

Conservation Commission of the Town of Litchfield, Connecticut

BYLAWS

Adopted on 29 June 2004

Revised May 22, 2007, September 25, 2007

Article I

Name

The Commission shall be known as the "Conservation Commission of the Town of Litchfield."

Article II

Purpose and Authorization

The Purpose of the Commission is to develop and conserve natural resources, including water resources, within the Town of Litchfield, as set forth in the Connecticut General Statutes, and by ordinance of the Town of Litchfield.

Article III

Location

The office of the Conservation Commission of the Town of Litchfield shall be at the Town of Litchfield, Land Use Office, 80 Doyle Road, Bantam, CT 06750, where all records shall be kept. Copies of minutes and all official documents shall be filed or recorded in the office of the Town Clerk.

Article IV

Membership

Section 1

Members: The Commission shall consist of seven regular members and two alternates to be appointed by the Board of Selectmen, to serve for terms of three years. Alternate members shall, when seated, have all the powers and duties of a member of the commission.

Section 2

Vacancies: Vacancies, as they occur, shall be filled by the Board of Selectmen.

Section 3

Alternates: If a regular member of the Commission is absent the chairman shall designate an alternate to serve in his place, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

Article V

Procedure and Conduct

The Commission shall adhere to the current edition of Robert's Rules of Order and the Connecticut Freedom of Information Act.

Article VI

Election of Officers

Officers, elected by a majority of duly seated members at the meeting held in March, shall be a Chairman, Vice Chairman, and Clerk, to serve for the following year. If no meeting is held in March, officers will be elected at the first meeting held thereafter. After two sequential unexcused absences, an officer may be replaced by a majority vote of the remaining members.

Article VII

Required duties of the Commission

Section 1

The Commission shall conduct research into the current utilization and future possible utilization of land areas of the municipality.

Section 2

The Commission shall keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information on the proper use of such areas

Section 3

The Commission shall keep records of its meetings and activities and shall make an annual report to the Town Clerk in the manner required by the Town.

Article VIII

Other duties of the Commission

Section 1

The Commission may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes

Section 2

The Commission may propose a greenways plan for inclusion in the plan of conservation and development of the town prepared pursuant to Connecticut General Statute Section 8-23.

Section 3

The Commission may inventory natural resources and formulate watershed management and drought management plans consistent with water supply management plans prepared pursuant to Connecticut General Statute Section 25-32d.

Section 4

The Commission may make recommendations to the Planning and Zoning Commission, Inland Wetlands agencies and other municipal agencies on proposed land use changes. . The Commission may from time to time recommend plans and programs for the development and use of open areas, indexed according to Article VIII, section 2, to the Planning and Zoning Commission of the Town of Litchfield.

Section 5

The Commission may, with the approval of the selectmen and a duly held town meeting, acquire land and easements in the name of the town. The Commission may promulgate rules and regulations, including but not limited to the establishment of reasonable charges, for the use of such land and easements, for any of its purposes.

Section 6

The Commission may supervise and manage municipally owned open space or park property upon delegation of such authority by the entity that has supervisory or management responsibilities for such space or property.

Section 7

The Commission may receive gifts in the name of the municipality for any of its purposes and shall administer the same for such purposes subject to the terms of the gift.

Section 8

The Commission may exchange information with the Commissioner of Environmental Protection, and said commissioner may, on request, assign technical personnel to the Commission for assistance in planning its overall program and for coordinating state and local conservation activities.

Article IX

Financial

Section 1

Budgeted funds

The Chairman or a member of the Commission designated by the chair will prepare a budget for the use of appropriated funds on or about January 15 to be reviewed and approved by a majority vote of the Commission. The chairman, with approval of the Commission, administers the dispersal of funds.

Section 2

Gifts and other Funds

Grants, gifts, bequests and other funds received by the Commission in the name of the Town for any its purposes shall be kept in a separate account which can be maintained from year to year. These funds shall be reported to the Commission and their use reviewed and approved in the same manner as in Article IX Section 1

Article X

Amendments

These bylaws may be amended by a majority vote of the Commission.