

## CHAPTER VI. APPOINTED OFFICERS, BOARDS AND COMMISSIONS

### Section 601. General.

In order to provide for the proper administration of the affairs of the Town with respect to its needs in the areas of finance, public safety, environment, land use, culture, welfare, and such other needs as may arise from time to time or may be imposed by the General Statutes, the officers, boards and commissions provided for in this Chapter shall be appointed by the Board of Selectmen (except as otherwise specified herein) to perform the duties and functions provided in this Charter, in the Ordinances, and in the General Statutes.

### Section 602. Appointed Boards and Commissions.

- A. *Trustees of Town Funds.* There shall be three (3) Trustees of Town Funds appointed to serve at will. The Trustees of Town Funds shall be responsible for administering any endowment or other funds entrusted to the Town, and for investing and reinvesting such funds in accordance with policies established by the Board of Selectmen within the terms of any instrument governing the use of such funds and shall have all the powers conferred on them and perform all the duties required of them by law.
- B. *Board of Fire Commissioners.* There shall be a Board of Fire Commissioners consisting of five (5) members appointed as set forth in Appendix B as ~~terms~~ of incumbent members expire. The Board of Fire Commissioners shall be responsible for the supervision, management, discipline and control of the Fire Department and shall have all the powers conferred on it and perform all the duties required of it by law.
- ~~C.~~ *Office of Emergency Management.* There shall be an Office of Emergency Management consisting of no fewer than three (3) and no more than nine (9) members to be appointed by the First Selectman as set forth in the Ordinances. The Office shall have all the powers conferred on it and perform all the duties required of it by law.
- ~~C.~~
- D. *Building Code Board of Appeals.* There shall be a Building Code Board of Appeals consisting of five (5) members having the qualifications required by the State Building Code, appointed as set forth in Appendix B ~~as~~ terms of incumbent members expire. The Building Code Board of Appeals shall perform such duties and functions as are provided in Section 29-266 of the General Statutes and the State Building Code and shall have all other powers conferred on it and perform all other duties required of it by law. The members of the Building Code Board of Appeals need not be ~~electors~~ Electors of the Town.
- E. *Historic District Commission.* There shall be an Historic District Commission consisting of five (5) members and three (3) alternate members, at least two (2) of

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~~whom shall be residents of an Historic District in the Town,~~ appointed as set forth in Appendix B as terms of incumbent members expire. At least two (2) members and one (1) alternate member must reside in a Historic District, as defined in the Town's Ordinances<sup>1</sup>, within the Town. Three (3) alternate members, at least one (1) of whom shall be a resident of a Historic District in the Town, shall be appointed as set forth in Appendix B as terms of incumbent alternates expire. The Historic District Commission ~~and alternates~~ shall have all the powers conferred on ~~them~~ it and perform all the duties required ~~of them~~ by law. Notwithstanding any provision of this Charter to the contrary, no members or alternate ~~members~~ shall hold any salaried Town office while serving on the Historic District Commission.

- F. *Representatives to the Regional Planning Commission.* There shall be two (2) representatives to the Naugatuck Valley Council of Government's Central Naugatuck Valley Regional Planning Commission Land Use Technical Advisory Committee, or such committee's authorized successor<sup>2</sup>, appointed to serve at will.<sup>3</sup> One (1) such representative shall be appointed by the Planning Commission, and one (1) such representative shall be appointed by the Zoning Commission. Neither appointment must be a member of the appointing commission.<sup>4</sup> Said representatives shall have all the powers conferred on them and perform all the duties required of them by law.
- G. *Conservation Commission.* There shall be a Conservation Commission consisting of seven (7) members appointed by the First ~~Selectmen~~ Selectman as set forth in Appendix B as terms of incumbent members expire. The Conservation Commission shall have all the powers conferred on it and perform all the duties required of it by law.
- H. *Park and Recreation Commission.* There shall be a Park and Recreation Commission consisting of five (5) members appointed as set forth in Appendix B as terms of incumbent members expire. There shall be two (2) alternate members appointed as set forth in Appendix B as terms of incumbent alternates expire. The Park and Recreation Commission is ~~an advisory body~~ a governing board<sup>5</sup> concerned primarily with long range goals and strategic planning to advance the objectives of the Park and Recreation Department. The Chairman, or his or her designee, shall be involved in the interview process and make recommendations to the Board of Selectmen for appointment to the position of Director. It shall work with the Director to provide support and encouragement to the department and promote its mission in the community. It shall review and ~~recommend~~ determine whether or not any gift, devise or bequest should be accepted and for what specific purpose(s) it should be used; ~~and it.~~ The Park and Recreation Commission shall have all the powers conferred on it and perform all the duties required of it by law.

