

CHAPTER II – ADMINISTRATION.

Article 1. – General

Sec. 2-1. Official seal.

- (a) *Form.* The official seal of the town shall be the following:

Seal



- (b) *Custody; certification of records.* The town clerk shall have custody of the official seal of the town, which shall not be altered, and the clerk shall affix the seal to instruments and certificates when requested or required by law. The town clerk may give certified copies of any entries in such records filed in his office, which copies shall be legal evidence.
- (c) *Use for official business; reproductions.* The official seal of the town, or an imitation thereof, whether as a reproduction, imprint or facsimile shall be made and used for the purposes related directly or indirectly to the official business of the town, provided that the town manager may in his judgment approve other reproductions of the seal of the town for memorials and for purposes he considers educational.
- (d) *Counterfeits.* It is unlawful for any person to counterfeit the seal of the town and make use of the seal, or without the approval of the town manager it is unlawful for any person to affix the true seal to any document. It is unlawful for any person to possess any such counterfeited seal, and willfully conceal the seal, knowing it to be falsely made and counterfeited, shall be fined as stated in the town fee schedule.
- (Ord. No. 1-95, §§ I—IV, 2-14-1995, updated with a clearer image of the seal by town council 4-1-2008)

Sec. 2-2. Voting districts.

- (a) *Establishment.* There is hereby established within the town five (5) voting districts that shall be used for all elections, including primaries and referenda. The geographical boundaries of such voting districts shall be as shown on a map entitled “Voting Districts – Town of Berlin” and dated February 15, 2012 which is attached to this ordinance and is incorporated herein and made a part of this section.
- (b) *Referenda.* The town council may reduce the number of voting districts for any referendum, up to and including having a single voting district in the town.
- (Ord. No. 01-02, §§ 1, 2, 1-26-2002; Ord. No. 01-12 updates the geographical boundaries 03-06-2012)

Charter reference — § 7-5 states that the Budget Referendum must be at the normal and usual polling places.

Secs. 2-4—2-9. Reserved.

Article 2. - Boards, Committees, Commissions*

Secs. 2-10—2-19. Reserved

Part A. - Aquifer Protection Agency.

Sec. 2-20. Designation and membership.

- (a) In accordance with the provisions of state statutes § 22a-354a, et seq., the inland wetlands and water courses commission is hereby designated as the aquifer protection agency (hereinafter the “agency”) of the town. The staff of the inland wetlands and water courses commission shall serve as the staff of the agency.
- (b) Members of the inland wetlands and water courses commission shall serve coexisting terms on the agency. The membership requirements of the agency shall be the same as those of the inland wetlands and water courses commission including, but not limited to the number of members, terms, method of selection and removal of members, and filling of vacancies.
- (c) At least one (1) member of the agency or staff of the agency shall complete the course in technical training formulated by the Commissioner of Environmental Protection of the State of Connecticut, pursuant to state statute § 22a-354v.

(Ord. No. 3-93, 9-14-1993; Ord. No. 06-06, 11-28-2006)

Sec. 2-21. Adoption of regulations.

The agency shall adopt regulations in accordance with state statute § 22a-354p and R.C.S.A. § 22a-354i-3. Said regulations shall provide for:

- (1) The manner in which boundaries of aquifer protection areas shall be established and amended or changed.
- (2) Procedures for the regulation of activity within the area.
- (3) The form for an application to conduct regulated activities within the area.

* **Charter references**—Boards and commissions, §§ 8-1—8-5; board of assessment appeals, § 2-5 § 4-1; board of education, § 2-6, § 4-2; board of police commissioners, § 2-4, § 4-3-1 et seq.; water control commission, § 8-7-1 et seq.; planning and zoning commission, § 8-8-1 et sq.; zoning board of appeals, § 8-9-1 et seq.; economic development commission, § 8-10-1 et seq.; public building commission, § 8-11-1 et seq.; conservation commission, § 8-12-1 et seq.; parks and recreation commission, § 8-13-1 et seq.; inland wetlands and watercourses commission, § 8-14-1 et seq.; commission for the aging, § 8-16-1 et seq.

