.

The Board of Education (BOE) and the Department of Public Works (DPW) staff worked together with the Town’s consultant, AECOM, to discuss how to proceed with remediation. Parks and Recreation (P&R) has also been part of the discussions regarding the field, its use, and remediation. This is a project similar to other soil remediation undertaken by DPW, where soil will be excavated and shipped to the appropriate disposal

site based on its characteristics. Clean soil is brought in and turf is re-established, putting the field back into use. Regulatory approval is needed for a portion of the plan that addresses the SEH. AECOM has provided a cost estimate for the project that includes funding for the necessary engineering services (construction oversight, sampling and regulatory coordination) as well as remediation costs. AECOM used both their broad estimating experience as well as recent bid costs for soil removal for a similar Town project (Byram Park) to develop the estimate. The estimate includes a 20% remediation contingency. Project design and bid services are being handled through budget already available through the Board of Education.

William Street Soil Remediation Cost Estimate Summary		
Task	Details	Cost
Soil Remediation	Includes sitework; erosion and sediment controls; site survey; limited traffic control, soil excavation, transport, and disposal; backfill and topsoil placement, field restoration	\$119,000
Contingency	Approximately 20%	\$24,000
Engineering Oversight and Air Monitoring, Sampling	Includes onsite inspection, confirmation samples allowance, perimeter air monitoring	\$22,000
	TOTAL	\$165,000

DPW, BOE, and P&R staff are continuing to work cooperatively on this project. DPW will use the services of its on-call engineer, AECOM, to design the remedial action plan and prepare the bid package. AECOM is already familiar with the project. Should the BET and RTM approve the interim funding request, the project can be bid over the winter, with work ideally beginning as soon as weather permits in Spring 2016 and in accordance with regulatory approval. This would allow the field to be put back into use for Summer 2016 activities. At this time, it is not known how much of the field area might be used for staging for the new New Lebanon School; however, it would be prudent to remediate the field ahead of staging any construction on it. It is DPW's understanding such staging might occur as early as Summer 2017. By funding the project and remediating the field as soon as possible, the neighborhood and school can have the field back until such time all or a portion is needed for the school project.

ITEM NO: **13**
DEPARTMENT: Property Owner
CONTACT: Robert Brady
REFERRED TO: *Education, Land Use, Legislative & Rules, Public Works
Committees*

VOTES:

Whereas, at its November 24, 2015, meeting, the Planning and Zoning Commission deferred the application for Municipal Improvement (application PLPZ 2015 00450 per Section 99 of the Town Charter) for the construction of "Scheme D" of the new Elementary School Building on property located at 25 Mead Avenue in the R-6 zone, and the Planning & Zoning Commission published its decision in Greenwich Time on December 1, 2015 (effective December 2, 2015),

Whereas, pursuant to Charter §100(b), the Municipal Improvement in question has been referred to the Representative Town Meeting by a Greenwich property owner,

Now therefore be it resolved that the Representative Town Meeting approves Municipal Improvement status for "Scheme D" on land at 25 Mead Avenue.

Explanos:

Charter §99(a) enjoins any Town agency from taking any "... action, other than the making of studies or surveys" prior to the project being found to be a Municipal Improvement (MI) by the Planning & Zoning Commission or RTM. MI is basically about "site control", the authority to use the land for the intended purpose. The apparent intent of Charter §99 is to prevent spending substantial sums on a project before the sponsoring department or building committee obtains site control.

Charter §100(b) provides that if P&Z approves, disapproves or defers an MI, that P&Z action may be referred to the RTM by a property owner. This provision clearly places ultimate control of the Town's use of its land with the RTM.

Building Zone Regulations §6-13(a) provides that if an MI approval is requested for the project, then a Site Plan must be approved by P&Z before the project proceeds. P&Z may amend or reject a Site Plan. A Site Plan is a comprehensive set of documents including, but not limited to, the project's site surveys, plan showing project's components' orientation on the site, elevations, landscaping, schematic design, needed variances, drainage plan, FAR calculations, foundation plans, parking & traffic study and emergency vehicle access. Developing a Site Plan may cost upwards of \$500,000.

Clearly, this is far more than the "studies or surveys " allowed by §99(a).

