

## CODIFICATION OF ORDINANCE

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### **D.1 ECONOMIC DEVELOPMENT COMMISSION**

(a) There shall be an Economic Development Commission of the Town, which shall consist of five members appointed by the Board of Selectmen.

(b) There shall be three alternates to the Economic Development Commission, whose powers and duties, when seated, shall be the same as provided by the law for regular members of the Commission. Alternates shall be appointed by the Board of Selectmen, which appointments shall comply with minority representation requirements of CGS 9-167(a) and the Town Charter.

(c) The term of all members to the Commission shall be four years; except that for the three members appointed to terms commencing on 1997, the terms shall be as follows: one member shall be appointed for two years, one member shall be appointed for three years, and one

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member shall be appointed for four years; thereafter, the terms for these three members, or their successors, shall be four years.

(d) The term of all alternates to the Commission shall be four years.(May, 1996)

### **D.2 TRAFFIC SAFETY COMMISSION**

The Traffic Safety Commission will be charged with the duties of making studies and surveys of the roads under the jurisdiction of the Town. They shall determine the dangerous and hazardous section, establish priorities, pin-point areas to be corrected and report to the Board of Selectmen. They are charged with the 'traveling public' in the Town, and will cooperate with the Selectmen in making our roads safer for all our people.

### **D.3 FIRE COMMISSIONERS**

The Fire Commissioners shall obtain fire protection for the Town and supervise affairs relative to this objective. Nothing herein shall affect the ownership by the Volunteer Fire Company of any building, fire apparatus, or other property, and the Fire Commissioners may enter into an agreement with observance of the regulations of the Commissioners as the Commissioners may deem desirable and reasonable.

**D.4. MUNICIPAL HEALTH SERVICES**

1. The Director of Health shall prepare a public health nursing program which, after advise of the Municipal Health Service Committee and approval of the Board of Selectmen, shall be submitted to the State Commissioner of Health for approval as provided in CGS Section 19-71 a.

2. The Municipal Health Service Committee shall be advisory to the Director of Health and Board of Selectmen in all matters concerning health services in the Town of Marlborough.

3. The Board of Selectmen shall be authorized, pursuant to CGS Section 19-96, to enter into a contractual agreement with another municipality or to procure health services if the State Department of Health approves such action.

4. The Board of Selectmen, with the advise of the Director of Health, shall designate persons from said Committee for appointment as representatives of the Town of Marlborough on the Board of Directors of any group providing approved health services to the Town of Marlborough. Their terms and duties shall be as prescribed in the By-Laws of said health service group, provided that the Board of Selectmen may replace any such representative whenever it appears to be in the best interest of the Town of Marlborough as determined by the Board of Selectmen.

**D.5. PUBLIC BUILDING COMMISSION**

(a) The Commission shall act on behalf of the Town of Marlborough in matters pertaining to the construction of public buildings by the Town and shall perform such other duties as may be

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assigned from time to time by action of the Town Meeting or the Board of Selectmen.

b) There shall be three alternates to the Building Commission, whose powers and duties, when seated, shall be the same as provided by law for the regular members of the Commission. Alternates shall be appointed by the Board of Selectmen, which appointments shall comply with minority representation requirements of CGS 9-167 (a) and the Town Charter.

(c) The term of all alternates to the Commission shall be four years; except that for the three alternate members appointed to terms commencing in 2001, the terms shall be as follows: one member shall be appointed for two years, one member shall be appointed for three years, and one member shall be appointed for four years; thereafter, the terms for these three members, or their successors, shall be four years.

Sections (b & c) were added June 19, 2001 and effective July 19, 2001.

### **D.6 ARTS AND CULTURAL COMMISSION**

(a) There shall be established an Arts and Cultural Commission for the purpose of facilitating the continuation and development of the arts and cultural activities. Such commission shall consist of not less than seven (7) members nor more than fifteen (15) members. Members shall be appointed by the Board of Selectmen for four (4) year overlapping terms. Members shall be appointed from nominees submitted to the Board of Selectmen from various community and municipal organizations and from at-large applicants. At-large applicants may apply directly to the Board of Selectmen for appointment.

