



STATE OF CONNECTICUT
TOWN OF GREENWICH

A regular Representative Town Meeting of the Town of Greenwich will be held in the auditorium of Central Middle School on Monday, March 13, 2017 at 8:00 P. M. for the following purposes:

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

RESOLVED, that the name of the Department of Social Services be changed to the Department of Human Services, that the name of the Board of Social Services be changed to the Board of Human Services, that the title of Commissioner of Social Services be changed to Commissioner of Human Services, that the title of Deputy Commissioner of Social Services be changed to Deputy Commissioner of Human Services, and that all related references in the Charter of the Town of Greenwich and the Municipal Code of the Town of Greenwich be amended in accordance with said changes.

Charter, Town of Greenwich,
Article 5

Sec. 62. Department of **Human** [Social] Services; Board of **Human** [Social] Services.

- (a) There shall be a Department of **Human** [Social] Services under the direction and control of the Board of **Human** [Social] Services.
- (b) The Board of **Human** [Social] Services shall consist of seven (7) members who shall be appointed on or before March 31 in any applicable year by the Representative Town Meeting on nomination of the Selectmen for terms of three (3) years. Three (3) members shall be appointed for terms commencing April 1, 1994, and four (4) members shall be appointed for terms commencing April 1, 1996. For the terms commencing April 1, 1994, the three (3) members shall be appointed for terms respectively expiring on March 31, 1997. For the terms commencing April 1, 1996, two (2) of the four (4) members shall be appointed for terms respectively expiring on March 31, 1998 and the other two (2) members shall be appointed for terms respectively expiring on March 31, 1999. After April 1, 1996, all subsequent appointments, except to fill vacancies for unexpired portions of terms, shall be made annually and shall be for terms of three (3) years. All such members shall hold office until their successors shall be appointed and shall have qualified.
- (c) The Board of **Human** [Social] Services shall have power to appoint and remove the Commissioner of **Human** [Social] Services. The Board of **Human** [Social] Services may appoint a Deputy Commissioner of **Human** [Social] Services.

(S.A. 444 § 26, 1939; as amended by S.A. 607 § 5, 1951; RTM, 1/15/1968; RTM, 6/9/1969; RTM, 4/10/1972; RTM, 1/18/1994.)

Sec. 63. Commissioner of **human** [social] services; duties; salary.

- (a) Except where otherwise mandated by state or federal law with respect to nursing homes, the Commissioner of **Human** [Social] Services shall, subject to the direction and control of the Board of **Human** [Social] Services, have full charge of the **human** [social] services of the Town and shall also have such powers and duties as are now or shall hereafter be conferred and imposed by law upon the Selectmen or any other administrative agency of the Town relative to minors, mentally ill persons, children born out of wedlock, indigent or incapable persons, and persons addicted to the use of intoxicating liquors and drugs, including making applications of the appointment of conservators for incapable persons, for the commitment of mentally ill persons, for the removal of a parent as natural guardian of a minor and for the adoption of a minor.
- (b) Wherever copies of any papers relative to such matters shall be law be served on the Selectmen of the Town or one (1) of them, service shall instead be made on the Commissioner of **Human** [Social] Services. No bill against the Town relating to **human** [social] services or the support of indigent persons of the Town shall be paid by the Town until it has been approved and certified as correct by the Commissioner of **Human** [Social] Services.
- (c) The salary of the Commissioner of **Human** [Social] Services shall be fixed by the Town on the recommendation of the Board of Estimate and Taxation in the same manner as other appropriations are determined. In the absence or disability of the Commissioner of **Human** [Social] Services or if the office becomes vacant for any reason, the Deputy Commissioner of **Human** [Social] Services shall perform the duties and exercise the powers of the Commissioner of **Human** [Social] Services for a period not to exceed ninety (90) days or for such longer period as the Board of **Human** [Social] Services may determine. The salary of the Deputy Commissioner shall be fixed by the Town on the recommendation of the Board of Estimate and Taxation in the same manner as other appropriations are determined.

(S.A. 444 § 26, 1939; as amended by S.A. 133, 1943; S.A. 327, 1953; S.A. 79, 1955; RTM 1/15/1968; RTM, 6/9/69; RTM, 4/10/72; RTM, 3-10-03.)