- (4) Notice and publication requirements.
- (5) Criteria and procedures for the review of applications.
- (6) Administration and enforcement.

(Ord. No. 3-93, 9-14-1993; Ord. No. 06-06, 11-28-2006)

Sec. 2-22. Inventory of land use.

- (a) In order to carry out the purposes of the aquifer protection program, the agency will conduct an inventory of land use within the area to assess potential contamination sources.
- (b) Not later than three (3) months after approval by the Commissioner of the Connecticut Department of Environmental Protection of Level B mapping of aquifers, the agency will inventory land uses overlying the mapped zone of contribution and recharge areas of such aquifers in accordance with guidelines established by the commissioner pursuant to
- (c) state statute § 22a-354f. Such inventory shall be completed not more than one (1) year after authorization of the agency. (state statute § 22a-354e)

(Ord. No. 06-06, 11-28-2006)

State law reference—Authority to appoint aquifer protection agency, state statute § 22a-3540.

Secs. 2-23—2-39. Reserved.

Part B. - Board of Ethics.

Sec. 2-40. Appointment of members.

In February 1996, the town council shall appoint two (2) alternate members to the board of ethics, one (1) for a term of three (3) years and one (1) for a term of two (2) years. Thereafter, in the month of January, the town council shall appoint an alternate member to fill any expired term.

(Ord. No. 2-96, 2-20-1996)

Charter reference – Board of ethics, § 8-19.

Secs. 2-41—2-59. Reserved.

Part C. - Cemetery Committee.

Sec. 2-60. Purpose; members.

In order to preserve, maintain, protect and oversee the cemeteries in the town a cemetery committee (hereinafter referred to as the “committee”) is hereby established. It shall consist of five (5) members and one (1) alternate who shall be electors of the town. It shall be the purpose of the committee to oversee and maintain all town owned or town operated cemeteries in the town in accordance with the provisions of chapter 368j of the state statutes.

(Ord. No. 16-08, 12-02-2008)

Sec. 2-61. Membership and terms.

The town council shall appoint five (5) members to serve on the committee in the following manner: one (1) member shall serve for a term of two (2) years, two (2) members for a term of four (4) years, and two (2) members for a term of six (6) years. Biennially thereafter, the town council shall appoint one (1) member to replace each member whose term has expired. Within a period of sixty (60) calendar days after the appointment of members to the first committee, said members shall meet, organize, and elect a chairman, vice chairman and a clerk. Such committee shall have all the powers and duties of a committee established as provided for in chapter 368j of the state statutes.

(Ord. No. 16-08, 12-02-2008)

Sec. 2-62. Maintenance of fund.

A separate account known as the cemetery account (hereinafter the “account”) shall be set up under the custody and control of the finance director of the town to hold, receive and administer funds for the preservation and maintenance of all town owned or town operated cemeteries. The funds in this account may be received from public or private sources including appropriation from the town’s annual budget, private donations and the sale of gravesites or service fees associated with town owned or town operated cemeteries. Funds from the town’s cemetery account shall be disbursed by the finance director upon the recommendation or request of the committee.

(Ord. No. 16-08, 12-02-2008)

Sec. 2-63. Donations and perpetual funds.

All private donations authorized or provided to be held in trust and perpetual funds established in accordance with § 19a-301 of the state statutes shall be under the control and custody of the finance director and shall not be commingled with the cemetery account or with the general funds of the town. The income, if any, from perpetual funds and the principal and interest from trust donations shall be used to maintain and preserve the cemeteries for which each fund was established or as otherwise authorized or provided for by the donor. The principal and interest of all private donations shall be used only in the manner and for the purposes designated by the donor(s) thereof. If no specific authorization or instructions are given with a donation it may then go into the account established in § 2-62 above.

(Ord. No. 16-08, 12-02-2008)

Sec. 2-64. Management of funds.

