

Handbook for Elected and Appointed Officials and Volunteers

Town of Chester, Connecticut

December 19, 2019



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Dear Chester Commission, Committee, or Board Member:

On behalf of the Board of Selectmen, we sincerely thank you for your interest in serving on one of the Town's many boards, commissions or committees. It is your willingness to work on behalf of others, without any expectation of reward or gain, that contributes greatly to the caring and cohesive community that Chester is. It makes an enormous difference in the quality of life of your fellow townspeople. We applaud you!!

The purpose of this handbook is to provide a handy reference guide to topics of importance for members of boards, commissions and committees.

Again, thank you for your interest in getting involved, and we encourage you to share this manual with friends and neighbors who might also be interested in volunteering. We look forward to your successful participation.

Sincerely,

Lauren S. Gister
First Selectman

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HOW TO VOLUNTEER FOR A BOARD, COMMISSION OR COMMITTEE

How Vacancies are Determined

Each Board or Commission is charged with certain tasks and a structure which determines the duration of the group, the number of members and the length of terms. The Town Clerk's Office keeps a record of vacancies on each Board and Commission and provides the Board of Selectmen with a monthly list of vacancies. A list of vacancies is published on the Town website at www.chesterct.org under the Town Clerk's page.

Board and Commission Member Application

If you are interested in serving on a Board or Commission, you will first need to fill out a Board and Commission Member Application. Applications are available in the First Selectman's Office. You must be a registered voter in the Town of Chester to serve on a board, commission or official committee.

Board of Selectmen Guidelines for Filling Board & Commission Vacancies

- 1. General:** All nominees for filling unexpired terms or appointed positions will be highly qualified and willing to take the responsibilities of the appointment seriously. Said persons will keep the interest of the residents of Chester foremost in all their deliberations. All appointments must abide by the minority representation guidelines and Connecticut State Statutes. Volunteers who are not members of a registered political party (i.e. unaffiliated voter) should contact the First Selectman's office directly.

As has been past practice, recommendations shall be submitted to the First Selectman within 30 days of notification of a vacancy. The 30-day time span is to be considered a courtesy to all. In the best interests of the community, the Board of Selectmen may act sooner when it deems necessary. When more than one individual expresses interest, the individuals will be invited to the Board of Selectmen's meeting to discuss their interest.

- 2. Unexpired Elected Terms:** An unexpired term of an elected official will be filled with the individual recommended by the Town Committee of the previous office holder's party. The absence of such recommendation shall be treated as a de facto endorsement of the other party's candidate.
- 3. Unexpired Appointed Terms:** The Town Committee Chairman or their designated representatives may recommend a candidate to fill an unexpired term for appointed boards and commissions. Individuals appointed to fill unexpired appointed positions need not be from the same political affiliation as the individual whose term is being filled. In the absence of a joint recommendation this procedure shall default to #4 below, taking into consideration and

requirements for minority representation (see CT General Statute §9-167a below for explanation of minority representation)

4. **Appointments to Full Terms:** At the commencement of each new term of an appointed board or commission, each party will present the Board of Selectmen with a list of recommended applicants. The Board of Selectmen will consider recommendations of the parties and any other applicants without regard to party affiliation.
5. **Incumbents:** Incumbents will be given first consideration. However, past performance, meeting attendance, unique qualifications applicable to the position and willingness to serve must also be considered during the selection process.
6. **Alternate Members:** Whenever reasonable, first priority should be given to alternate members to fill full-term vacancies on the same board or commission. However, past performance, meeting attendance, unique qualifications applicable to the position and willingness to serve must also be considered during the selection process.
7. **After Appointment.** Once appointed by the Board of Selectmen, new members of Boards and Commissions must be sworn in by the Town Clerk to begin their term. The schedule of meetings is determined by each individual Board or Commission.
8. **Resignation from a Board or Commission.** Any member of a Board or Commission may resign from serving for any reason, depending on their individual circumstances. In order for that resignation to be effective, however, such member must submit a signed letter of resignation to the Town Clerk. The Town Clerk will then notify the Chairperson of the board or commission as well as the Board of Selectmen and each of the major party chairs.