Municipal Code Article 9.2-45 provides that the Building Committee "... in its supervision of the construction shall have all of the powers and duties of the Commissioner of Public Works with respect to the construction of public buildings and public improvements of the Town. Such supervision shall include but not be limited to:

"(1) The selection and employment of an architect;

"(2) Approval of plans and specifications;

"(3) Requests for necessary appropriations and advertising and

acceptance of bids."

The RTM appointed a majority of the voting members of the New Lebanon Building Committee, and the RTM has appointed its own non-voting member to the Committee . The Building Committee has the knowledge and resources to develop the optimal plan to satisfy the Educational Specifications, Board of Ed operational requirements and other conditions imposed by other authorities having jurisdiction.

Subject to public review and comment, the P&Z may approve, amend or reject the resulting site plan(s); the First Selectman may include full, partial or no funding in his proposed capital budget, the BET may remove, increase or decrease the proposed capital appropriation, and the RTM may reduce or eliminate the appropriation if it does not like the Building Committee's plan. There will be no plan, however, unless the Building Committee is released to do its work. Granting MI is required to provide a site for the construction.

Among the issues to consider:

1. The Board of Education's Educational Specifications and the MI application call for a building of 62,000 square feet with capacity to accommodate a Magnet School that will attract a more diverse population of students from across town.
2. The Building Committee's architect says a 62,000 square foot building will require 85 or more parking spaces and queuing lanes for vehicles of caregivers and four full sized school buses.
3. The Scheme D building has a higher elevation placement and is further from wetlands than some other schemes. It is also further from I-95.
4. Scheme D calls for demolishing the existing structure and building a new structure on the site.
5. The Board of Education initially supported Scheme D, but has since endorsed an alternate plan after deliberation and consultation with the Building Committee and its architect. The Building Committee does not support Scheme D and has endorsed an alternate plan. The architect hired by the Building Committee does not recommend Scheme D as optimal for this site.
6. The Planning & Zoning Commission deferred this application based on its requirement that a site plan must accompany an MI application.

ITEM NO: **14**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter Tesei – 203 622 7710 - PTesei@greenwichct.org
REFERRED TO: *Appointments, Health & Human Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, re-nominated by the Board of Selectmen, be appointed a regular member of the Nathaniel Witherell Board of Directors for a term expiring 3/31/19.

LAURENCE B. SIMON

EXPLANATORY COMMENTS

Laurence Simon, of 48 Edgewood Drive, Greenwich, CT 06831 has been re-nominated as a regular member of the Nathaniel Witherell Board of Directors for a term expiring 3/31/19.

Mr. Simon is the co-founder of Health Management Systems, Inc., a publically-traded company that is the largest coordinator of benefits for many Medicare and Medicaid programs in more than 40 states. After his retirement from HMS in 1997, Larry served on the Information Advisory Technology Committee for the Town of Greenwich, and then served 12 years on the Board of Estimate and Taxation, 10 of which he spent on the Budget Committee. He recently completed service as member of the Town's Retirement Board.

Larry earned his B.A. in Economics from the University of Pennsylvania, and his M.A. in Applied Economics from the University of Pennsylvania. He has a thorough understanding of health care reimbursement, and budget formulation. He also has been associated with the Greenwich Land Trust, the United Way of Greenwich, the Bruce Museum, and the League of Women Voters throughout his volunteer career.

ITEM NO: **15**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter Tesei– 203 622 7710 - PTesei@[greenwichct.org](mailto:PTesei@greenwichct.org)
REFERRED TO: *Appointments, Health & Human Services Committees*
VOTES: Board of Selectmen 3-0-0

RESOLVED, that the following named person, re-nominated by the Board of Selectmen, be appointed a member of the Board of Social Services for a term expiring 3/31/19.

WINSTON A. ROBINSON

EXPLANATORY COMMENTS

Winston Robinson, of 30 Homestead Lane, Greenwich, 06831 has been re-nominated as a member of the Board of Social Services for a term expiring 3/31/19.

Mr. Robinson works for the Greenwich Housing Authority as a Housing Manager, where he interacts with many Social Service clients who reside in moderate and low income units throughout the Town.