The finance director shall manage and control the private trust donations and perpetual funds and shall invest and reinvest the principal and interest of said funds as by law required for the investment of trust funds, except when otherwise authorized or provided by the donor of such funds. The principal of two (2) or more funds may be combined and merged in a single fund for the purpose of the investment of the same. The finance director shall annually on or before June 1st file an accounting of the cemetery account and all trust or perpetual funds including the balances, income earned, disbursements and the use of each disbursement. This report shall be forwarded to the committee for review and approval. Copies of the approved report shall go to the town council, the town clerk and the Berlin Probate Court as required by § 19a-301 of the state statutes no later than July 1st of each year.

(Ord. No. 16-08, 12-02-2008)

Secs. 2-65—2-79. Reserved.

Part D. - Commission for Persons with Disabilities.

Sec. 2-80. Definitions.

The following words, terms and phrases, when used in this part, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Major life activity means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Person with a disability means any person who has a physical or mental impairment that substantially limits one (1) or more major life activities.

Physical or mental impairment means:

- (1) Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one (1) or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory and speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine; or
- (2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(Ord. No. 08-01, § 4, 7-10-2001)

Cross reference—Definitions generally, chapter I § 1-2 of this code book.

Sec. 2-81. Establishment.

There is hereby established a commission for persons with disabilities, which shall monitor and assess the needs and affairs of persons with disabilities within the town.

(Ord. No. 08-01, § 1, 7-10-2001)

Sec. 2-82. Membership and terms.

- (a) The commission for persons with disabilities shall consist of five (5) members all of whom shall be legal residents and electors of the town. At least two (2) members of the commission shall be persons with disabilities or representatives of a recognized, established, nonprofit group whose primary goals are compatible with the intent of this part.
- (b) On or before February 1, 2006, the town council shall appoint two (2) members to the commission for terms of three (3) years each, two (2) members for terms of two (2) years each, and one (1) member for a term of one (1) year. Thereafter, all members shall be appointed for terms of three (3) years each.

(Ord. No. 08-01, § 2, 7-10-2001; Ord. 08-05, 9-6-2005)

Sec. 2-83. Purposes and responsibilities.

The commission for persons with disabilities shall have the following purposes and responsibilities:

- (1) To foster understanding, respect, and involvement of persons with disabilities within the town;

- (2) To encourage participation of persons with disabilities in all aspects of community life;
 - (3) To continuously study and analyze the needs of persons with disabilities in order to ascertain, evaluate and where appropriate propose innovative approaches to their changing needs;
 - (4) To receive and refer complaints of discrimination to the proper agency having jurisdiction in the particular matter;
 - (5) To recommend to the town council such programs or ordinances as it may deem necessary to deal with existing or potential discrimination problems and to report to the council, from time to time, on the efficacy of such programs or ordinances;
 - (6) To ensure persons with disabilities equal access to town resources, facilities, programs and development through consultation and participation in planning and making recommendations for action;
 - (7) To serve as an advisory board to the town for the enforcement of the federal Americans With Disabilities Act and to assist the town with meeting its responsibilities for residents with disabilities;
 - (8) To provide educational programs for town and board of education employees regarding working with persons with disabilities;
 - (9) To identify and apply for alternative funding sources such as state, federal and other grants available to assist persons with disabilities;
 - (10) To expend funds allocated to the commission as part of the town's annual budget process and any other funds that are made available to it;
 - (11) To disseminate information regarding events and activities for persons with disabilities; and
 - (12) To perform such other functions as directed by the town council.
- (Ord. No. 08-01, § 3, 7-10-2001)

Secs. 2-84—2-99. Reserved.

Part E. - Committee for the Aging - Repealed by Town Charter

Secs. 2-103—2-119. Reserved.

Part F. - Energy Improvement District Board.

Sec. 2-120. Purpose and intent.

- (a) In accordance with state statute § 32-80a, the town hereby establishes the Berlin Energy Improvement District within and for the area more particularly defined as the municipal boundaries of the town to be created and operated according to the procedures set forth in state statute § 32-80a.
 - (b) The purpose of this article is to promote the planning, development, funding, acquisition, purchase, construction, reconstruction, improvement, extension or operation of one (1) or more energy improvement district with a view to the increase and efficiency, reliability and the furtherance of commerce and industry in the energy improvement district. It is further to coordinate district activities with regard to such resources with relevant state, regional and federal agencies.
- (Ord. 11-08, § 1, 02-26-2008)

Sec. 2-121. Definitions.