Excerpt from Connecticut State Statute §9-167a:

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum numbers of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

COLUMN I	COLUMN II
Total Membership	Maximum from One Party
3.....	2
4.....	3
5.....	4
6.....	4
7.....	5
8.....	5
9.....	6
More than 9.....	Two-thirds of total membership

TOWN OF CHESTER CODE OF CONDUCT

The Town of Chester requires that all public officials and employees be independent, impartial and responsible to its citizens. The public judges its government by the way public officials and employees conduct themselves in the positions for which they are elected, appointed or hired. The people have the right to expect that all public officials and employees will conduct themselves in a manner that will preserve the confidence and respect for government that they represent.

This confidence and respect can be achieved and promoted if all elected or appointed public officials and employees:

- a) Treat all citizens with courtesy, impartiality, fairness and equality under the law.
- b) Avoid both actual and potential conflicts between their private self-interest and the interest of the public.
- c.) Recognize that the function of local government is to serve in the best interest of all the people.
- d.) Encourage communication.
- e.) Seek to improve the quality and image of public service
- f.) Recognize that the function of local government is to serve in the best interest of all the people.

These behaviors are meant to preserve the rights of everyone and ensure cooperation. They require common sense, good judgment and acceptable interpersonal behaviors. This code is to serve as a guide and is not intended to be an all-inclusive list.

Adopted by the Board of Selectmen
August 5, 2003

TOWN OF CHESTER CODE OF ETHICS

Section 1 DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policies be made in proper channels of the governmental structure; and that public office not be used for personal gain. The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed. The people have a right to expect that all public officials and employees will conduct themselves in a manner that will tend to preserve public confidence in, and respect for the government they represent.

Such confidence and respect can best be promoted if every appointed or elected public official and employee, whether paid or unpaid, will uniformly: (a) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (b) avoid both actual and potential conflicts between their private self-interest and the public interest.

The purpose of this resolution is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Town and by directing disclosure by such officials and employees of private financial or other interest in matters affecting the Town.

Section 2 DEFINITIONS

- a) Interest means direct or indirect pecuniary or material benefit accruing to a public officer or employee as a result of a contract or transaction which is or may be the subject or an official or action by or with the Town of Chester except for such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated.

For the purpose of this code, a public officer or employee shall be deemed to have an interest in the affairs of:

- 1) Any person related to him by blood or marriage in a degree closer than the fourth degree consanguinity or affinity (determined by the civil law method), and a divorce or separation between spouses shall not be deemed to terminate any such relationship;
- 2) Any person or business entity with whom a contractual relationship exists with the public officer or employee;
- 3) Any business entity in which the public officer or employee is an officer, director, or member having a financial interest in, or employed by,

- 4) Any business entity in which the stock of, or legal or beneficial ownership of, in excess of five percent (5%) of the total stock or total legal and beneficial ownership, is controlled or owned directly or indirectly by the public officer or employee.
- b) Official act or action means any legislative, administrative, appointive or discretionary act of any officer or employee of the Town of Chester or any agency, board, committee or commission thereof.
- c) Business entity means any business, proprietorship, firm, partnership, person in representative or fiduciary capacity, association, venture, trust or corporation. Whether paid or unpaid including members of any board, committee, or commission thereof.

Section 3 **CODE OF ETHICS**

- a) The requirements herein set forth shall constitute a code of ethics establishing reasonable standards and guidelines for the ethical conduct of public officers and employees of the Town of Chester.
- b) Interest in contract or transaction: No public officer or employee having the authority or duty to perform an official act or action, related to a contract or transaction which is or may be the subject of an official act or action of the Town of Chester shall:
 - 1) Have or thereafter acquire an interest in such contract or transaction, or
 - 2) Have an interest in any business entity representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction, or
 - 3) Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction, or
 - 4) Have solicited, accepted or granted a present or future gift, favor, service or thing of value from or to a person involved in such contract or transaction, except as provided in Section 3 (c); or
 - 5) Have encouraged, made or accepted any ex parte or unilateral application or communication where a determination is to be made after a public hearing and such public employee fails to make the contents of the communication a part of the record.
- c) The prohibition against gifts or favors in Section 3(b) (4) shall not apply to:
 - 1) An occasional non-pecuniary gift, insignificant in value, or
 - 2) An award publicly presented in recognition of public service, or
 - 3) Any gift which would have been offered or given to him if he were not an official or employee.

