



**REPRESENTATIVE TOWN MEETING
TOWN OF GREENWICH**

**EXPLANATORY COMMENTS FOR
OCTOBER 2013 MEETING**

ITEM NO: **1-** postponed from the September 2013 meeting.
DEPARTMENT: Office of the First Selectman
CONTACT: Michael Rosen – 203 622 7702 - mrosen@greenwichct.org
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 appointed a member of the Inland Wetlands Watercourse Agency for a term expiring 3/31/17.

SCOTT A. SALISBURY

EXPLANATORY COMMENTS

Scott Salisbury, of 19 Rockland Place, Old Greenwich, 06870 has been nominated as a member of the Inland Wetlands Watercourse Agency for a term expiring 3/31/17.

Mr. Salisbury is a Wealth Advisor and Senior Vice President with Wells Fargo Bank, N.A. in New York City. He is a wealth management professional with 25 years of experience working exclusively with ultra-high net worth families. He has also had a lifetime involvement in the environment and conservation. He acts as the CT District Chair for Ducks Unlimited, and is a Stewardship Member of Greenwich Land Trust.

Scott earned his M.B.A. from Columbia University and his B.A. in Economics/ Communications from Tulane University. He volunteers for The Mianus River Fishway and is a Life Member of the Camp Fire Club of America Conservation Fund. He has served on the Inland Wetlands Watercourse Agency since 2012.

ITEM NO.: **2**
DEPARTMENT: Community Development (First Selectman Office)
CONTACT: Princess A. Erfe 622-3796 perfe@greenwichct.org
REFERRED TO: *Finance, Health & Human Services, Legislative & Rules Committees*
VOTES: Board or commission name vote (y or n)

**RESOLUTION BY THE BOARD OF ESTIMATE AND TAXATION IN PASSING UPON
THE REPORT AND THE RECOMMENDATIONS OF THE BUDGET COMMITTEE
FOR THE 2014 (January 1, 2014 through December 31, 2014) BUDGET YEAR**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROPOSED BUDGET
AND EXPENDITURE HISTORY FOR YEAR 2014**

WHEREAS, the Policy of the Town of Greenwich requires that the Board of Estimate and Taxation shall annually make and file in the Office of the Town Clerk a Detailed Statement of the Appropriations, with its reasons for said Appropriations which it deems necessary to meet the expenses and to conduct the affairs of the Community Development Block Grant Program of the Town of Greenwich for the ensuing Fiscal Year, that is to say, for the Year January 1, 2014 to December 31, 2014 inclusive; and

WHEREAS, the said Board has so filed in the Office of Town Clerk a Detailed Statement of such Appropriations contained in a document designated as the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014) pages 1, 3 through 4, 43 through 94, and 105 through 106, and it will also forward a copy of this resolution indicating approval of the Community Development Block Grant Plan and Budget for the Fiscal Year January 1, 2014 – December 31, 2014 by the Board of Estimate and Taxation; and

WHEREAS, the said Policy provides that the Board of Estimate and Taxation shall submit proposed Appropriations and the RTM shall make such Appropriations as may appear advisable, except that no Appropriations shall be made exceeding an amount for the same purpose recommended by the said Board; and

WHEREAS, said Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 shall be forwarded to the members of the Representative Town Meeting on or before September 5, 2013 for action by the Representative Town Meeting at its Meeting to be held October 28, 2013.

NOW, THEREFORE, BE IT RESOLVED, that the recommendations of the Board of Estimate and Taxation as contained in the said Community Development Block Grant Proposed Budget and History Year 2014 filed, as stated, in the Office of the Town Clerk and submitted at the meeting of the Representative Town Meeting be and the same hereby are approved as the Appropriations for the ensuing Calendar Year 2014, except that the following items shall be increased, decreased, modified or omitted as follows:

Appropriations Recommended

<u>Department</u>	<u>Code Number</u>	<u>By Budget Committee</u>	<u>By Board</u>	<u>Increase (+) or Decrease (-)</u>	<u>Reason for Increase/Decrease</u>
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Total Increase (+)/Decrease (-).....

FURTHER RESOLVED, that the Appropriations of \$680,000 (+/-), set forth, are hereby approved, made and adopted for the Fiscal Year January 1, 2014 to December 31, 2014, inclusive and conditioned on the U. S. Department of Housing and Urban Development approval of the projected entitlement of approximately \$680,000 (+/-),

FURTHER RESOLVED, that in the event the entitlement amount should be more than anticipated or if there should be any program income due during program year 2014, the additional funds will be appropriated to a contingency line item, or if the entitlement is less than the projected \$680,000, the priority for funding after the staff salaries will be based on an equal percentage reduction within each category, starting with funding decreases in the public service activities in order to comply with the 15% CAP followed by funding decreases in the capital projects (with a minimum grant allocation of \$5,000), of the activities listed in the “First Selectman’s Funding Recommendations – CDBG PY2014”; and

FURTHER RESOLVED, that the First Selectman, under the provisions of Title 8 of the Connecticut General Statutes, Chapter 130, Part VI, Community Development and Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended (42 U.S.C. §5301 et seq.); the Department of Housing and Urban Development Act, as amended (42 U.S.C. §3531 et seq.), be hereby authorized to accept grants for the purpose of carrying out an approved Community Development Block Grant Program for the Town of Greenwich; and

FURTHER RESOLVED, that the Department of Community Development of the Town of Greenwich, for purposes set forth in this Budget, is authorized to accept grants or funds made available through the Community Development Block Grant Fund.

ITEM NO.: **3**
DEPARTMENT: Community Development (First Selectman Office)
CONTACT: Princess A. Erfe 622-3796 perfe@greenwichct.org
REFERRED TO: *Finance, Health & Human Services, Legislative & Rules Committees*
VOTES: Board or commission name vote (y or n)

RESOLVED, that the Representative Town Meeting does hereby approve and adopt the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014), for the Town of Greenwich, Connecticut as on file in the Office of the Town Clerk, and as it may be modified by adoption of the Resolution of the Board of Estimate and Taxation; and that the Representative Town Meeting does hereby authorize the First Selectman to prepare the Final 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014), for the Town of Greenwich and to apply for and accept funds for the purpose of carrying out housing and community development programs, as approved for fiscal year 2014 (January 1, 2014 – December 31, 2014); and

RESOLVED, that in approving and adopting said Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014), to become the Final Plan, the Representative Town Meeting finds and determines that by following the plan, the Community Development Block Grant program will be conducted and administered in compliance with Title 8 of the Connecticut General Statutes, Chapter 130, Part VI, Community Development and Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended (42 U.S.C 5301 et seq.); of the

Department of Housing and Urban Development Act, as amended (42 U.S.C 3531 et seq.); and

FURTHER RESOLVED, that the First Selectman, under the provisions of Title 8 of the Connecticut General Statutes, Chapter 130 Part VI, Community Development and Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended (42 U.S.C. §5301, et seq.); of the Department of Housing and Urban Development Act, as amended (42 U.S.C. §3531, et seq.), be hereby authorized to accept grants for the purpose of carrying out an approved Community Development Block Grant program for the Town of Greenwich.