Sec. 21. Annual Budget and Operations Plans.

- (a) By Departments, Divisions and Officers. The head of each department and division under the supervision and control of the Board of Education, the Board of Health, the Board of **Human** [Social] Services, the Board of Estimate and Taxation and the First Selectman and all other officers and boards of the Town shall annually prepare and submit to their supervising authority a proposed budget report and an operations plan presenting the proposed financial and operational plans for the ensuing fiscal year. The proposed budgets shall be presented at such time, in such form and with such content as shall be prescribed by the Board of Estimate and Taxation and shall contain such additional information as is requested by the First Selectman or the Board of Estimate and Taxation. Such proposed budgets shall include a detailed estimate of the amount of money which will be required to meet the obligations of the Town for such board, department, office or division to provide for its expenses for the ensuing fiscal year, shall list capital requests separately from operating expenses and shall identify capital items that are anticipated to be requested within at least the next five fiscal years but are not being requested at the present time. The operations plans shall set forth in such form as shall be prescribed by the First Selectman, a concise and comprehensive report of the administrative activities of the board, department, division or office showing services, activities and work accomplished during the current year and to be accomplished in the ensuing fiscal year. Such operations plans shall contain

a table of organization for the agency preparing it and shall list any changes in personnel proposed in the budget request for the ensuing fiscal year.

- (b) Review and Revision by First Selectman. Upon completion of their review, and at such time as shall be prescribed by the First Selectman, such boards, departments, divisions and officers of the Town, shall submit such proposed budgets and operations plans to the First Selectman. The First Selectman shall review all proposed budgets received and shall make such revisions and modifications in such proposed budgets as the First Selectman deems necessary or appropriate, except for the operations budget submitted by the Board of Education, and, unless requested by the Board of Estimate and Taxation, except with respect to fixed charges as proposed by the Board of Estimate and Taxation. The First Selectman shall review all operations plans received and shall make such revisions and modifications in such operations plans as the First Selectman deems necessary or appropriate, except for those submitted by the Board of Education and the Board of Estimate and Taxation, and, with respect to those plans submitted by departments, boards or officers not under the supervision and control of the First Selectman, only after consultation with such department, board or officer affected. Revisions and modifications to such proposed budgets or operations plans by the First Selectman shall not be such as to prevent any Town officer or board from performing or exercising any power, duty or obligation specified or mandated by Town Charter or state statute. In connection with such reviews, the First Selectman shall (1) develop goals and objectives and establish priorities for spending for the ensuing fiscal year; (2) establish priorities with respect to recommended capital spending for all Town agencies; and (3) develop a long range capital spending plan.
- (c) Submission to the Board of Estimate. On or before December 1 in each year, or at such other time as the Board of Estimate and Taxation shall prescribe, the First Selectman, for and on behalf of said boards, departments, divisions and offices and the Board of Education, shall submit to the Board of Estimate and Taxation, with copies to the Budget Overview and Finance Committees of the Representative Town Meeting and such other Committees of the Representative Town Meeting as the Moderator may direct, such proposed budgets, as revised, with such comments as are appropriate, presenting the proposed financial plans for said boards, departments, divisions and offices for the ensuing fiscal year, including detailed estimates of the amount of money which will be required to provide for anticipated operating and capital expenses for the ensuing fiscal year. Such proposed budgets shall be in such form as the Board of Estimate and Taxation shall prescribe. Nothing in this section shall be construed as preventing any board or officer from submitting a request for addition to, or reinstatement of, any item omitted from, or deleted from its budget directly to the Board of Estimate and Taxation in accordance with procedures prescribed by said board.
- (d) Publication of Estimates. The Board of Estimate and Taxation shall, on or before April 10 in each year, cause to be published in a newspaper published in the Town, a summary of such estimates.

(S.A. 347 § 13, 1921; as amended by S.A. 343 § 2, 1937; S.A. 444 § 16, 1939; S.A. 172 § 3, 1953; S.A. 71 § 8, 1955; RTM, 5/8/61; RTM, 1/8/62, 3/13/1972; Char. Rev. 11/4/1975, eff. 1/1/1978; RTM, 10/14/80; RTM, 6/9/03, approved at referendum 11/4/03.)

Charter, Town of Greenwich,
Article 9

Sec. 82. Definitions.