- d) Pre-acquisition of interest: No public officer or employee with respect to any contract or transaction which is or may be the subject of an official act or action of the Town of Chester shall acquire an interest in or affected by such contract or transaction at a time when the public employee believes or has reason to believe that it will directly or indirectly be affected by an official act or action of the Town of Chester.
- e) Disclosure of information – No public officer or employee with respect to any contract or transaction which is or may be the subject of an official act or action of the Town of Chester shall, with proper legal authorization, disclose confidential information concerning the property, government or affairs of the Town or use such information to advance the financial or other private interest or himself or others.
- f) Incompatible service - No public officer or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made as provided in this code.
- g) Appearances – no public officer or employee shall appear on behalf of any private person, other than himself, his spouse or minor children, before any town agency or court. However, a member of the Board of Selectmen may appear before Town agencies on behalf of his constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.
- h) Public Contracts – No public officer or employee who in his capacity as such officer or employee participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract such function requiring the exercise of discretion on his part, shall enter into any contract with the Town unless:
 - 1) The contract is awarded through a process of public notice and competitive bidding, or
 - 2) The Board of Selectmen waives the requirement of this Section after determining that it is in the best interest of the Town to do so.
- i) Public Property – No public officer or employee shall request or permit the unauthorized use of Town-owned vehicles, equipment, materials or property for personal convenience or profit.
- j) Special Treatment – No public officer or employee shall grant any special consideration, treatment or advantage to any citizens beyond that which is available to every other citizen.
- k) Later Case Interest – No public officer or employee shall, after the termination of service or employment with the Town, appear before any board, commission, committee or agency of the Town in relation to any case, proceeding or application in which he personally participated during the period of his service or employment, or which was under his active consideration.

Section 4 **EXCEPTIONS TO RESOLUTION**

- a) It shall not be deemed a violation of the standards of the code if the interest of a public officer or employee in a person or business entity is a contractual obligation of less than \$500 which has not been preceded by any other obligation, discharged or existing, between the parties, and which is not the first in a series of two or more loans or debts which either of the parties is under an obligation to make or incur.
- b) A commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of this state to engage in the making of such loans shall not be deemed to create an interest in violation of this code.
- c) A contract for a commercial retail sale, even though over the value of \$500, shall not be deemed to create an interest in violation of this code.

Section 5 **DISCLOSURE OF INTEREST IN BOARD OF SELECTMEN ACTION**

- a) Any member of the Board of Selectmen who has a financial interest or personal interest in any proposed action before the Board of Selectmen shall disclose on the record of the Board of Selectmen the nature and extent of such interest.
- b) Any other official or employee who has a financial or personal interest in any proposed action of the Board of Selectmen and who participates in discussion with or gives an official opinion or recommendation to the Board of Selectmen shall disclose on the record of the Board of Selectmen the nature and extent of such interest.

Section 6 **ENFORCEMENT**

- a) The Board of Selectmen shall have the primary responsibility for the enforcement of this resolution. It shall have the power to investigate any complaint of violation of this resolution and to conduct public hearings if deemed necessary and make written findings of facts and conclusions based thereon. Employees involved in a union will follow discipline guidelines through the established contract.
- b) The Board of Selectmen may direct the First Selectman or an appointed Ethics Committee to investigate or prosecute any apparent violation of this resolution or it may employ the Town Attorney to investigate or prosecute any violation or series of violations by one or more persons of this code.
- c) Any person who believes that a violation of any portion of the code has occurred may file a complaint with the Board of Selectmen or the First Selectman who may thereafter proceed as provided for under Sections 6(a) or 6 (b).

Adopted by the Board of Selectmen
August 5, 2003

ROBERT'S RULES OF ORDER

(SUMMARY VERSION)

Robert's Rules provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate, to act according to its considered judgment AFTER a full and fair “working through” of the issues involved. **Robert's Rules** provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation. (For more information and further detailed explanations and direction, refer to **Robert's Rules of Order (RobertsRules.org)**).

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action. The assembly rules – they have the final say on everything. Being silent means consent!