EXPLANATORY COMMENTS

Authorization is requested for the First Selectman to apply to HUD for funds for the purposes and amounts identified in the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014). The Housing and Community Development Act of 1974, and subsequent amendments, is an act of Congress to return tax revenues to local communities from the Department of Housing and Urban Development (HUD) to address the needs established by the local communities, with an emphasis on neighborhoods, decent housing and suitable living environments; and expanding economic opportunities for persons of low- and moderate-incomes. Communities eligible to apply for the Community Development Block Grant (CDBG) entitlement, are required to prepare an Annual One-Year Action Plan for Housing and Community Development Programs, which acts as the funding application and a Consolidated Plan (3 years or more) for all Community Development Programs. The RTM in October 2009, acted on the current 5-Year Consolidated Plan (January 1, 2010 – December 31, 2014) for Greenwich.

The Town of Greenwich, from 1975 thru 2013, has received \$34,904,820 in CDBG funds (including program income). If adopted by the RTM, the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014) becomes “Final” and the document is then submitted to HUD for approval (within 45 days of submission). Under these Resolutions, the RTM is asked to hold a public hearing to consider and act on the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014).

The Board of Estimate and Taxation’s (BET) Resolution, to be acted upon during its public hearing on September 24, 2013, requests action on the 2014 CDBG budget as identified in the Action Plan as the “Community Development Block Grant Proposed Budget and History Year 2014” (pages 109-110). Such document have been prepared to coincide with the RTM action on the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014).

The RTM has historically combined both Resolutions for action. The amount of the year 2014 CDBG entitlement for the Town of Greenwich from HUD is anticipated at \$680,000 (+/-). Statutorily, no more than 15% of the entitlement can be allocated for Public Service activities, and no more than 20% of the entitlement plus program income can be allocated for administrative and planning costs. The Proposed 2014 Action Plan was developed so that the

Town of Greenwich may or may not choose to apply for future CDBG entitlements. Per HUD requirements, the “Plan” has been developed with maximum citizen participation, including submission to various Town agencies, non-profit housing and social service agencies, local libraries and media for review and comment. The attachment is the certifications, which acts as the Agreement between the Town of Greenwich and the US Department of Housing and Urban Development. Copies

of the Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014) were mailed (under separate cover) to all RTM members on or before September 5th 2013, providing (at a minimum) a 45 day review period.

Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing - The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace - It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying - To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Authority of Jurisdiction - The consolidated plan is authorized under State and local law (as applicable and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan - The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 - It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official,

Title

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 part 570).

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, 2013, 2014 (a period specified by the grantee

consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Title

Date

ATTACHMENTS

The Proposed 2014 CDBG Annual One-Year Action Plan, Program Year 2014 (January 1, 2014 – December 31, 2014) was mailed to RTM Members on or before September 5, 2013.

ITEM NO.: **4**
DEPARTMENT: Community Development (First Selectman Office)
CONTACT: Princess A. Erfe 622-3796 perfe@greenwichct.org
REFERRED TO: Finance, Health & Human Services, Legislative & Rules Committees
VOTES: Board or commission name vote (y or n)

RESOLVED, that the sum of \$131,681 be transferred from CDBG PY2013 Contingency Funds (Q19713-59900) and added to PY2013 CDBG Projects known as:

Q19713-59900-13322 ---- “HATG Kitchen Renovation at Adams Garden” --- \$121,681
Q19713-59900-13313 --- “Shelter for the Homeless Food Service Program” --- \$10,000
Total amount to be transferred --- \$131,681

EXPLANATORY COMMENTS

Background

The CDBG Entitlement funds allocated to Greenwich for program year 2013 was more than the amount that was anticipated and planned for. The Town expected to receive \$625,000 in CDBG funding for 2013. The actual CDBG entitlement funding received was \$756,681 which resulted to unexpected and unallocated funds in the amount of 131,681. The excess funds have been designated as contingency funds as per the CDBG Resolutions approved back in 2012.

CDAC Consideration to Allocate Contingency Funds

During the Community Development Advisory Committee (CDAC) June 18, 2013 meeting, the members decided and unanimously voted to allocate the excess funds to support the following program year 2013 activities:

1. Housing Authority of the Town of Greenwich

Adams Garden Kitchen Renovation (Phase II) - \$121,681

CDBG funds will be utilized for the renovation of the kitchens at Adams Garden, a low-income garden style family apartment complex comprised of 80 units. Renovation work will include the purchase and installation of kitchen cabinets, kitchen sinks, stove vent/microwave combo systems, and stoves. Phase I was approved to received \$212,070.02 to support the kitchen renovation of 40 units. Phase II funds of \$121,681 will be in addition to the \$212,070.02.

2. Shelter for the Homeless

Food Service Program - \$10,000

CDBG funds will be used to support the Food Service Program of the Shelter for the Homeless (SFH). SFH operates the only men’s homeless shelter in lower Fairfield County serving Greenwich, Stamford, Darien and New Canaan. SFH provides an emergency overnight shelter and meals program, a drop-in Day program with supportive services (for both men and women), a supportive housing residence for homeless men and various outreach services. CDBG funds in

the amount of \$7,500 had been approved for this activity during program year 2013. Therefore, the \$10,000 will be in addition to the \$7,500.

Conclusion

Following the June 18, 2013 meeting, the Advisory Committee's recommendation to allocate the excess funds was submitted to the First Selectman. The First Selectman concurred with the Advisory Committee's action. The BET reviewed and approved this item during their Regular Meeting held in September of 2013.

One more approval, on the local level, will be needed before the request to allocate the excess funds is granted. Upon approval by the RTM, the funds will be added to the aforementioned projects. The CDBG Office will notify HUD of such change during the submission of the 2013 CAPER (Consolidated Annual Performance and Evaluation Report) due on or before March 31, 2014.

ATTACHMENT

copy of the CDAC June 18th 2013 meeting minutes.

