

# **Conservation Commission of the Town of Chester, Connecticut**

## **BYLAWS**

**Adopted by the Commission 10/7/2021, updated 2/1/2023**

### **Article I**

#### **Name**

The Commission shall be known as the “Chester Conservation Commission.”

### **Article II**

#### **Purpose and Authorization**

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

### **Article III**

#### **Location**

The office of the Conservation Commission of the Town of Chester shall be at the Town Hall of Chester, 203 Middlesex Ave., Chester, CT 06412. Copies of minutes and all official documents shall be filed and recorded in the office of the Town Clerk.

### **Article IV**

#### **Membership**

##### **Section 1**

**Members:** The Commission shall consist of seven members appointed by the Board of Selectmen to serve for terms of four years.

##### **Section 2**

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

### **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 January, shall be a Chairman and a Vice-Chairman, to serve for the following year. If no meeting is held in January, 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 create and periodically update an Inventory of publicly and privately owned open space in the Town of Chester. The Inventory shall be available to the public and will be kept in the vault at Town Hall.

#### **Section 2**

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

#### **Section 2**

The Commission may coordinate its activities with 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 3**

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 4**

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 5**

The Commission may make recommendations to the Planning and Zoning Commission, Inland Wetlands and Watercourses Agency 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 1, to the Planning and Zoning Commission.

#### **Section 6**

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 7**

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 8**

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 9**

The Commission may exchange information with the Commissioner of the Department of Energy and 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.