1. All actions go through the Chair or Speaker.
2. To obtain the floor, wait until the last speaker has finished, then address the Chair.
3. Wait until the Chair recognizes you.
4. Present your position or make your motion, speaking in a clear and concise manner.
 - a. Always make a motion affirmatively: “I move that we...” Rather than “I move that we do not...”
 - b. Avoid personalities and stay on the subject.
5. Wait for someone to second your motion.
 - a. Either another member will make the second or the Chair will ask for a second.
6. The Chair should re-state the motion, saying “It has been moved and seconded that we ...”, thus placing the motion for consideration and action.
7. The membership may either debate the motion or move directly to a vote. This is the time for you to speak in favor of your motion; the person making the motion is always allowed to speak first and then holds further comment until after other speakers are finished, unless called upon by the Chair.
8. Once the motion is presented to the membership by the Chair, it cannot be changed by you without the consent of the members, or through motion and second to amend.
9. All comments and debate are to be directed to and through the Chair.
10. The Chair asks, “Are you ready to vote on the question?”
11. If there is no more discussion, a vote is taken.
12. Chair declares the “Motion Passed” or the “Motion Failed”.

HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT (FOIA)

What is the Connecticut FOIA?

The Connecticut FOIA, codified in Title I, Chapter 14 of Connecticut General Statutes is a state law passed in 1975 that has two basic requirements: 1) meetings of public agencies must be open to the public, and 2) records of public agencies are subject to disclosure and inspection by the public at large. “Any person” can file a FOIA request, including U.S. citizens, foreign nationals, organizations, associations and universities.

What is a Meeting?

“any hearing or other proceeding of a public agency, any convening or assembly of a multi-member public agency, and any communication by or to a quorum of a multi-member public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power” *Connecticut General Statutes §1-200(2)*.

Phone calls between a quorum of the members of a commission, or emails including email polling) by or between a quorum of board members concerning board business may be considered a “meeting”. Be very careful and do not send emails to the whole board discussing board or commission business and do NOT “reply all” to such messages.

- Meetings must be properly and publicly noticed and agendas must be posted at least 24 hours before the meeting to which it refers. If you don’t comply with this, you cannot hold the meeting. Items may be added to the agenda at regular (but not special) meetings via 2/3 vote.
- The minutes of each meeting must be made available to the public within seven (7) days of the meeting date.
- A Record of Vote (ROV) must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken. (Unless the minutes were turned into the Town Clerk within the 48 hours after the meeting, in which case you don’t have to record the Record of Vote because they are included within the minutes.)
- An emergency meeting may be held without complying with these requirements although they must file the minutes, including the reason for the emergency within 72 hours, excluding weekends and holidays.
- A Special Meeting may be called at least 24 hours before the time set for the meeting, excluding weekends and holidays. If you don’t comply with this, you cannot hold the meeting.
- Executive Session - A Board or Commission may close portions of its meetings under certain circumstance prescribed by statute. Please review the requirements for Executive Session at www.state.ct.us/foi/

CHARACTERISTICS OF AN EFFECTIVE PRESIDING OFFICER (CHAIR)

The primary role of the Board Chair in a meeting is to facilitate the process. Typically, Board Chair is viewed as having more power than other members of the board and in many ways that is true, however the chair still has only one vote just like all other members. The Chair is simply another member of the Board or Commission, and a vote should be taken by the members in late November or early December each year to determine who the Chair will be for the following year. Additionally, schedules for the following year's meetings should be identified and forwarded to the Selectmen's office during December each year to be placed on the town calendar.

The way in which the chair can really use their power is to be a good meeting facilitator to make sure all voices are heard and that all members contribute. Being a high-quality facilitator does not always come naturally. Many times, individuals rise to the rank of chairperson because of popular election, their technical or organizational knowledge, a confident personality and dedication to the mission. These qualities are all important components of being a good leader but do not necessarily mean that the person can run a good meeting. In fact, they can sometimes be obstacles to good meeting processes if members look to the leader to dictate the course of action or advocate for their side. In order to run productive meetings the presiding officer should understand this role of facilitative leader

1. Conduct the meeting according to the agenda

The meeting can easily get away from the chair if he is not disciplined to stay on task. The chair must stay focused on the orders of the day and not deviate or let others deviate the conversation.

2. A presider must protect the rights of the members

There are two basic rights of membership in a Board or Commission – to debate and to vote.