MEETING MINUTES (APPROVED)

CDAC Members: Jane Arnone, Dennis Arrouet, Phyllis Behlen, Kimberly Blank, Nannette Burrows, Nancy Gray, Victoria Hackman, Shirley Jankowich, Abbott Jones, Mary Lee Kiernan, Nancy Ramer, Winston Robinson, Alma Rutgers, Kurt H. Schaffir, Paul Settlemeyer, Samarpana Tamm, Claudia Velez, Christopher vonKeyserling, Alexis Voulgaris, Nancy Weissler, and George Yankowich

CDBG Staff: Princess A. Erfe

1. Call to order

Ms. Alma Rutgers, Chairperson, opened the meeting at 7:07 pm.

2. Action on minutes of May 23, 2013 CDAC meeting

Committee members received the draft copy of the May 23, 2013 CDAC meeting through email. In the absence of any changes or amendments to the minutes, it was moved for adoption.

Action: The Advisory Committee adopted the minutes as presented.

3. Update from CD Administrator including CDBG budget for PY2014

Ms. Erfe informed the Advisory Committee that the Town received HUD notification with regards to the 2013 CDBG entitlement funding. Per the notification letter, Greenwich is expected to receive \$756,681. Ms. Erfe noted that the 2013 actual entitlement funding is more than \$625,000 which was the amount anticipated and budgeted for program year 2013.

The Advisory Committee must discuss and decide on activities that should be recommended to receive the excess funds totaling \$131,681. Of the \$131,681 in excess funds, up to \$19,500 can be allocated to public service activities.

In addition, Ms. Erfe stated that the anticipated amount for program year is \$680,000. Of this, up to 20% or \$136,000 will be budgeted for Administration. Up to 15% or \$102,000 will be budgeted for public service activities and \$442,000 will be for capital projects.

4. Discussion and action on PY2013 excess CDBG funds

Mr. vonKeyserling made a motion to provide \$10,000 of the excess funds to the Shelter for the Homeless PY2013 Food Service Program allocation and in exchange, the Committee will not recommend 2014 funding under the public service category for Shelter for the Homeless.

Action: The Advisory Committee voted to approve the motion as presented.

Ms. Weissler made a motion to allocate the remaining \$9,500 of the excess funds available for public service to a capital project instead.

Action: The Advisory Committee voted to approve the motion as presented.

Mr. vonKeyserling made a motion to allocate the remaining excess funds in the amount of \$121,681 to the proposed Adams Garden Kitchen Renovation (Phase II) Project by the Housing Authority. The first phase of this project had been recommended to receive 2013 funding so transitioning the second phase this year will not be a problem.

Action: The Advisory Committee voted to approve the motion as presented.

5. Structure of CDAC funding recommendation process

Ms. Rutgers suggested for the committee to discuss the capital/acquisition applications first then move to the public/human services applications afterwards.

6. Discussion and action on PY2014 funding recommendations

Due to the allocation of excess funding during program year 2013, Mr. vonKeyserling made the following suggestion (as a basis for funding discussion and action):

- Abilis – Installation of an Emergency Generator at 50 Glenville Street - \$0
- Byram Archibald Neighborhood Center – BANC Building Rehabilitation Project - \$90,000
- Byram Volunteer Fire Company – Radio/Communications Replacement Project - \$8,000
- Family Centers – Fence & Playground at Warburg and Playground at Gateway - \$0
- Friends of Laurel House – Bathroom Renovation (3rd Floor) at Washington Court Housing - \$17,220
- Friends of Laurel House – Bathroom Renovation (2nd Floor) at Washington Court Housing - \$0

- Friends of Laurel House – Bathroom Renovation (1st Floor) at Washington Court Housing - \$0
- Hill House – Hill House Energy Efficiency Project (Lighting Upgrade) - \$0
- Housing Authority – Adams Garden Kitchen Renovation Project (Phase II Completion) - \$101,079
- Housing Authority – Parsonage Cottage Emergency Call System Upgrade - \$60,000
- Inspirica – New Baseboard Heating at McKinney House - \$40,000
- Inspirica – Bathroom Renovation at Franklin Common - \$21,000
- Pathways – Davis Avenue Group Home Renovation Project (Rear Fire Escape Stairs) \$60,000
- Shelter for the Homeless – Elevator Rehabilitation Project - \$40,000
- Transportation Association of Greenwich – Handicapped Vehicle Purchase - \$12,000
- YWCA of Greenwich – Roof Rehabilitation Project (DAS Center) - \$0

There was a discussion related to the Byram Volunteer Fire Company (BVFC) request, which the Advisory Committee supports. However, some members felt that the Town should provide funding for the volunteer firefighters group.

After further conversation, Mr. Settelmeyer made a motion to not recommend CDBG funds to the proposed Radio/Communications Replacement Project by the BVFC request due to the fact that the Town should provide funds for this particular group.

Action: The Advisory Committee voted to approve the motion as presented.

Mr. Robinson then made a motion to recommend \$10,000 to the proposed Playground Upgrade at Gateway Project by the Family Centers request.

Action: The Advisory Committee voted against the recommendation. Motion failed.

Ms. Weissler made a motion to recommend \$10,000 to the Energy Efficiency Project (Lighting Upgrade) by the Hill House.

Action: The Advisory Committee voted against the recommendation. Motion failed.

Ms. Hackman made a motion to recommend \$50,000 to the proposed Parsonage Cottage Emergency Call System Upgrade by the Housing Authority.

Action: The Advisory Committee voted to approve the motion as presented.

Ms. Weissler made a motion to not recommend funding to the proposed Bathroom Renovation at Franklin Common by Inspirica.

Action: The Advisory Committee voted against the recommendation. Motion failed.

Ms. Gray made a motion to recommend \$5,000 to the proposed Bathroom Renovation at Franklin Common by Inspirica.

Action: The Advisory Committee voted to approve the motion as presented.

Ms. Hackman made a motion to recommend \$16,000 to the proposed Handicapped Vehicle Purchase by the Transportation Association of Greenwich.

Action: The Advisory Committee voted to approve the motion as presented.

Mr. vonKeyserling made a motion to recommend \$52,701 (balance available to be allocated) to the Davis Avenue Group Home Renovation – Rear Fire Escape Stairs Project by Pathways.

Action: The Advisory Committee voted to approve the motion as presented.

The Advisory Committee proceeded to discuss and act on the public service activities. Mr. Robinson suggested \$48,000 to the proposed Y Kids Learn to Swim Scholarship Fund Program by the YMCA of Greenwich. A thorough discussion regarding the proposed program followed. Ms. Weissler then made a motion to not recommend funding to the proposed Y Kids Learn to Swim Scholarship Fund Program.

Action: The Advisory Committee voted to approve the motion as presented.