<sup>1</sup> CTSH proposal for discussion at 2/19/25 meeting.

<sup>2</sup> For discussion at 2/19/25 meeting. NVRPC no longer exists.

<sup>3</sup> For discussion at 2/19/25 meeting.

<sup>4</sup> For discussion at 2/19/25 meeting.

<sup>5</sup> Adopted at 12/11/24 meeting.

~~I. Commission for Seniors. There shall be a Commission for Seniors consisting of (i) the Municipal Agent and the Director of Senior Services, who shall be ex-officio members without vote, and (ii) five (5) members, at least two~~

~~I. (2) of whom shall be at least sixty (60) years of age, appointed as set forth in Appendix B as the terms of the incumbent members expire. There shall be two (2) alternate members, at least one (1) of whom shall be at least sixty (60) years of age, appointed as set forth in Appendix B as the terms of incumbent alternates expire. The Commission for Seniors is an advisory body concerned primarily with long range goals and strategic planning to advance the objectives of the senior population. The Chairman, or his or her designee, shall be involved in the interview process, and the Commission shall make recommendations to the Board of Selectmen for appointment to the position of Director of Senior Services. It shall work with the Director of Senior Services and the Municipal Agent to provide support and encouragement for the Department of Senior Services, and encourage to the department and promote its the Department's<sup>6</sup> mission in the community. It shall review and recommend whether or not any gift, devise or bequest should be accepted and for what specific purpose(s) it should be used; and it. The Commission for Seniors shall have all the powers conferred on it and perform all the duties required of it by law.~~

~~J. Library Board of Trustees. There shall be a Board of Trustees for the Library consisting of seven (7) members and two (2) alternate members appointed as set forth in Appendix B as the terms of incumbent members expire. The Library Board of Trustees shall be a governing body and shall establish goals, policies, and strategic planning for the Library. The Library Board of Trustees shall also perform the duties prescribed in Chapter 190 of the Connecticut General Statutes. The Library Board of Trustees shall work with the Library Director to advocate for, promote, and support the Library and its mission in the community. The Board of Trustees is an advisory body concerned primarily with long range goals and strategic planning to advance the objectives of the Library. The Chairman or his or her designee shall be involved in the interview process and the Board shall make recommendations to the Board of Selectmen for appointment to the position of Director. It shall work with the Director to provide support and encouragement to the department and promote its mission in the community. It shall review and recommend whether any gift, devise, or bequest should be accepted and for what specific purpose it should be used; and shall have all the powers conferred on it and perform all the duties required of it by law.~~

~~J. The Chairman of the Library Board of Trustees, or his or her designee, shall participate in the interview process and the Library Board of Trustees shall make recommendations to the Board of Selectmen for the appointment of the Library Director. The Library Board of Trustees may accept gifts, including financial gifts, for use in support of the Library. If not otherwise specified, the Library Board of Trustees may, in conjunction with the Director, determine how any gift,~~

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<sup>6</sup> CTSH proposal for discussion at 2/19/25 meeting.

devise, or bequest should be used to serve the community, respecting the donor's stipulations where appropriate.<sup>7</sup> The Library Board of Trustees shall have all the powers conferred on it and perform all the duties required of it by law.

K. *Town Retirement and Pension Board.*

1. There shall be a Town Retirement and Pension Board consisting of five (5) members, one of whom shall be a member of the Board of Finance, appointed as set forth in Appendix B as terms of incumbent members expire.
2. The Town Retirement and Pension Board shall serve as the administrator of the pension plan(s) for Town employees; and its members shall maintain current knowledge of pension plan designs, investment strategies and both Federal and State of Connecticut regulations and responsibilities. It shall plan, direct and monitor investment performance in order to maximize returns consistent with prudent investment management of the assets of pension plans to ensure employee benefit commitments.
3. The Town Retirement and Pension Board shall submit an annual report to the Board of Selectmen and to the Board of Finance on the status of the pension plan and its assets, including but not limited to, a current actuarial report based on the Pension Plan's assumptions, investment strategies and the adequacy of its assets to meet the obligations of the pension plan.
4. Periodically, but not less than once every three (3) years, the Town Retirement and Pension Board shall submit to the Board of Selectmen and to the Board of Finance a report which analyzes the Pension Plan, its competitiveness, its investment strategies, and which contains recommended changes thereto, if any.
5. The Town Retirement and Pension Board shall have all the powers conferred on it, and it shall perform all the duties required of it by law.