- ***Protecting the right to debate.*** The presider should make sure that all members who wish to speak on a topic get that chance. This right is violated very subtly in meetings and it takes an astute chair to recognize when it is happening. Some people are very vocal and tend to think aloud and are very comfortable to speak their mind in meetings. However, the other half of the people are more introverted and prefer to formulate their thoughts privately and when they are ready share them with the group, often in a very thoughtful and complete manner. We need both types of people in our organizations. A good presider will recognize this and provide many opportunities for both kinds of members to offer their input; to discourage those who tend to dominate in debate from monopolizing the conversation or those who stay quiet from feeling left out of the debate.
- ***Protecting the right to vote.*** Voting carries with it the same significance as the right to speak in that if there is a situation where a member's right to vote may somehow be limited or prevented, the decision will require a vote that protects the right of the minority. The right to abstain or not vote should be protected as well the anonymity of that right (i.e. the chair does not announce "abstentions" in the results of the vote). The chair can easily violate this principle of protecting the right to vote by forgetting to ask for the dissenting voice when calling for the vote.

3. Set the tone of the meeting and serve as a good example

The chair's demeanor "on and off stage" is a first step towards creating a board that behaves respectfully to one another during the meetings, in between meeting communications and during committee work.

4. Encourage appropriate input

The Chair should seek out comments from the quieter members by probing directly or by asking open-ended questions that might entice different opinions from those already expressed. Conversely, the meeting chair should stay firm with those who tend to monopolize the meeting. Be tactful in alternating between the pros and cons of an issue and if it is clear that all are in agreement with the pending question ask to stop discussion and call for the vote and move on. The chair must understand the role that guests play in the meeting and make sure their input is appropriate to the situation.

5. Reach closure and move on

Do not allow members to discuss issues "to death" without getting to a decision or taking action to move the issue along. A good chair will recognize when a motion should be made or a vote should be taken. Once a decision is made, the chair may need to provide some additional "post vote" instructions but then he should efficiently move on to the next item on the agenda.

6. Mediate conflict

A good meeting presider should be a conflict mediator, not a conflict instigator. Being open and up-front about all the options available, hearing all sides, facilitating a consensus process and seeking outside assistance when needed are several options available to the chair when guiding their board through a contentious issue or conflict.

7. Represent the board; maintain impartiality and a professional image.

Once the board makes a decision, the Chair must back that decision and work to see it through, despite their own feelings about the issue. A good chair knows when to hold their cards closely, and in some cases may be able to get away without voting at all on a decision in order to maintain impartiality. Many times, the Chair will only vote in order to break a tie among the members.

8. Duties as assigned by law, bylaws, board rules, custom

A competent chair will have read the governing documents and will carry them to meetings and use them as reference as often as needed. The chair has some discretion as it pertains to custom. It is important for a chair to know when to question a custom if it is violating one of the adopted rules or a member's right.

In summary, much of the roles and responsibilities of the chair as meeting facilitator revolve around the meeting process – allowing all opinions to be expressed and maintaining a professional image of the organization and the members of the board. A quality Chair allows the board to shine and shares the starring role with them.

RESPONSIBILITIES OF A BOARD OR COMMISSION MEMBER

When asked who has the most “power” in a meeting, or whose responsibility it is to make sure a meeting is successful most people will answer, “It is the chair’s responsibility.” But that answer is simply not true. Members of a board have as much responsibility in making sure that a meeting is successful as the chair. Moreover, they have as much power as the chair to make sure the meeting runs smoothly. They also have as much power as the chair when it comes to making decisions. The responsibilities of being a member start with being familiar with parliamentary rules (Robert’s Rules of Order), allowing and supporting the Chair in facilitating the meeting, and participating appropriately. Other responsibilities of board members include:

1. Attend meetings

Presumably, when someone decides to be on a board, they will make the commitment to attending meetings. When members do not attend meetings, productivity of a board can be derailed. Decisions are delayed, information is not shared and assignments are not completed.

2. Have working knowledge of rules and other governing documents

It is as much a member’s responsibility as it is the chairperson’s to have read the rules that govern the organization. Board members are most successful when given an orientation to the organization prior to or at the beginning of their term. A notebook or website where important documents are stored and readily accessible is extremely useful.

3. Prepare reports, and read meeting materials ahead of time (be prepared)

Board members in meetings should not open their packet of board materials for the very first time as soon as they sit down at the meeting. When members are not prepared, they waste meeting time by asking for clarification on what was already sent to them ahead of time. It is important to take the work on a board seriously as well as have respect for other members on your board by being prepared to participate.