Ms. Hackman made a motion to recommend \$7,000 to the proposed Support for Part-Time Social Worker by the Voluntary Services for the Blink of Fairfield County.

Action: The Advisory Committee voted to approve the motion as presented.

7. Discussion on adjustments/revisions if entitlement is more or less than anticipated

Ms. Erfe reminded the Advisory Committee members that the proposed funding allocations were made based on an anticipated amount to be provided by HUD during program year 2014. In addition, the anticipated amount of \$680,000 does not include the annual program income of \$38,718 which is made by the Housing Authority to repay the CDBG loans to support the Parsonage Cottage Rehabilitation back in 1995. Therefore, the Advisory Committee must discuss and decide on the actions to be taken by the CDBG office in the event that the actual entitlement funding should be more or less than anticipated.

The Advisory Committee made the motion for a proportionate reduction in the funding recommendations after adjustments to meet the 15% cap for public service activities and the 20% cap for the administrative expenditures should the actual entitlement is less than anticipated. However, if the actual entitlement is more than anticipated, the Advisory Committee made the motion to put the excess funds into a contingency line item.

Action: The Advisory Committee voted to approve the motion as presented.

8. Action on CDAC Final Recommendations (full PY2014 budget)

The Advisory Committee reviewed the overall CDBG Program Year 2014 funding recommendations, which include public/human service activities, capital/acquisition projects, administrative budget and contingency funds (if necessary). A motion to adopt the funding recommendations for the overall program year 2014 budget was made.

Action: The Advisory Committee voted to approve the motion as presented.

9. Discussion on fair housing issues (if any)

None

10. Other Business (if any)

None

11. Adjournment

The meeting adjourned at 9:33 pm.

Note: The CDBG PY2014 – CDAC Funding Recommendations will be presented to the First Selectman during the Board of Selectmen July 11, 2013 meeting.

ITEM NO.: **5**
DEPARTMENT: Board of Education
CONTACT: Sheila Civala 625-748 Sheila_Civala@greenwich.k12.ct.us
REFERRED TO: *Education, Finance Committees*
VOTES: Board of Education vote 7-0-0 (May 23, 2013)
Board of Estimate and Taxation vote 12-0-0 (September 24, 2013)

RESOLVED, that the Board of Education be authorized to accept a two year grant by the University of Connecticut Foundation in the amount of \$87,000 to ensure GPS's participation in a statewide effort to improve the quality of STEM (Science ,Technology Engineering and Math) education in secondary schools (middle schools and high schools).

EXPLANATORY COMMENTS

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

ATTACHMENTS

Introduction

The Greenwich Public Schools (GPS) has been awarded a two-year grant by the University of Connecticut Foundation to ensure GPS's participation in a statewide effort to improve the quality of STEM (Science, Technology, Engineering and Math) education in secondary schools (middle schools and high schools). A grant of \$87,000 has been awarded to the GPS by the University of Connecticut Foundation for the school years 2013-14 and 2014-15. This represents a portion of a total grant of \$138,600 (\$51,600 has been awarded to the University of Connecticut for work related to the GPS grant).

Led by UConn, the STEM initiative aligns with the GPS's top priorities in science. Participation in the initiative will be an important boost to GPS's effort to improve science education in the middle and high school years and make sure our courses and teaching continues to match best practice statewide and nationally. Ultimately, GPS will serve as a model for other districts through this initiative.

The Board of Education approved receipt of the grant at its May 23, 2013 meeting (vote 7-0 in favor). Receipt of the grant must now be considered by the BET.

Goal: UConn's goal is to enhance the secondary STEM community in Connecticut working with Greenwich for this statewide program. The goal for Greenwich Public Schools is to provide middle school instructional coaching for science faculty and to enhance the current science curriculum with STEM activities aligned to the Next Generation Science Standards (NGSS) Science and Engineering Practices.

This supports the recently released recommendations from the Connecticut State Department of Education (CSDE) for districts to adapt instruction so that scientific practices are used by students to deepen understanding of existing content (from CT science standards). The Framework envisions that students will use Science and Engineering Practices to deepen their understanding of Core Ideas and Crosscutting Concepts. Districts should begin to place **greater emphasis** on cognitively important Practices. (November 13, 2012)

Target: To leverage the ongoing work in Greenwich Public Schools (GPS) and other best practice instructional and curricular models for statewide dissemination within the transition period to the Next Generation Science Standards (NGSS) assessments.

Consistent with the NGSS, the GPS STEM Program is being re-designed to help realize a vision for education in the sciences and engineering in which students, over multiple years of school, actively engage in scientific and engineering practices and apply crosscutting concepts to deepen their understanding of the core ideas in these fields.

This approach is centered on the intersection of science practices, core disciplinary ideas, and crosscutting concepts of the NGSS. As noted in the draft of the NGSS:

First, focus and coherence must be a priority. What this means to teachers and curriculum developers is that the same ideas or details are not covered each year. Rather, a progression of knowledge occurs from grade band to grade band that gives students the opportunity to learn more complex material, leading to an overall understanding of science by the end of high school.

Thus, the principal aim of the GPS district-wide STEM Program is to build upon the existing capacity of the district by enhancing the curriculum with opportunities and experiences to promote a broader vision for the role of science in society consistent with college and career ready goals.

Process: This grant process began in May 2012 with the analysis of middle school teacher feedback, professional learning, CMT scores, and teacher observation and the conclusion for required consistent instructional coaching to support the instructional shift to inquiry science. Additionally, the impact of Common Core State Standards and the NGSS Science and Engineering Practices on science

curriculum development was considered. Through a donation to the UConn Foundation, UConn considered a partnership with Greenwich to develop a STEM curriculum for implementation at the middle school level and the implementation of the Integrated Science and Honors Biochemistry courses. Dr. Moss, a contracted consultant with Greenwich submitted a proposal in late February 2013 and funding was approved on April 4, 2013.

Timeline:	April 2013 First Year Funding Required Spring 2013 (<i>anticipated</i>) NGSS Standards released Summer 2013 STEM curriculum alignment at GPS 2013-2015 Implement STEM development program at UConn that both <u>Leads</u> the effort and <u>Disseminates</u> the products
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Outcome: This grant will enable Greenwich Public Schools to advance current science objectives which are aligned with the Board approved science curriculum. Part of the final product will be the development of STEM activities to enhance the current science curriculum, which is in the process of ongoing renewal. Any dramatic curriculum changes would be presented to the Board for approval before implementation.

This project will provide opportunities for science faculty to plan for STEM activities to enhance current science curriculum, which has the potential to support personalization using physical resources. Partnered with our current assessment systems and technical/physical resources, we can begin to personalize for students based on their interest.