Winston serves on the Greenwich Boy Scout Board, the Community Centers Inc. Board, and the Greenwich Hospital Community Advisory Board. Previously, he served on the Transportation Association of Greenwich Board, the Red Cross Board, and the Board of Parks and Recreation.

ITEM NO: **16**
DEPARTMENT: Office of the First Selectman
CONTACT: Peter Tesei – 203 622 7710 - PTesei@greenwichct.org
REFERRED TO: *Appointments, 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 for a term expiring 3/31/19.

REV. IAN JEREMIAH

EXPLANATORY COMMENTS

Ian Jeremiah, of 469 North Street, Greenwich, 06830 has been nominated as a regular member of the Board of Ethics for a term expiring 3/31/2019.

Rev. Jeremiah is the Pastor of Saint Michael the Archangel Parish, Greenwich since July of 2015. He serves concurrently as the Episcopal Vicar for Clergy, Diocese of Bridgeport since May 2014. Previously he served as Parochial Vicar, Saint Aloysius Parish, New Canaan, CT.

Rev. Jeremiah graduated from Mount Saint Mary's Seminary, Emmitsburg, MD in May of 2008 with a Master of Art (Theology) and Master of Divinity. He also holds an MBA, Finance and Accounting, May 1993. He also passed the Uniform CPA examination in New York, NY in November of 1990.

He graduated from the National University of Malaysia with a Bachelor of Accounting (Honors), August 1987. He previously worked at Sterling Capital and Daytop Village Inc. in New York, NY. He is member of the Greenwich Fellowship of Clergy.

ITEM NO: **17**
DEPARTMENT: Board of Selectmen & Board of Estimate & Taxation
CONTACT: Aamina Ahmad, Assistant Town Attorney (622-7876)
Aamina.Ahmad@greenwichct.org
Mary Lee Kiernan, BET Co-Chair Parsonage Cottage Working Group
Marylee.kiernan@greenwichct.org (622-6990)
Leslie Tarkington, BET Parsonage Cottage Working Group Member
Leslie.tarkington@greenwichct.org (661-0535)
REFERRED TO: *Finance, Health & Human Services, Legislative & Rules Committees*

RESOLVED, that the RTM hereby approves the modification of two loans from the Town to Parsonage Cottage Senior Residence, LP, which loans were originally issued in 1995 for the renovation of Parsonage Cottage; the RTM also hereby approves the modification of the 1995 Operating Agreement between the Town, the Housing Authority and Parsonage Cottage Senior Residence, LP, said modifications to be in accordance with the terms approved by the Board of Estimate and Taxation and the Board of Selectmen, and attached hereto.

EXPLANATORY COMMENTS

In 2013, the Housing Authority requested a complete forgiveness of a loan which had been issued by the Town in 1995 in the amount of \$675,000 for the renovation of Parsonage Cottage. The loan had been made to Parsonage Cottage Senior Residence LP ("Partnership"), an entity established by the Housing Authority to take advantage of Low Income Housing Tax Credit financing for the renovation. Community Development Block Grant ("CDBG") funds were used to fund the loan. The Town Hall Annex Corporation ("Corporation"), a non-profit entity with the same board of directors as the Housing Authority was and remains the general partner of the Partnership. When the request was presented to the BET, given the complexity of various financial and other arrangements that were entered into between the Town and the Housing Authority in 1995, including a second loan funded with general fund monies, the BET formed the Parsonage Cottage Working Group to further evaluate the Housing Authority's request. This led to a process of due diligence and review by the Working Group which included six public meetings during which the Working Group engaged in discussions and negotiations with representatives of the Housing Authority and Parsonage Cottage. Minutes of the Working Group's meetings are attached as Exhibit 4.

The Working Group's review involved an analysis of the 1995 arrangements between the Town and the Housing Authority which included (1) a 99 year Lease of Parsonage Cottage to the Partnership; (2) an Operating Agreement between the Town, Housing Authority and the Partnership; (3) a Loan Agreement and Note for the CDBG funded loan ("CDBG Loan") in the amount of \$675,000; and (4) a Loan Agreement and Note for a Town funded loan ("Town Loan") in the amount of \$1,148,324. The 1995 deal had been reviewed and approved by the then Board of Selectmen, BET and RTM. As part of its due diligence, the Working Group also arranged for a financial review of Parsonage Cottage as was authorized by the 1995 Operating Agreement. A report of the financial review was completed by the Town's auditor in November 2015 and is attached as Exhibit 9.