- (a) For the purposes of this Article, the following terms shall have the meanings provided in this Section.
 - (1) *Commission* means the Planning and Zoning Commission of the Town.
 - (2) *Planning and Zoning Board of Appeals* means the Planning and Zoning Board of Appeals of the Town.
 - (3) *Town* means the Town of Greenwich.

- (4) *Town Agency* means any person, board, department, commission, commissioner, committee or officer duly authorized to act for and in behalf of the Town in any capacity, including but not limited to the Board of Selectmen, the Board of Estimate and Taxation, the Department of Finance, the Fire Department, the Police Commission, the Department of Public Works, the Planning and Zoning Board of Appeals, the Board of Health, the Recreation Board, the Board of **Human** [Social] Services and the Condemnation Commission.
- (5) *Town Meeting* means the Representative Town Meeting of the Town.
- (6) *Street* includes all public and private streets, highways, avenues, boulevards, parkways, roads and other ways used for vehicular or pedestrian travel, but excludes such ways serving a single principal use of any land or building.

(RTM, 1/17/1966.)

- (7) *Subdivision* means the division of a tract or parcel of land into two (2) or more parcels or lots for the purpose, whether immediate or future, of sale or building development expressly excluding development for agricultural purposes, and includes resubdivision.

(RTM, 3/14/2005.)

- (8) *Resubdivision* means a change in a map of an approved or recorded subdivision or resubdivision if such change;
 - (A) Materially affects any street layout shown on such map;
 - (B) Affects any area reserved thereon for common use; or
 - (C) Materially diminishes the size of any lot shown thereon, as defined in the subdivision regulations, if any of the lots shown thereon have been conveyed after the approval or recording of such map.
- (9) *Public Real Property* includes public parks, playgrounds, parking spaces, water fronts, squares, commons, aviation facilities and other Town-owned real property used for public or municipal purposes.
- (10) *Public Notice* means, unless otherwise specified in this Chapter, the publication in a newspaper of general circulation in the Town once a week for two (2) consecutive weeks of a notice of the time and place of a public hearing set for not less than ten (10) days after the date of the first of such publications.

(b) Whenever appropriate the singular shall include the plural and the plural shall include the singular.

(S.A. 469 § 1, 1951; as amended by RTM, 10/14/1969; RTM, 6/8/1970.)

Charter, Town of Greenwich,
Article 15

Sec. 217B. Department of Human Resources; Director of Human Resources.

- (a) There shall be a Department of Human Resources under the direction of a Director of Human Resources who shall be experienced in managing human resources functions necessary for the effective administration of employment functions and administration of the Town benefits program.
 - (i) Subject to Section 223, the Director of Human Resources shall develop and implement personnel policies, procedures, rules and regulations for Town employees.
 - (ii) Except for managerial, confidential, certified and instructional staff of the Board of Education, the Director of Human Resources shall administer all employment functions within the Town as an aide to the Town's appointing authorities. The Director of Human Resources and the Board of Education shall determine which Board of Education positions are managerial. The employment functions of the Director

of Human Resources shall exclude the negotiation and administration of collective bargaining agreements and shall include, without limitation, the following functions:

- a. Recruitment;
- b. Employment eligibility determinations, testing and assessment;
- c. Administration of classification processes;
- d. Administration of the hiring process and procedures;
- e. Implementation of terms and conditions of employment as may be established from time to time through the collective bargaining process;
- f. Administration of employee performance review plans and recommendation of modifications to employee performance review plans or procedures;
- g. Administration of employee discipline and separation in accordance with collective bargaining agreements and Town personnel policies;
- h. Development of personnel training, employee development and retention processes;
- i. Maintenance of personnel records and documents;
- j. Compliance review as to all applicable laws in the area of personnel.

(iii) The Board of Education shall be responsible for administration of all employment functions for managerial, confidential, certified and instructional staff of the Board of Education.

(iv) Except for the Town's Retirement System, the Director of Human Resources shall administer the Town's benefits program and related budgets for all active and retired Town employees.