(effective October, 1998)

**D.7 DESIGNATION OF ALTERNATE MEMBERS TO ACT ON BOARDS, COMMISSIONS, COMMITTEES, AND OTHER SIMILAR BODIES.**

Except where otherwise provided by statute, for any board, commission, committee, or other similar body of the of the Town of Marlborough for which the election or appointment of alternates has been authorized, the following procedures shall apply to the designation of such alternates to act:

(a) If any regular member of any board, commission, committee, or other similar body of the Town of Marlborough is absent or disqualified from acting, the Chairman of such board, commission, committee, or other similar body shall, subject to the provisions of Conn. Gen stat. 9-167a, designate an alternate from the panel of alternates, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting and the next alternate shall be designated.

(b) An alternate designated to act in place of a regular member who has been disqualified shall continue to act in such capacity in the hearing and determination of the particular matter or matters in which the disqualification arose.

(c) Any alternate designated to act in place of a regular member who is absent shall act in such capacity only so long as the regular member remains absent from the proceedings.

Effective: June, 2002

**D8.00000 LAKE ADVISORY COMMISSION**

I. Establishment of Lake Advisory Commission

There is hereby established the Marlborough Lake Advisory Commission, which shall serve as an advisory board to the Board of Selectmen and other Town agencies.

II. Powers and Duties

The Lake Advisory Commission shall have the following powers and duties:

To oversee the water quality and recreational use of Lake Terramuggus and help make recommendations to Town Agencies as to lake management issues. The Commission shall also promote the implementation of town goals and objectives as outlined within the various strategic plans of the various Town Agencies.

The Commission shall also be responsible for the following:

- Coordinating the water quality testing program
- Coordination and update of the Lake Management Plan
- Public Outreach concerning lake management issues

### III. Membership and Transition of current Members/Alternates:

The Board of Selectmen shall appoint all regular members and alternate members. When a vacancy occurs, the Board of selectmen shall appoint a successor to hold office for the unexpired portion of the term. A member shall continue in office until his successor is appointed. The Board of Selectmen may, for good cause, remove any regular member or alternate member from office prior to the expiration of a term.

The Lake Advisory Commission shall consist of seven (7) regular members; at least two (2) regular members shall reside on (adjacent to) the Lake Terramuggus and at least two (2) regular members shall reside outside of the Lake Terramuggus watershed district.

There shall be three (3) alternate members on the Lake Advisory Commission. Alternate members when seated, shall have the same powers and duties provided for by law for regular members of the Lake Advisory Commission.

All regular members and alternate members of the Lake Advisory Commission in existence immediately before the effective date of this ordinance shall be appointed to the Lake Advisory Commission created pursuant to this ordinance.

A transition process is necessary to affect membership representation that is, at least two (2) regular members shall reside outside of the Lake Terramuggus watershed district. Upon the expiration of a term, resignation or a member is no longer an elector of the Town of Marlborough that continue to serve under the transition provision, “ *All regular members and alternate members of the Lake Advisory Commission in existence immediately before the effective date of this ordinance shall be appointed* , appointments made thereafter must meet residency (reside) requirements set forth by this ordinance.

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All regular members and alternate members of the Lake Advisory Commission shall be electors of the Town of Marlborough and shall serve without compensation.

A Chairman and the Vice Chairman shall be elected by the members of the Lake Advisory Commission from among the members of the Lake Advisory Commission. These elections shall be made upon the effective date of this ordinance and annually thereafter in January of each year. The Chairman and Vice Chairman shall continue in office until their successors are elected.

The Lake Advisory Commission shall be authorized to establish and promulgate bylaws to enable it to function in fulfilling its duties.

Upon the effective date of this ordinance the Board of Selectmen shall appoint: Three (3) regular members and one (1) alternate member to serve terms until January 1, 2009; two regular members and one (1) alternate member to serve terms until January 1, 2010; and two (2) regular members and one (1) alternate member to serve terms until January 1, 2011. Thereafter all terms shall be for three (3) year periods.

### IV. Meetings:

The Commission shall meet periodically, but not less frequently than quarterly.

### V. Effective Date:

This Ordinance shall take effect (30)days following publication in accordance with Section 7-157 of the Connecticut General Statutes.

Dated at Marlborough, CT this 17th day of June, 2008

**D.9 Community Development Advisory Commission**

**I. Establishment of Community Development Advisory Commission**

There is hereby established the Marlborough Community Development Advisory Commission, which will serve as an advisory board to the Board of Selectmen and other Town agencies.