Discussions with the Housing Authority and Parsonage Cottage resulted in the Working Group proposing modifications to the CDBG and Town loans, as opposed to a complete forgiveness of the CDBG Loan. This proposal was accepted by the

Housing Authority and approved by the BET and the Board of Selectmen in December 2015.

Details of the proposal that are now before the RTM are contained in the Working Group's report to the BET dated December 15, 2015 and the refinancing offer to the Housing Authority dated December 7, 2015, both of which are submitted as Exhibits 1 & 2. The interest on the Town Loan (current principal \$674,691) is proposed to be reduced from 6% to 1% with repayment over a period of 22 years. The interest on the CDBG Loan (current principal \$348,548) is proposed to be reduced from 4% to 0% with repayment over a period of 22 years. This proposal achieves the Housing Authority's goal of reducing its annual debt service to approximately \$50,000 per year and will result in annual savings of \$71,314.70 in debt service. It is anticipated that the refinancing will allow the Housing Authority to improve cash flows and fund capital improvements at Parsonage Cottage given the savings in annual debt service.

The Town Attorney's Office and counsel for the Housing Authority expect to modify the Town Loan Agreement and Note, the CDBG Loan Agreement and Note, as well as the Operating Agreement to reflect the terms of the refinancing.

In further support of this item, the following documents are available **in the Town Clerk's Office or on the web site at rtm.greenwich.org for your review:**

1. Parsonage Cottage Working Group Report to BET 12/15/15;
2. Parsonage Cottage Working Group Refinancing Summary of Key Terms, 12/7/15;
3. Parsonage Cottage Working Group Report for 12/1/15 Meeting;
4. Minutes of the Parsonage Cottage Working Group meetings;
5. 1995 Operating Agreement;
6. 1995 Town Loan Agreement & Town Loan Note;
7. 1995 CDBG Loan Agreement & CDBG Loan Note;
8. Diagram Showing Relationship Between Various Entities Involved In Parsonage Cottage Transactions;
9. Operational Review, 11/1/15, RSM US LLP.

ITEM NO: **18**
DEPARTMENT: N/A
CONTACT: Jason Auerbach (646) 522-6566
jasonauerbachrtm@gmail.com
REFERRED TO: *All Committees*
VOTES: N/A

RESOLVED, that **Chapter V, Section G** of the RTM Rules (dated 9/1/2014) is hereby amended, effective June 1, 2016, to read as follows:

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:

- Provide guidance to Committee members on what departments are to be reviewed, contacts within those departments, what the budget is, the powers of the RTM and the process they will be asked to follow in order to report to the Standing Committee, as well as the RTM

- Engage with appropriate department and budget leaders to understand the services provided, value derived and the associated cost drivers in their budget request, focusing on departmental needs, priorities, changes and deferments

- Liaise with other Standing and Special Committees, as appropriate, to coordinate such review activities

- Produce three reports to the RTM website consisting of updates on progress preparing for the budget, a mid-process update and a final report. The mid-process report should be prepared, distributed and uploaded to the RTM website in concert with the release of the First Selectman's budget. The final report should be prepared, distributed and uploaded to the RTM website no later than the date of the Town Clerk Mailing the April Call.

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

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

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

Guidance for the RTM Standing Committee Annual Budget Review

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

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

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

September:

- 1) As soon as possible after the previous fiscal year budget vote, and no later than the September RTM meeting, Standing Committees should establish or assign its members to budget sub-committees whose purpose is to monitor and report the Town budget proceedings involving their respective functional Town departments.
- 2) Standing Committee Chairs should
 - a) share the budget area assignments to the appropriate department / budget area leadership as well as posting on the RTM website prior to the October Call
 - b) post changes to budget sub-committee membership to the RTM website as may become necessary
 - c) provide an overview of the budget review process, insights about the departments to be reviewed as well as a model of the assessment to be conducted
 - d) set-up meetings with the appropriate department and budget leadership to review their respective budget process for the upcoming fiscal year
 - e) provide periodic reports on the progress of the budget review as well as any planned upcoming meetings or discussions. Such reports should be posted on the RTM website as well as shared with the appropriate department and budget leadership
- 3) Standing Committees are encouraged to invite public input as early as possible in order to shape budget discussions.