- (b) The Director of Human Resources shall be appointed and may be removed by the Board of Selectmen upon recommendations of the First Selectman as provided in Section 218.
- (c) Nothing contained in this section shall affect the powers of the Board of Estimate and Taxation under this Charter to administer the financial affairs and budget of the Town of Greenwich.
- (d) For the purposes of this section, "appointing authorities" shall include the First Selectman, the Board of Estimate and Taxation, the Board of Health, the Board of **Human** [Social] Services, the Planning and Zoning Commission, the Board of Education, the Retirement Board, the Conservation Commission, the Board of Nathaniel Witherell, the Boards of the Greenwich Library and the Perrot Memorial Libraries, the Inland Wetlands and Watercourses Agency, the Commission on Aging, the head of Town departments.

(RTM, 6/12/2006.)

Charter, Town of Greenwich,
Article 15

Sec. 223. Administrative regulations.

- (a) The First Selectman, the Board of Estimate and Taxation, the Board of Health, the Board of **Human** [Social] Services, and the Board of Education may prescribe such general rules and regulations as they may, respectively, deem necessary or expedient for the conduct of the departments and staff under their respective direction and control, not inconsistent with this Article or Town personnel policies, and except as otherwise provided by law.
- (b) The head of each department may likewise prescribe such rules and regulations as he may deem necessary or expedient for the proper conduct of the department and for making effective the provisions of law not inconsistent with Town personnel policies or the general rules and regulations prescribed by such boards.

(S.A. 444 § 13, 1939.)(Char. Rev. 11/4/1975, eff. 1/1/1978; RTM, 6/12/2006.)

Charter, Town of Greenwich,
Article 15

Sec. 225. Bonds required.

The Town Treasurer, Comptroller, Tax Collector, Commissioner of Public Works, Commissioner of **Human** [Social] Services, and all other persons receiving or disbursing the Town's funds shall, except as otherwise provided by special enactment, each give to the Town, upon assuming office and before receiving any Town funds, a bond with a surety company of good standing as a surety thereon, approved as to their respective amounts and as to the respective sureties thereon by the Board of Estimate and Taxation, conditioned for the faithful discharge of the duties of the office of the official giving such bond. The Tax Collector shall give such bond before he receives any tax warrant. The premiums on such bonds shall be paid by the Town Treasurer upon order of the Selectmen.

(S.A. 347 § 9, 1921; as amended by S.A. 71 § 3, 1955; RTM, 3/12/1972.)

MUNICIPAL CODE OF THE TOWN OF GREENWICH
CHAPTER 14. VEHICLES AND TRAFFIC

ARTICLE 1. TOWN PROPERTY.

Sec. 14-2. Authority over town property.

- (a) The Police Commission shall have the same authority to control traffic and parking on town property and to make any necessary rules and regulations as the Police Commission has as the Traffic Authority with respect to traffic and parking on public highways under Chapter 112 of the General Statutes.
- (b) Such authority with respect to town property under the control of the Board of Education, the Board of **Human** [Social] Services or the Board of Health shall only be exercised upon the request of the Board having such control. Upon request of the Housing Authority of the town, the Police Commission shall have the same authority with respect to property owned by the Housing Authority.

(RTM, 4/14/1952.)

(additions **bold**; deletions within [brackets])

The foregoing proposal for home rule action requires an affirmative vote of a majority of the entire membership of the Representative Town Meeting at a meeting warned for that purpose.

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

- 2. To consider and act upon the following resolution, requested by the First Selectman and approved by the Board of Selectmen.

RESOLVED, that Section 217B of the Town of Greenwich Charter is amended to read as follows:

Sec. 217A [B]. Department of Human Resources; Director of Human Resources.