The NGSS Science and Engineering Practices define essential skills for all students to learn. These skills demand that STEM education provide opportunities for students to apply concepts and skills from other disciplines to identify and design solutions to problems. The practices are as follows:

1. Asking questions (for science) and defining problems (for engineering)
 2. Developing and using models
 3. Planning and carrying out investigations
 4. Analyzing and interpreting data
 5. Using mathematics and computational thinking
 6. Constructing explanations (for science) and designing solutions (for engineering)
 7. Engaging in argument from evidence
 8. Obtaining, evaluating, and communicating information
- (Next Generation Science Standards, Achieve, Inc., 2013, Appendix F, page 1)

Students will apply mathematics and science concepts in the context of engineering practices, specifically, identifying problems and designing solutions. Mathematics will also be used to analyze and interpret data. Technology, writing

and speaking skills will be used to collect, evaluate and communicate scientific information.

As students complete STEM activities, they will develop the skills which will enable them to be career ready. The “T” in STEM provides opportunities for students to learn with technology (using technology) and about technology (learning about how technology has improved the quality of life and career opportunities and pathways which may be available to them). The UCONN portal will be a statewide “best practices” resource that will benefit GPS as we consider STEM education. There will be a section of the site that has career pathways identified so that individual students can explore their own interests

Resources: David M. Moss will direct the effort as PI and oversee all aspects of the project. Across the two years of the project, David Moss will hold the McLeod Faculty Fellowship.

Dr. Moss will be assisting in the redevelopment of Advanced Science and vetting of the renewed science units this summer. He will not be paid by Greenwich Public Schools for administering the STEM grant.

A practitioner will compile and analyze data from the ongoing and successful Greenwich High School program and create a case study to serve as key content to be made available to districts online via a STEM web portal designed and managed by UConn. Any information posted on the UConn portal will be approved by the STEM Coordinator in consultation with the Assistant Superintendent for Curriculum, Instruction and Professional Learning for Greenwich.

\$20,000 has been allocated for **one high school teacher** to be released from one course in order to collect and complete the data analysis. This amount includes salary and benefits. John DeLuca, the GHS Science Program Administrator, will monitor data collection and analysis as an advisor.

Middle School teachers will not be involved in data collection and analysis of Integrated Science and Honors Biochemistry courses.

A STEM Curriculum Development Specialist will focus on leveraging the case study to build and implement STEM curriculum for middle grades in Greenwich as well as compile best practices for STEM education across CT. This work will also be disseminated via the UConn STEM portal. The part time STEM Curriculum Development specialist/instructional coach is a .4 position not eligible for benefits and is paid for with the grant. Hiring will be done by the district.

A UConn Graduate Assistant will work to also collect and disseminate data and exemplars to inform STEM development statewide and have the principal role in the creation of the UConn portal for STEM education with ready-to-go resources (including Greenwich case study). They will also conduct a final project evaluation.

Curriculum: STEM activities will enhance science curriculum in both science and Advanced Science as it is redeveloped this summer; all students will develop skills in identifying problems and developing solutions consistent with NGSS Science and Engineering practices. In grade six, these activities will allow for greater differentiation in order to meet the needs of students who are ready for greater challenge and rigor.

The middle school curriculum is not customized to provide a direct progression to Integrated Science in grade nine. STEM curriculum at the middle school will ensure that all students develop skills that will enable them to explore any option at Greenwich High School and to be college and career ready. Additionally, it will provide consistency in the secondary program; students will have had practice applying science and mathematics concepts as they identify problems and design solutions consistent with the NGSS Science and Engineering Practices. Finally, we will be able to provide ongoing instructional and curriculum-based coaching support for middle school science teachers in response to teacher feedback.

Evaluation: Success will be judged by the UCONN portal completion and pilot by June, 2015 and data collected and analyzed on feedback from end users using an electronic survey. At the district level, CMT scores and teacher feedback will be monitored. Data will be collected and analyzed on these groups of high school students:

- Integrated Science/Biology 10 students vs. Biology/Practical Biology/ Chemistry/ Practical Chemistry students
- Honors Integrated/Honors Biochemistry vs. Honors Biology/Honors Chemistry students

Data will include:

- Comparisons of CMT scores, CAPT scores
- Junior year science class enrollment
- Math and science grades for each group
- Data matrix to follow these students longitudinally as they select science courses in the senior year, AP test scores in math and sciences, college enrollment and selection of major
- Focus group and attitudinal data comparing the groups
- Materials needs and usage data for planning for budget
- Documentation of our curriculum design process and implementation

Spin-Offs: It is anticipated that Graduate students at UConn will contribute to the long-term life of the program by pursuing research topics that enhance the foundations of the initial project. If the project is successful, these studies will document such

outcomes as high school course enrollment patterns, science career interest among middle/high school students, and school districts' preparation for strategically selecting vendor products to help them achieve success with NGSS transition and full implementation. Additionally, it is anticipated that, upon a basis provided by this short project, National Science Foundation (NSF) funding could be obtained to broaden the scope of work in the future.

**Strengthening Connecticut's STEM Pipeline:
Disseminating Models for College and Career Readiness**

**Strengthening Connecticut's STEM Pipeline:
A Model for College and Career Readiness
Budget of Awarded Funds**

	GREENWICH	UConn	TOTALS
<i>Year I 2013-2014</i>			
Release of Greenwich faculty to compile data from Greenwich and create case study for sharing.	\$20,000		
STEM Curriculum Development Specialist (part time – focus on middle grade/Greenwich)	\$30,000		
Travel/Conference attendance	\$3,000		
D. Moss McLeod Fellow (course buy out)		Existing	
Technology		\$2,000	
<i>Year I Subtotal</i>			\$55,000
<i>Year II 2015-2015</i>			
Graduate Assistant to create UConn portal for STEM education (compile ready-to-go resources – including Greenwich case study)		\$40,000	
STEM Curriculum Development Specialist (part time – focus on middle grade/Greenwich)	\$30,000		
Travel/Conference attendance	\$4,000		
D. Moss McLeod Fellow (course buy out)		Existing	
Technology		\$3,000	
<i>Year II Sub Total</i>			\$77,000

SUBTOTAL			\$132,000
UConn Foundation Fee		\$6,600	
SUBTOTAL	\$87,000	\$51,600	
GRAND TOTAL			\$138,600

ITEM NO: **6**
 DEPARTMENT: Legislative and Rules Committee
 CONTACT: Douglas Wells 203-622-4455
 REFERRED TO: All Committees
 VOTES: Legislative and Rules Committee; (10-0-0, Dist. 8 and 10 absent) on 9/9/13

RESOLVED, that RTM Rules Part IIIC, Section 2a shall be amended as set forth below:

RTM Rules Part IIIC, Section 2:

Regular Meetings.

a. Regular meetings shall be held according to the following schedule:

January	Tuesday after MLK Day
March	Second Monday
April	Second Monday
May	Second Monday
June	Second Monday
September	Third Monday
October	Fourth Monday
December	Second Monday

Notwithstanding the schedule described above, if a regular Monday meeting falls on either the day before or the day of a religious holiday for which the Greenwich Public Schools are closed, the regular meeting will be scheduled on the next available date.