**II. Powers and Duties.**

The Community Development Advisory Commission will have the following powers and duties:

**Community Vision** - Through Public involvement the Commission will identify the vision in conjunction with other Town Boards and Commissions for the future of the Town of Marlborough, including community values, goals and action plans for working with all boards and commissions in achieving the vision. The Commission will work with the various Town Boards and Commissions to promote the implementation of town goals and objectives as outlined within the various strategic plans of the various Town Agencies. The Commission will help develop and maintain an overall strategic plan articulating the community vision and values, and work annually with the community and Town Boards and Commissions to create recommendations for actions to implement the goals and objectives of the plan.

The Commission will work with the various Town Boards and Commissions as requested and also will perform the following functions:

- **Beautification Committee** – The Commission will promote and coordinate the landscaping of Town owned property and promote the beautification of the community as a whole.
- **Community Marketing Strategy** – It will work in an advisory capacity with the various Town Boards and Commissions to develop a community marketing strategy that will promote the character and identify the values of the community.
- **Facility/Infrastructure Planning** – The Commission will work with the Public Building Commission and Board of Selectmen to identify the facility/infrastructure needs of the town and the timelines for addressing those needs.
- **Long Term Capitol Improvement Planning** – The Commission will review and recommend priorities for CNR projects, timelines, and budgets. It will make recommendations annually to the Board of Selectmen in accordance with the timelines for the annual budget process. It will conduct workshops with Town departments and agencies as needed throughout the year.
- **Open Space and Municipal Land Acquisition** – The Commission will work with the Conservation Commission and Planning Commission to advise the Board of Selectmen and Board of Finance concerning potential acquisition of land for municipal purposes, and perform other such tasks relating to the use and administration of the Marlborough Open Space Land Acquisition Fund.
- **Plan of Conservation and Development** – In an advisory capacity, the Commission will work with the Planning Commission to promote the implementation and updating of policies of the Marlborough Plan of Conservation and Development.

### III. Membership; Meetings

The Board of Selectman will appoint a Community Development Advisory Commission to consist of six members and three alternates. The Community Development Advisory Commission will elect such other officers as it deems necessary and may establish such bylaws as it deems appropriate for the conduct of its business. The Commission will meet periodically but not less than quarterly.

### IV. Terms

After passage of this ordinance the Board of Selectman shall appoint two (2) regular members and one (1) alternate representative to serve terms until January 2008, two (2) regular members and one (1) alternate representative to serve terms until January 2007, and two (2) regular members to serve terms until January 2008. Thereafter all terms shall be four (4) year terms.

### V. Effective Date

This ordinance shall be effective thirty (30) days after the legal notice is published in the newspaper. The Community Development Advisory Commissions currently in place shall remain in office until the Board of Selectman appoints the six (6) regular members and appointment of three (3) alternates.

This Ordinance shall take effect (30) days following publication in accordance with Section 7-157 of the Connecticut General Statutes. DATED AT MARLBOROUGH,

CONNECTICUT THIS 16TH DAY OF FEB. 2006

**D. 10 COMMISSION ON AGING**

**Organization:** There shall be a commission on aging in the Town of Marlborough, consisting of five (5) regular members and three (3) alternate members, which shall be called the **MARLBOROUGH COMMISSION ON AGING**

. Members and alternate members shall be appointed by the Board of Selectmen and shall be chosen as follows:

At least two regular members of the Commission shall be members of the public sixty (60) years of age or older. The three alternate members shall be members of the public, with preference given to individuals sixty (60) years of age or older. All members so appointed shall be persons interested in and committed to the consideration and solution of the problems of the aging.

A chairperson shall be elected by a majority of the regular members of the Commission. Alternate members shall attend all meetings and shall take the place of a regular member when a regular member is absent from a meeting. When taking the place of an absent regular member, such alternate member shall be counted toward a quorum and shall have all the voting rights of the absent member. The chairperson shall rotate alternates to serve in this capacity as needed.

The Town of Marlborough's municipal agent for elderly persons appointed pursuant to Connecticut General Statute § 7-127b (a) shall be an ad hoc member of the Commission. The First Selectman, the Chatham Health district, Roy B. Pettengill Ambulance Association and the Marlborough Clergy (or their designees) serve as non-voting ex-officio members.

**Membership and Terms of Appointment:** In January of each year, the Board of Selectmen shall appoint regular members and alternate members to replace those whose terms are then expiring. All regular members and alternate members shall be appointed to hold office for a period of three years. Vacancies shall be filled for the unexpired portion of the term and the Commission may recommend a candidate to the Board of Selectmen to fill said vacancy. All members of the Commission shall serve without compensation.

