



STATE OF CONNECTICUT  
TOWN OF GREENWICH

The Annual Representative Town Meeting of the Town of Greenwich will be held in the auditorium of Central Middle School on **Tuesday** January 19, 2016 at 8:00 P. M. for the following purposes:

1. To administer the oath of office to all members for 2016-2017 term.
2. Elect a Moderator
3. Elect a Moderator ProTempore
4. To consider and act upon the following resolution, postponed from the December 2015 meeting.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

5. To consider and act upon the following resolution.

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

**STEVEN A. FONG**

Referred to Appointments Committee  
Referred to Land Use Committee

6. To consider and act upon the following resolution.

**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.**

Referred to Appointments Committee  
Referred to Land Use Committee

7. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

8. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

9. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

10. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Parks & Recreation Committee

11. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Town Services Committee

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

**RESOLVED, that the sum of \$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".**

Referred to Finance Committee

Referred to Public Works Committee

13. To consider and act upon the following resolution, requested by a property owner.

**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.**

Referred to Education Committee  
Referred to Land Use Committee  
Referred to Legislative & Rules Committee  
Referred to Public Works Committee

14. To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

15 To consider and act upon the following resolution.

**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**

Referred to Appointments Committee  
Referred to Health & Human Services Committee

16 To consider and act upon the following resolution.

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

**REV. IAN JEREMIAH**

Referred to Appointments Committee  
Referred to Town Services Committee

17. To consider and act upon the following resolution, requested by the First Selectman and approved by the Board of Selectmen and the Board of Estimate and Taxation.

**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.**

Referred to Finance Committee  
Referred to Health & Human Services Committee  
Referred to Legislative & Rules Committee

18. To consider and act upon the following resolution, requested by members of District 8.

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."*

Referred to All Committees

19. To consider and act upon the following resolution, requested by the Moderator.

**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.**

Referred to All Committees

Dated at Greenwich,Ct.  
January 4, 2016

THOMAS J. BYRNE  
MODERATOR  
CARMELLA C. BUDKINS  
TOWN CLERK