September – December:

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

on key findings / departures.

December through February:

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

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

February- Mid April:

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

April:

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

May:

- 1) At the RTM budget meeting, if a Standing Committee plans to offer a line item amendment, the Committee Chair shall offer a Standing Committee report in accordance with *Rules of the RTM, Section III G., "Making Standing Committee Reports."*

EXPLANATORY COMMENTS

Explanatory Comments
for District 8 Proposed Amendments
to the RTM Rules

December 23, 2015

Additional information on this item,
including online discussion and Q&A, can be found at www.explanos.com

Background

In June 2014, District 8 established an informal working committee to study the RTM budget process. The subcommittee studied the historical role of the RTM in the Town budget process and, later in the year, District 8 formally established a subcommittee to amend the timetable in the RTM rules and assess the operation of the current rules. This subcommittee met with several BET members, the First Selectman, the RTM Moderator, Moderator Pro Tempore, district and committee chairs, dozens of RTM members and Greenwich residents. After numerous revisions based on valued feedback from the RTM membership, District 8 voted 19-0-0 to present a resolution to have the RTM adopt these proposed amendments to the current RTM Rules.

Amendments to §V.G. Budget Planning Process

These proposed revisions to the RTM Rules align the budget schedule located in §V.G of the RTM Rules with the 2014 Revision Of Board of Estimate and Taxation's Budget process calendar. Additionally, the proposed changes facilitate the timely sharing of budget process information with the RTM.

Based upon feedback and proposed amendments, the rules have been reduced to four essential pieces: 1) Committees Provide Guidance on relevant budgets to the RTM; 2) Committees Engage with the appropriate departments; 3) Committees when appropriate Liaise with other committees; and 4) Produce 3 Reports on the budget that are available to the rest of the RTM.

The remainder of the document is a set of suggested Guidelines on how committees might engage and when they should engage the departments. As these are guidelines and not rules, it leaves tremendous discretion to each Standing Committee and conforms to the amendments proposed prior to the December RTM meeting

The benefits of these changes include:

Accurate description of the budget process.

Opportunity for timely examination of budget issues well in advance of the May RTM budget meeting

A more informed and prepared membership at the May RTM budget meeting

Streamlined Standing Committees budget reporting responsibilities.

Enhanced RTM participation in the budget process in a way that is consistent with the Town Charter's division of responsibilities between the Board of Estimate and Taxation, the First Selectman, and the Representative Town Meeting

Strengthened collaboration between the RTM and the Board of Estimate and Taxation and the RTM and the First Selectman.

Standing committees will be empowered to comment on the BET guidelines.

Notes on Budget Process Reporting

The proposed amendments provide guidance for Standing Committees to publish reports to the RTM website several times during the year.

The format and content of report are at the discretion of the subcommittee members and Chair of each Standing Committee.

The proposed changes will result in a central repository for budget (and other) information available to residents, town officers and RTM members at any time via the internet.

ITEM NO: **19**
DEPARTMENT: RTM Moderator
CONTACT: Thomas J. Byrne, tjbog@aol.com
REFERRED TO: All Committees
VOTES: N/A

RESOLVED, that the regular meeting dates for the 2016-2017 RTM term shall be as set forth below, and those dates shall preempt any provisions of the RTM Rules that may be in conflict (for the 2016-2017 term only):

2016:

Tuesday, January 19; Monday, March 14; Monday, April 11; Monday, May 9; Monday, June 13; Monday, September 19; Monday, October 24; Monday, December 12;

2017:

Tuesday, January 17; Monday, March 13; Monday, April 10; Monday, May 8; Monday, June 12; Monday, September 18; Monday, October 23; Monday, December 11.

EXPLANATORY COMMENTS:

In the course of the discussion regarding proposed rule changes governing RTM meeting dates, A member suggested that any conflicts between RTM meeting dates and important holidays could be addressed at the first meeting of the new term through a resolution placed on the January Call that contained the date of all regular meetings for the coming two year term.

This resolution can be amended by majority vote if members determine there are any conflicts that need to be addressed.