4. Participate in deliberation

If you do not participate in discussion, then the board will not hear your position. Help the chairperson out by offering the dissenting viewpoint if it has not already been presented. If elected, your constituents also expect you to voice their opinion. However, if your point of view on an issue has already been expressed, there is no need to repeat it unless you need to make a motion to change the proposal on the floor to accommodate that point (i.e through an amendment). Participating in deliberation also means to be respectful of fellow board members by paying attention to them as they speak and following proper debate rules as adopted by your board.

5. A right to enforcement of the rules

One of the chair's responsibilities is to protect the rights of the members, reciprocally, members have a right to the enforcement of the rules. Therefore, if the chair is not enforcing the rules or if a member disagrees with a ruling or action of the chair, a member has the right to disagree

6. Represent the opinions of constituency or electorate

If elected, a board member may not always be able to speak their personal viewpoint or vote in the way they personally would like to. Rather, after having done research on the position of their constituency, the member should represent the will of those they represent. This can be difficult at times when trying to weigh the benefits of the small against the benefits for the greater good. A member should always seek out the best and most reliable information, and also work to educate constituents on the issues if for some reason the member does not believe the opinion of the constituents will serve the community best in the long run. A meeting is only successful with contributions from active and prepared members of the group. The members have just as much obligation as the chair in making sure that a meeting is successful, that rules are followed and that the group gets something done.

APPENDIX

LIST & DESCRIPTIONS OF BOARDS AND COMMISSIONS

BOARD OF ASSESSMENT APPEALS: Conducts appeals hearings for those wishing to appeal assessments of grand list property.

BOARD OF EDUCATION: Oversees the operations of Chester Elementary School.

BOARD OF FINANCE: Oversees the finances of the Town with regard to revenues and expenses; budgets and financial accountability. Sets the municipal mil rate after the budget is passed.

BOARD OF FIRE COMMISSIONERS: Works with the Chester Hose Company and Fire Marshal to provide for the public safety of residents, including maintenance of all apparatus and equipment.

CABLE TELEVISION ADVISORY COUNCIL NUMBER FIVE: Provides feedback to Comcast Cable and guidance to local Community Access activities.

CEDAR LAKE WATERSHED COMMISSION: Manages and monitors the condition of Cedar Lake and the surrounding watershed.

CITATION HEARING OFFICERS: Hears appeals in connection with Citations issued by the local Police or other Town agencies or officials.

CONSERVATION COMMISSION: Studies the condition and utilization of the natural resources of the town; keeps an inventory of open space and makes recommendations for the conservation and best uses of these resources.

HARBOR MANAGEMENT COMMISSION: Reviews and manages the Harbor Management Plan to meet guidelines from the CT Department of Energy and Environmental Protection (DEEP).

INLAND WETLANDS COMMISSION: Oversees and enforces Chester regulations to protect wetlands and watercourses within Chester.

LIBRARY BOARD OF TRUSTEES: Responsible for the overall management of public library services for the town.

MUNICIPAL ECONOMIC DEVELOPMENT COMMISSION: Researches economic conditions and trends, promotes development of business and industrial resources to maintain a thriving economy in Chester.

PARK AND RECREATION COMMISSION: Develops and supervises recreational programs and resources and maintains Town recreational facilities.

PLANNING AND ZONING COMMISSION: Protects and promotes the public's health, safety, welfare and environment through the regulation of land use activities.

REGIONAL BOARD OF EDUCATION: Oversees the operations of Regional School District #4, separate from those of Chester Elementary School

REGIONAL MENTAL HEALTH BOARD: responsible for a range of planning, education, and advocacy of behavioral health needs and services for children and adults within the region.

REGIONAL SCHOOL DISTRICT #4 GROUNDS MAINTENANCE AND OVERSIGHT COMMITTEE: Has specific planning and oversight of the maintenance and upkeep of the physical property of schools and offices within Regional School District #4.

RETIREMENT BOARD: Administers retirement plans: for Chester employees and for members of the Chester Hose Company.

SUSTAINABILITY TEAM: Works to promote economic well-being and enhance equity throughout the community. Assists town government and residents in identifying appropriate projects to reduce energy consumption and/or expenses.

WATER POLLUTION CONTROL AUTHORITY: Responsible for wastewater management for the Town of Chester.

ZONING BOARD OF APPEALS: Hears appeals of actions of the Zoning Enforcement Officer or decisions of the Planning & Zoning Commission.