If any appointed member of the Commission fails to attend three consecutive meetings of the Commission or who fails to attend fifty percent of all meetings of the Commission held during any calendar year, it shall be cause for removal. Any vacancy occurring other than by expiration of term shall be filled in the same manner as the original appointment for the balance of the unexpired term.

**Purpose:** The purpose of the Commission shall be to review and analyze the needs and conditions of the elderly and aging in relation to housing, nutrition, employment, economic welfare, health, recreation, social services, transportation and other matters and problems of concern to the elderly. The Commission shall also plan, coordinate, develop and implement programs to meet the needs and improve the conditions of the elderly and aging within the Town of Marlborough and shall provide coordination and linkage of such plans and programs long existing services. The Commission shall act as an advocate for the elderly and aging and shall make recommendations to the Board of Selectmen during the budget process.

**Duties:** The Commission shall initiate, plan and coordinate services and programs for the elderly and aging with Town of Marlborough in accordance with its purpose. It shall review, initiate and recommend approval or disapproval of application for federal, state, local and private funds for programs for the elderly and aging to the Board of Selectmen. The Commission shall assist in interpreting and developing policies and guidelines for elderly service and programs. The Commission shall meet at least once every month on a date which shall be determined by the regular members and call a special meeting from time to time as necessary. The Commission shall be authorized to establish and promulgate bylaws to enable it to function in fulfilling its duties. It is not intended that the Commission shall operate programs.

**Budget:** The Commission shall prepare an annual budget. Said budget shall be submitted to the Board of Selectmen for the next fiscal year budget.

This Ordinance shall take effect (30) thirty days following publication in accordance with Section 7-157 of the Connecticut General Statutes.

DATED AT MARLBOROUGH, CONNECTICUT, THIS 27th DAY OF September, 2011

**D.11 NATURE TRAILS AND SIDEWALKS COMMISSION**

BE IT ORDAINED AS FOLLOWS:

1. Establishment of Nature Trails and Sidewalks Commission.

There is hereby established the Marlborough Nature Trails and Sidewalks Commission which shall serve as an advisory board to the Board of Selectmen and other Town agencies.

2. Powers and Duties.

The Nature Trails and Advisory Commission shall have the following powers and duties: To oversee the recreational and other use of nature trails and sidewalks in the Town of Marlborough and to make recommendations to Town agencies as to the use, development and maintenance of nature trails and sidewalks. The Commission shall also promote the implementation of Town goals and objectives as outlined within the various strategic plans of

Town agencies.

### 3. Membership of Current Members and Alternates.

The Board of Selectman shall appoint all regular members and alternate members. When a vacancy occurs, the Board of Selectmen shall appoint a successor to hold office for the unexpired portion of the term. A member shall continue in office until his or her successor is appointed.

The Nature Trails and Sidewalks Commission shall consist of five (5) regular members. There shall be three (3) alternate members on the Commission. Alternate members, when seated, shall have the same powers and duties as regular members.

All regular members and alternate members of the prior Nature Trail and Sidewalks Commission in existence immediately before the effective date of this Ordinance shall be appointed to the Nature Trails and Sidewalks Commission created pursuant to this Ordinance. All members of the Commission shall be electors of the Town of Marlborough and shall serve without compensation.

If any appointed member of the Commission fails to attend three consecutive meetings of the Commission or who fails to attend fifty percent of all meetings of the Commission held during any calendar year, it shall be cause for removal. Any vacancy occurring other than by expiration of term shall be filled in the same manner as the original appointment for the balance of the unexpired term.

A Chairman and a Vice Chairman shall be elected by the members from among the members of the Commission. These elections shall be made as soon as reasonably practicable upon the effective date of this ordinance and annually thereafter in January of each year. The Chairman

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and Vice Chairman shall continue in office until their successors are elected. The Nature Trails and Sidewalks Advisory Commission shall be authorized to establish and promulgate bylaws to enable it to function in fulfilling its duties.

Upon the effective date of this Ordinance, the Board of Selectmen shall appoint three (3) regular members and two (2) alternate member to serve terms until January 1, 2011 and two (2) regular members and one (1) alternate member to serve terms until January 1, 2012. Thereafter all terms shall be for two year periods.

### 4. Meetings.

The Commission shall meet periodically but not less frequently than quarterly.

5. Effective date. This Ordinance shall take effect thirty days following publication in accordance with § 7-157 of the Connecticut General Statutes.

DATED AT MARLBOROUGH, CONNECTICUT, THIS 30th DAY OF June, 2010