L. *Public Building Commission.* There shall be a Public Building Commission consisting of five (5) members and two (2) alternate members, each<sup>8</sup> qualified by experience or training in fields such as architecture, engineering, finance, building construction, law or related areas appointed as set forth in Appendix B as terms of incumbent members expire. The Public Building Commission shall advise the Board of Selectmen on all public building projects (new buildings, renovations, improvements, or demolition) undertaken by the Town ~~of Woodbury~~ in order to assist the Board of Selectmen in ensuring that facilities are suited to the Town's needs and are properly constructed, improved or demolished at the lowest reasonable cost, ~~and~~ The Public Building Commission shall have all the powers conferred on it and perform all the duties required of it by law.

<sup>7</sup> Revisions to current language adopted at February 10, 2025 meeting.

<sup>8</sup> Adopted at January 29, 2025 meeting.

M. *Charter Revision Commission.*

1. The Board of Selectmen shall appoint a Charter Revision Commission not later than ten (10) years after the most recent Charter Commission submitted its final report to the Board ~~of Selectmen~~. The Board of Selectmen shall, however, review the provisions of this Charter from time to time, and may appoint a Charter Revision Commission at any time within such ten (10) year period, if it deems that appointment to be in the best interests of the Town. The Charter Revision Commission shall employ legal counsel, other than Town Counsel, to assist in its review of the Charter and to make recommendations for amendments, if any. The Charter Revision Commission shall have all the powers conferred on it and perform all the duties required of it by law.
2. Appointments to the Charter Revision Commission shall be made in accordance with Section 7-190(a) of the General Statutes and, notwithstanding the provisions of Section 902(8) of this Charter, the Board of Selectmen may appoint any ~~elector~~ Elector, except members of the Board of Selectmen, to serve on the Charter Revision Commission, provided, however, that no more than two (2) members of any particular board or commission may serve on the Charter Revision Commission while they are members of such other board or commission. Without limiting the foregoing, members of the Board of Finance shall be permitted to serve on the Charter Revision Commission.<sup>9</sup>

N. *Technology Commission.*<sup>10</sup> There shall be a Technology Commission consisting of five (5) members and two (2) alternate members appointed as set forth in Appendix B as terms of incumbent members expire. There shall be two (2) alternate members appointed as set forth in Appendix B as terms of incumbent alternates expire.

The Technology Commission is an advisory body to the Board of Selectmen. The main mission of the committee is:

1. To use new technologies which will provide citizens with improved interaction with Town government and achieve efficiencies in governmental operations.
2. To provide both tactical and strategic guidance to the Town regarding acquisition, operation and implementation of technology products throughout Town government.
3. ~~Develop~~ To develop and maintain a 5-year strategic plan with recommendations for investment in hardware, software, training and management oversight.
4. ~~Develop~~ To develop, maintain and improve the Town's information technology policies and assist the Town in complying with any future requirements or policies of information networks, e.g. Internet, or regulatory entities, e.g. The Federal

<sup>9</sup> Adopted at January 29, 2025 meeting.

<sup>10</sup> To be discussed 1/29/25

Communications Commission (FCC) and Connecticut Department of Public Utility Regulation Authority (PURA).

O. *Shade Tree and Sidewalk Commission.*<sup>11</sup> There shall be a Shade Tree and Sidewalk Commission consisting of five (5) members and two (2) alternate members appointed as set forth in Appendix B as terms of incumbent members expire. ~~There shall be two (2) alternate members appointed as set forth in Appendix B as terms of incumbent alternates expire.~~

The Shade Tree and Sidewalk Commission is an advisory body to the Board of Selectmen. The Commission is charged to develop and maintain a long-range plan for the sidewalks and trees along public sidewalks and roadways. The Commission will emphasize both beautification and public safety as it relates to trees and sidewalks. The Commission may conduct educational awareness activities in support of pedestrian safety, tree care and selection. The Commission shall make recommendations to the Board of Selectmen for funding opportunities as it relates to the long-range plan. It shall have all the powers conferred on it and perform all of the duties required of it by law.

P. *Arts & Culture Commission.*<sup>12</sup> There shall be an Arts & Culture Commission consisting of seven (7) members and two (2) alternate members appointed as set forth in Appendix B as terms of incumbent members expire. Members and alternate members should be involved in arts and culture. No more than two (2) members and one (1) alternate member may be non-residents.