- (a) There shall be a Department of Human Resources under the direction of a Director of Human Resources who shall be experienced in managing human resources functions necessary for the effective administration of employment functions and administration of the Town benefits program.
 - (i) Subject to Section 223, the Director of Human Resources shall develop and implement personnel policies, procedures, rules and regulations for Town employees.
 - (ii) Except for managerial, confidential, certified and instructional staff of the Board of Education, the Director of Human Resources shall administer all employment functions within the Town as an aide to the Town's appointing authorities. The Director of Human Resources and the Board of Education shall determine which Board of Education positions are managerial. The employment functions of the Director of Human Resources shall exclude the negotiation and administration of collective bargaining agreements and shall include, without limitation, the following functions:
 - a. Recruitment;
 - b. Employment eligibility determinations, testing and assessment;
 - c. Administration of classification processes;
 - d. Administration of the hiring process and procedures;
 - e. Implementation of terms and conditions of employment as may be established from time to time through the collective bargaining process;
 - f. Administration of employee performance review plans and recommendation of modifications to employee performance review plans or procedures;
 - g. Administration of employee discipline and separation in accordance with collective bargaining agreements and Town personnel policies;
 - h. Development of personnel training, employee development and retention processes;
 - i. Maintenance of personnel records and documents;
 - j. Compliance review as to all applicable laws in the area of personnel.
 - (iii) The Board of Education shall be responsible for administration of all employment functions for managerial, confidential, certified and instructional staff of the Board of Education.
 - (iv) Except for the Town's Retirement System, the Director of Human Resources shall administer the Town's benefits program and related budgets for all active and retired Town employees.
- (b) The Director of Human Resources shall be appointed and may be removed by the Board of Selectmen upon recommendations of the First Selectman as provided in Section 218.
- (c) Nothing contained in this section shall affect the powers of the Board of Estimate and Taxation under this Charter to administer the financial affairs and budget of the Town of Greenwich.
- (d) For the purposes of this section, "appointing authorities" shall include the First Selectman, the Board of Estimate and Taxation, the Board of Health, the Board of Social Services, the Planning and Zoning Commission, the Board of Education, the Retirement Board, the Conservation Commission, the Board of Nathaniel Witherell, the Boards of the Greenwich Library and the Perrot Memorial Libraries, the Inland Wetlands and Watercourses Agency, the Commission on Aging, the head of Town departments.

(RTM, 6/12/2006.)

(additions **bold**; deletions within [brackets])

The foregoing proposal for home rule action requires an affirmative vote of a majority of the entire membership of the Representative Town Meeting at a meeting warned for that purpose.

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

3. To consider and act upon the following resolution.

RESOLVED, that the following named person, nominated by the Board of Selectmen, be re-appointed as a regular member of the Commission on Aging, for a term expiring 3/31/20.

FRANCIS ‘KIP’ BURGWEGER. JR.

Referred to Appointments Committee
Referred to Health & Human Services Committee

4. To consider and act upon the following resolution.

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

STEPHEN L. BISHOP

Referred to Appointments Committee
Referred to Land Use Committee

5. To consider and act upon the following resolution.

RESOLVED, that the following named person, nominated by the Board of Selectmen, be reappointed as a member of the Parks and Recreation Commission, for a term expiring March 31, 2020.

GARY DELL’ABATE

Referred to Appointments Committee
Referred to Parks & Recreation 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 member of the Parks and Recreation Commission, for a term expiring March 31, 2020.

SCOTT JOHNSON

Referred to Appointments Committee
Referred to Parks & Recreation 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 member of the Planning and Zoning Commission, for a term expiring March 31, 2020.

PETER LEVY

Referred to Appointments Committee
Referred to Land Use 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 member of the Planning and Zoning Commission, for a term expiring March 31, 2020.

H. ANDREW FOX

Referred to Appointments Committee
Referred to Land Use 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 an alternate member of the Planning and Zoning Commission, for a term expiring March 31, 2020.

DENNIS P. YESKEY

Referred to Appointments Committee
Referred to Land Use 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 an alternate member of the Planning and Zoning Commission, for a term expiring March 31, 2020.

VICTORIA GOSS

Referred to Appointments Committee
Referred to Land Use Committee

11. To consider and act upon the following resolution.

RESOLVED, that the following named person, nominated by the Board of Selectmen, be appointed an alternate regular member of the Harbor Management Commission for a term expiring 3/31/20.

JOSEPH "CASEY" MCKEE

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

12. 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 Harbor Management Commission for a term expiring 3/31/20.

BERNARD ARMSTRONG

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

13. To consider and act upon the following resolution.

RESOLVED, that the following named person, nominated by the Board of Selectmen, be re-appointed as a regular member of the Harbor Management Commission for a term expiring on 3/31/20.

BRUCE ANGIOLILLO

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

14. 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 3/31/20.

ABBOTT JONES

Referred to Appointments Committee
Referred to Health & Human Services Committee

Dated at Greenwich,Ct
February 27, 2017

THOMAS J. BYRNE
MODERATOR
CARMELLA C. BUDKINS
TOWN CLERK