EXPLANATORY COMMENTS

On January 15, 2013, the L&R Committee took up an Item that was not on the Call, but had been properly noticed by a posting at the Town Clerk's office, that the Committee would take up a proposed revision to RTM Rules, Part III C, Section 2a, which addresses scheduling of our RTM meetings. This was a resolution that was suggested by Robert Beerman of District 9 to clarify the circumstances under which our regular meetings may be rescheduled so as to avoid conflict with religious and other holidays. While the persons in charge of scheduling our regular meetings may not have access to the various religious calendars, all residents can gain access to the Board of Education school calendar, which lays out all school holidays well in advance of our meetings, and provides for school holidays in observance of the Jewish religious holidays. Our Committee therefore considered the language which is in bold, below. After some discussion, the Committee unanimously felt that reference to the school calendar will help to avoid a repeat of what happened at our September, 2012 meeting. We voted as to whether this proposed rule change should be presented to the RTM at our next meeting in March. Our vote to place this proposal for a rule revision change on the March Call was 11-0-0, with District 3 absent. However, after our meeting, the Chair and Vice Chair realized that the proposed Rule change did not address the scheduling problem that occurred for the January, 2013 RTM meeting, when the meeting fell on the fourth Tuesday of the month. In light of the need for further revisions, the matter was brought back to the Legislative and Rules Committee for its consideration at its June 3, 2013 meeting. While it was not an Item on the Call or on its Agenda, the members voted unanimously to consider the rule revision at that meeting. After discussion, the Committee addressed the MLK Day scheduling issue, by a wording change for the January RTM meeting and voted to place this proposal for a rule revision on the September Call. Our vote was 11-0-0 with District 10 absent. However, after the June Committee meeting, the chairman reviewed an email from Tom Byrne concerning the proposed rule change. Mr. Byrne stated as follows: "Question: For the next two years ('13 – '14 and '14 – '15), the schools' spring break coincides with our April meeting. The spring break is not tied to any religious holiday. In some cases it may coincide with Passover (2014). Yet this rule would prevent us from meeting despite no religious holiday conflict, and would cause the April meeting to be put off one week, beyond the Call deadline for the May meeting, and only three weeks from that meeting. Did the Committee discuss these issues?"

Based on the foregoing, the Chairman did not submit the proposed rule change to the September call, but instead placed it on the Committee Agenda for its meeting on September 9, 2013. On September 9, further revisions were made to the proposed rule to address the Moderator's concern. The Committee unanimously voted to place this proposed rule change on the October call.

The revisions to the existing Rule are set forth below (the new language is in bold and the only deleted word is "Third"):

RTM Rules Part IIIC, Section 2:

Regular Meetings.

a. Regular meetings shall be held according to the following schedule:

January	~~Third~~ Tuesday after MLK Day
March	Second Monday
April	Second Monday
May	Second Monday
June	Second Monday
September	Third Monday
October	Fourth Monday
December	Second Monday

Notwithstanding the schedule described above, if a regular Monday meeting falls on either the day before or the day of a holiday for which the Greenwich Public Schools are closed, the regular meeting will be scheduled on the next available date.

ITEM NO: **7**
DEPARTMENT: Office of the First Selectman and Purchasing
CONTACT: John Crary, 203-622-2208 jcrary@greenwichct.org
Joan Sullivan, 203-622-7884 jsullivan@greenwichct.org
REFERRED TO: Finance, Town Services Committees

An interim appropriation to begin the process of planning for the replacement of the telephone systems at Town Hall, Greenwich Library, Nathaniel Witherell, the Board of Education and 25 smaller locations around the community.

RESOLVED, that the sum of \$150,000 be appropriated and added to the following account: Z106 59250 14214 for a new telephone communications system. Said appropriation to come from the Capital and Non-Recurring Fund and was approved by the Board of Estimate and Taxation (with conditions) at its meeting on September 24, 2013.

EXPLANATORY COMMENTS

Earlier this year Town staff met with the BET regarding the unexpected need to upgrade the software that runs our phone system. Avaya, our phone vendor, gave us notice that the software that we use in our phone system was at end of life and unless we upgraded at a cost of approximately \$350,000 that they would not be able to provide support for any software issue that may arise in the future. This phone system covers Town Hall, Greenwich Library and Nathaniel Witherell and 25 other smaller locations around Town. The BET suggested that we ask Avaya for an extension and do a thorough analysis of all of our options. This spring the Town formed a working committee made up of representatives from the Nathaniel Witherell, Greenwich Library, Purchasing, IT, Public Safety, Alan Monelli, Bob Brady and John Crary. A consultant, Leaden Associates, Inc., was engaged to assist us in this process.

Over a four to six month period Steve Leaden and his team inspected all of our facilities, reviewed all of the data that our phone system collects and spoke with Avaya about a further

extension of software support. The committee met with Steve Leaden on several occasions over the summer to clarify his team's observations and to consider our options for the future. Steve was also able to get the Town an extension on the software support from Avaya until March 2014.

During the investigation portion of this assignment we also learned that several other components of our phone systems will also be at end of life shortly and will no longer be supported by our vendor. These components would cost in excess of \$715,000 and will be required to keep our system operational. The conclusion our committee reached was that it would better serve the Town to invest in a new system that could take advantage of all today's capabilities versus investing over \$1.1 million in our existing system that was built piecemeal over the last 25 years.

The specific recommendations that Leaden Associates presented and our ad hoc group supports is a centralized system. This approach is fully discussed within the report submitted by Leaden Associates to the RTM with this request. Ideally this project would have been packaged and submitted as part of the Town's CIP process next winter. Unfortunately, time is of the essence, and we have determined that it must be submitted now. The primary reason for the need for speed is the long lead time necessary for planning, bidding and implementation of a new phone system. If this project was delayed until the normal CIP process took place it would delay implementation for an additional nine months. Even with fast tracking we will have to operate the existing system for at least six months without software support. Of course, we will take steps to minimize the need for such support during this period by limiting the number and the complexity of changes to the system.