The Arts & Culture Commission is an advisory body to the Board of Selectmen and shall have the goal of protecting, promoting, improving and expanding the Town's cultural and educational resources. The Commission shall conduct outreach to determine the needs of the arts and culture community and work to identify funding resources to benefit the same. The Arts & Culture Commission should also work with regional organizations to increase the exposure of the Town's arts and culture offerings.

The Arts & Culture Commission shall have all the powers conferred on it and perform all the duties required of it by law.

Q. *Business & Economic Development Commission.*<sup>13</sup> There shall be a Business & Economic Development Commission consisting of five (5) members and two (2) alternate members appointed as set forth in Appendix B as terms of incumbent members expire. Members and alternate members shall be involved in the local business community. No more than two (2) members may be non-residents, but any non-resident must be a business representative. For purposes of this Section, a business representative shall be an individual who is an owner of a business located in the Town, chief executive or operating officer or equivalent of a business located in the Town, or

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<sup>11</sup> To be discussed 1/29/25

<sup>12</sup> Adopted at February 10, 2025 meeting.

<sup>13</sup> Adopted at February 10, 2025 meeting.

any person who has primary policymaking or hiring authority for a business located in the Town.

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The Business & Economic Development Commission is an advisory body to the Board of Selectmen and shall have the goal of building a diverse economy around small-scale, independently owned enterprises, including, without limitation, local farms. The Commission shall work with businesses located in the Town to identify the needs of the business community and explore ways to address those needs. The Business & Economic Development Commission should also work with regional organizations to promote local businesses and enhance the economic opportunities for such local businesses.

The Business & Economic Development Commission shall have all the powers conferred on it and perform all the duties required of it by law.

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N. —

### **Section 603. Eligibility.**

Except as herein provided, all appointed board members and commissioners shall be ~~electors~~ Electors of the Town and shall have such other qualifications as may be determined by the appointing authority and as may be required by this Charter, the Ordinances and the General Statutes.

### **Section 604. Terms.**

All appointed board members and commissioners shall have the terms of office specified in the General Statutes, this Charter or the Ordinances which, unless otherwise required here, shall commence on the first Monday in January. All appointed board members and commissioners shall serve for the term to which they are appointed and until their successors are appointed and have qualified. Each board or commission shall, at its first meeting each year, elect a chairman and any other officers it requires.

### **Section 605. Minority Representation.**

The provisions of Section 307 of this Charter regarding Minority Representation on an elected board, commission or similar body of the Town shall apply equally to all appointed boards, commissions or similar bodies of the Town.

### **Section 606. Vacancies.**

Except as otherwise provided herein, all vacancies in any appointed board or commission shall promptly be filled by the board or commission having the original power of appointment. In the event that a vacancy to be filled by an authority other than the Board of Selectmen is not so filled within sixty (60) days, then it shall promptly thereafter be filled by the Board of Selectmen. Each person appointed to fill a vacancy in an appointed board or commission shall serve the unexpired portion of the term and until his successor is appointed and has qualified pursuant to the provisions of Section 309(B).

**Section 607. Compensation.**

Except as specifically provided in this Charter, or in the General Statutes, no appointed Board or Commission member or alternate shall receive compensation.

**Section 608. Removal.**

A. *Failure to Attend Meetings.* Any member of an appointed board, commission or committee who does not attend at least two thirds (2/3) of the regular meetings for a calendar year, the schedule of which is filed pursuant to Section 1-225 of the General Statutes, shall be considered automatically removed from such board, commission or committee, creating a vacancy which shall be filled in accordance with Section 606 of this Charter. It shall be the duty of the Chairman of each board, commission or committee to give prompt written notice of such absenteeism and consequent vacancy to the Board of Selectmen.

~~B.~~ *Inability to Discharge Duties or Failure to Observe Conflict of Interest Provisions.* Any member of an appointed board, commission or committee who (1) is unable to discharge the powers, responsibilities and duties of his position or (2) violates the conflict of interest provisions of this Charter or of the Ordinances of the Town of Woodbury may, after notice and bearing, be removed from such board, commission or committee by the Board of Selectmen, creating a vacancy which shall be filled in accordance with Section 606 of this Charter.

~~C.~~

~~D.B.~~

**Section 609. Creation, Consolidation and Abolition of Boards and Commissions.**

The Town Meeting may, by ordinance, create such additional boards and commissions as it may deem necessary or proper for the government of the Town. The ordinance creating any such board or commission shall specify its powers and duties, term of office and number of members and alternate members. All such regular or alternate members of any such board or commission shall be appointed by the Board of Selectmen. Any board or commission not established by this Charter may be consolidated with another board or commission or may be abolished, by ordinance.