The recommended solution for our phone system will cost an estimated \$1.584 million. The funds (\$150,000) included within this application will be used for the preparation of an RFP, the submission of proposals and the required negotiation to assure that the final product will meet the Town's needs. Another interim appropriation will be required to actually purchase the system and to install. Due to the nature of our services we will have to operate the existing system in parallel until we can transfer to the new phone system.

The BET has asked and has included as a condition for the release of the \$150,000 requested, two additional considerations. They are: that the new 2,000+ phones that support the Town's services have the capability to be expanded to include the Board of Education facilities and their 1,300 phones at some point in the future. The funds included in this request will also be used to perform an analysis of the Board of Education's existing system and to project their future needs. The BET also required that the RFP include an option for a Cloud solution for our phone requirements. We have agreed that these requirements are sensible and they will be included in the RFP that we prepare.

Once the RFP process is complete we anticipate that additional funds will be requested either in the form of an interim appropriation or it will be included in next year's CIP process. The implementation team on this project will include representatives from the Nathaniel Witherell, Greenwich Library, Police, IT, Purchasing, Board of Educations, the Buildings Division of DPW and a liaison from the BET. Of course our consultant will be an integral part of this process. In

order to coordinate this work and to provide representation and leadership from the First Selectman's Office, John Crary will also be a part of this planning and implementation effort.

If this proposal receives positive support from the RTM at their October meeting we anticipate the following schedule for completion:

2013/14

November to February

Analysis of the BOE system, preparation of RFP, meeting with vendors to solicit bids and answer questions, and plan the acquisition and implementation phase.

ATTACHMENTS:

Leaden Associates Assessment Analysis (separate packet)

ITEM NO: **8**

DEPARTMENT: First Selectman October 4, 2013
CONTACT: Alfred C. Cava 203-622-7716 acava@greenwichct.org
REFERRED TO: *Finance, Labor Contracts, 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 13/14; said funds having previously been appropriated in the adopted FY 13/14 budget. 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 14/15 and FY 15/16, 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, 2013. The parties commenced negotiations for a successor agreement in March of 2013. The Town declared impasse in negotiations in August of 2013 and a state mediator was assigned to assist the parties. With the assistance of the mediator, a tentative agreement was reached for a three-year agreement effective retroactive to July 1, 2013, and expiring on June 30, 2016.

The agreement provides for the following general wage increases: 7/1/13 1.5%; 1/1/14 1.0%; 7/1/14 2.25%; 7/1/15 1.5%; and 1/1/16 1.0%. By splitting the wage increase in FY 14 and FY 16, the cash outlay by the Town is reduced in those fiscal years for wage payments. By splitting the general wage increase in FY 14, the increases in wage payments fall within the BET guidelines for that FY.

The concessions sought by the Town in the area of medical insurance were all achieved. Effective January 1, 2014, the high deductible plan will be the base plan for all employees, with the deductibles increasing effective January 1, 2015, to \$2000/\$4000. A major innovation in the agreement is the inclusion of a mandatory “Risk Reduction Program,” or wellness program. Plan experience (how often our employees and their dependents use the medical plan) is one of the primary drivers of the increases in insurance premiums. It is hoped that the “Risk Reduction Program” over time will have a positive impact in this significant area of premium costs. The mandate to participate in the program is for employees only in 2014 and employees and spouses beginning in 2015. In the event an employee and/or spouse fails to participate in any year, the employee will be required to pay an additional 10% (5% for 2015) in premium co-pays the following year.

The agreement also formally authorizes the wage adjustments to our public safety dispatchers that were discussed during the FY 14 budget process and included in the FY 14 budget. The funding of these adjustments was approved based on the Town’s need to remain competitive in recruiting and retaining qualified employees in this critical area.

We also included language in the agreement to clarify the reporting requirements and compensation to be paid during serious weather events such as what we experienced during Storm Sandy.

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

ATTACHMENTS

(Separate packet) Cost of Contract

Comptroller’s Letter Certifying Cost of Contract

Summary of Negotiated Changes

Redlined Version of 2013- 2016 Collective Bargaining Agreement is online in the Town’s website.

ITEM NO: **9**

DEPARTMENT: First Selectman October 4, 2013

CONTACT: Alfred C. Cava 203-622-7716 acava@greenwichct.org

REFERRED TO: *Finance, Labor Contracts, 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 13/14; said funds having previously been appropriated in the adopted FY 13/14 budget. 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 14/15 and FY 15/16, 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, 2013. The parties commenced negotiations for a successor agreement in March of 2013. On October 2, 2013 a tentative agreement was reached for a three-year agreement effective retroactive to July 1, 2013, and expiring on June 30, 2016.

The agreement provides for the following general wage increases: 7/1/13 1.5%; 1/1/14 1.0%; 7/1/14 2.25%; 7/1/15 1.5%; and 1/1/16 1.0%. By splitting the wage increase in FY 14 and FY 16, the cash outlay by the Town is reduced in those fiscal years for wage payments. By splitting the general wage increase in FY 14, the increases in wage payments fall within the BET guidelines for that FY.

The concessions sought by the Town in the area of medical insurance were all achieved. Effective January 1, 2014, the high deductible plan will be the base plan for all employees, with the deductibles increasing effective January 1, 2015, to \$2000/\$4000. A major innovation in the agreement is the inclusion of a mandatory "Risk Reduction Program," or wellness program. Plan experience (how often our employees and their dependents use the medical plan) is one of the primary drivers of the increases in insurance premiums. It is hoped that the "Risk Reduction Program" over time will have a positive impact in this significant area of premium costs. The mandate to participate in the program is for employees only in 2014 and employees and spouses beginning in 2015. In the event an employee and/or spouse fails to participate in any year, the employee will be required to pay an additional 10% (5% for 2015) in premium co-pays the following year.

We also included language in the agreement to clarify the reporting requirements and compensation to be paid during serious weather events such as what we experienced during Storm Sandy.

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

ATTACHMENTS

(Separate packet) Cost of Contract

Comptroller's Letter Certifying Cost of Contract

Summary of Negotiated Changes

Redlined Version of 2013- 2016 Collective Bargaining Agreement is online on the Town's website.

ITEM NO: **10**
DEPARTMENT: Office of the First Selectman
CONTACT: John Crary, Town Administrator, (203-622-2208)
jcrary@greenwichct.org
REFERRED TO: *Finance, Land Use, Legislative & Rules, Parks & Recreation
Committees*
VOTES:

RESOLVED, that the RTM approves the renewal of the lease with the Mianus River Boat and Yacht Club for the property located at 98 Strickland Road, Cos Cob, for a period of ten (10) years with a term ending March 31, 2023.

EXPLANATORY COMMENTS

The Town has had a lease with the Mianus River Boat and Yacht Club for a parcel of land located at 98 Strickland Road, Cos Cob since 1983. The purpose of the lease was to increase public access to the river and Long Island Sound. In 1983 the parcel was mud flats and was not being used. The club offered to improve the land and provide public access to the river and Long Island Sound to all Town residents who wished to join the club. Over the years the club has extended the existing town dock (Ferris), added 46 slips for the use of Town residents, dredged portions of the harbor to improve access, installed a pump out that is open to all boaters for the removal of sewage and built a clubhouse for their membership events. The club has approximately 260 family memberships (1,000 residents) and offers a social program and many educational programs that are open to the community. The assignment of slips is managed by the Parks and Recreation Department and they maintain an active waiting list. The dock and slips that are maintained by the club provide an inexpensive means of access to the river and accommodations for many residents' boats.

Personnel from Parks and Recreation and DPW regularly visit this site and have reported that the grounds are kept in good condition. The Town has updated the terms and conditions of the lease to reflect present circumstances and needs. The insurance requirements included within the lease have been reviewed and the Town Risk Manager has indicated that they are satisfactory. The Board of Selectmen discussed this lease again at their September 26, 2013 meeting and voted to reaffirm their support for this lease renewal.

Attached to this document is a copy of the lease, an abstract of its terms, a statement from the club detailing the public benefit that they provide, a copy of the club's mission statement, a copy of the club's latest budget and a memo from P&Z that includes a resolution on this renewal. The Town Assessor's office has also prepared a hypothetical valuation of the property to reflect a market value given the revenues and expenses of the club. Finally I have included a copy of the Board of Selectman's Policy on the leasing of Town land and the procedures that are followed for your information.

ATTACHMENTS:

Lease – separate enclosure

ITEM NO: **11**
DEPARTMENT: Office of the First Selectman
CONTACT: Michael Rosen – 203 622 7702 - mrosen@greenwichct.org
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 appointed an alternate member of the Planning and Zoning Commission for a term expiring 3/31/14.

H. ANDREW FOX

EXPLANATORY COMMENTS

Andrew Fox, of 50 Fairfield Road, Greenwich, 06830 has been nominated as an alternate member of the Planning and Zoning Commission for a term expiring 3/31/14.

Mr. Fox is a Partner at Stone Harbor Project Advisors, a real estate development and construction management firm. He offers over 30 years of development experience, working as both an owner and contractor. He has served on the Nathaniel Witherell Board for five years.

Andrew earned his B.S. in Civil Engineering from North Carolina State University. He currently chairs the Nathaniel Witherell Building Committee. He has previously served as chair of the GADC Building Committee, and has sat on the Eagle Hill School Building Committee.

ITEM NO: **12**
DEPARTMENT: Office of the First Selectman
CONTACT: Michael Rosen – 203 622 7702 - mrosen@greenwichct.org
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 appointed an alternate member of the Planning and Zoning Board of Appeals for a term expiring 3/31/16.

STEVEN A. CERTILMAN

EXPLANATORY COMMENTS

Steven Certilman, of 111 Hillcrest Park Road, Old Greenwich, 06870 has been nominated as an alternate member of the Planning and Zoning Board of Appeals for a term expiring 3/31/16.

Mr. Certilman is the owner of a law firm that also provides alternate dispute resolution services. He is an attorney, arbitrator, and mediator. He has had years of interaction with various towns as an attorney, and recently represented the interests of 70 homes in Hillcrest Park during the North Mianus sewer project. He is a real estate practitioner with 30 years of experience, and currently serves as Magistrate in the Superior Court for minor criminal, motor vehicle, and small claims cases.

Steven earned his B.A. from Connecticut College, and his J.D. from the Hofstra University School of Law. He has previously served on the Board of Directors for Greenwich Jewish Family Services, Greenwich Reform Synagogue, and the Silvermine Guild Art Center. He also acted as the President of the Hillcrest Park Tax District.

ITEM NO: **13**
DEPARTMENT: Office of the First Selectman
CONTACT: John Crary, Town Administrator (203-622-2208)
jcrary@greenwichct.org
Aamina Ahmad, Assistant Town Attorney (622-7874)
Aamina.Ahmad@greenwichct.org
REFERRED TO: *Finance, Land Use, Legislative & Rules, Parks & Recreation
Committees*
VOTES:

RESOLVED, that the RTM approves the lease with the Greenwich Community Gardens for a portion of the property located at the Montgomery Pinetum, 129 Bible Street, Cos Cob, to create garden plots for the use of Greenwich residents. The lease will be for a period of ten (10) years with a term ending December 1, 2023.

EXPLANATORY COMMENTS

The Town has been approached by Greenwich Community Gardens, Inc. to lease a portion of the Montgomery Pinetum property located at 129 Bible Street, Cos Cob. Community Gardens proposes to make use of approximately 1.5 acres of vacant land to create small garden plots that can be used by Town residents to farm. Community Gardens will be responsible for fundraising and development of the parcel to permit approximately 80 small garden plots to be created. The Board of Selectmen has discussed this proposal at several of their meetings and has approved it for Municipal Improvements status. The Board has also received the advice and approval of Planning and Zoning, Inland Wetlands, Parks and Recreation and the Conservation Department. The Board of Selectmen has agreed that the use of this property in this fashion meets the needs of the community and is in compliance with the deed restrictions of the gift.

The Board is satisfied with the process that Community Gardens has proposed for allocating garden plots to Town residents and managing them in the future. Personnel from Parks and Recreation regularly visit this area and will be responsible for monitoring its use. The insurance requirements included within the lease have been reviewed and the Town Risk Manager has indicated that they are satisfactory. The Board of Selectmen will vote on this lease at their October 10, 2013 meeting and subject to their final approval request that the RTM approve this lease at your October 28, 2013 meeting to permit Community Gardens to begin work before the next growing season.

Attached to this document is a copy of the lease, an abstract of its terms, a statement from Community Gardens detailing the public benefit that they provide, a copy of the their mission statement, a copy of the their By-Laws and a memo from P&Z and Inland Wetlands that includes a resolution on this proposal. The Town Assessor's office has also prepared a hypothetical

valuation of the property to reflect a market value given the deed restrictions that exist on this property. Finally we have included a copy of the Board of Selectman's Policy on the leasing of Town land and the procedures that are followed for your information.

ATTACHMENTS:

Lease - separate enclosure