In the interpretation hereof the following words and terms shall be taken to include the following meanings when context shall require or permit:

Board shall mean the energy improvement district board created by this part and as more particularly state statute § 32-80a.

State statutes shall mean Connecticut General State Statutes the revision of 1958, as revised and amended.

District shall mean the energy improvement district, which shall be the municipal boundaries of the town.

Energy improvement district distributed resources shall mean one (1) or more of the following:

- (1) Customer-side distributed resources, as defined in § 16-1 of the state statutes;
- (2) Grid-side distributed resources, as defined in said § 16-1;
- (3) Combined heat and power systems, as defined in said § 16-1;
- (4) Class III renewable energy sources, as defined in said § 16-1; and
- (5) Microgrids, as defined below.

Ex officio shall mean non-voting member.

Federal agency shall mean the United States of America, and any department of, or corporation, agency, or instrumentality thereof or hereafter created, designated or established by the United States of America.

Microgrid shall mean small, locally controlled electric systems interconnected with electric distribution company facilities.

Project shall mean the acquisition, purchase, construction, reconstruction, improvement or extension of one (1) or more energy improvement district distributed resources.

State agency shall mean the State of Connecticut, any department of, or corporation, agency, or instrumentality thereof, heretofore, of or hereafter created, designated, or established by the State of Connecticut.

(Ord. 11-08, § 2, 02-26-2008)

Cross reference—Definitions generally, chapter 1 § 1-2 of this code book.

Sec. 2-122. Membership.

The board of the district shall consist of five (5) voting members. The voting members shall be electors or representatives of businesses located in the district, who shall be nominated by the mayor and approved by the town council for a two (2) year term. In addition the town council may appoint two (2) alternate members one (1) of whom shall be an elector. At any meeting of the board a quorum shall mean at least four (4) members, three (3) of whom must be electors of the town. Any vacancy shall be filled in the same manner as the original appointment. The

mayor shall be an ex-officio member of the board. The board members shall serve without compensation, except for reasonable and necessary expenses.
(Ord. 11-08, § 3, 02-26-2008)

Sec. 2-123. Powers and duties of the board.

The energy improvement district and energy improvement district board shall have all the powers and duties conferred or imposed on it by the state statutes.
(Ord. 11-08, § 4, 02-26-2008)

Sec. 2-124. Bonding.

The board in addition to the powers set forth in § 2-123 above shall have the power to issue and secure bonds as more particularly set forth in state statute § 32-80a.
(Ord. 11-08, § 5, 02-26-2008)

Sec. 2-125. District properties.

The properties included in the district shall be bounded by the municipal boundaries of the town.
(Ord. 11-08, § 6, 02-26-2008)

Sec. 2-126. Regulations by the board.

The board may make and enforce any reasonable regulation which it may determine to be necessary relating to the facilities owned or leased by any individual or corporation, limited liability company, partnership, etc. within the district consistent with the laws of the State of Connecticut and the charter and the code of the town.
(Ord. 11-08, § 7, 02-26-2008)

Secs. 2-127—2-139. Reserved.

Part G. – Environment Commission.

Sec. 2-140. Policy.

It is the policy of the town to protect and preserve our natural resources, to minimize or eliminate residents' exposure to existing or potential environmental hazards, and to educate and encourage our residents and staff to practice conservation and efficient use of our precious natural resources.

(Ord. 054-11, § 1, 07-05-2011)

Sec. 2-141. Establishment.

To help achieve the town's policy goals the town council hereby establishes the Environmental Protection Advisory Commission ("EPAC"), consisting of seven (7) members who shall serve in an advisory and consulting capacity to the town council, town staff and other town commissions and boards. The members so appointed shall be electors in Berlin who are interested in the consideration and solutions of problems concerning and affecting our environment. Said seven (7) electors shall be appointed by majority vote of the town council subject to the rules of minority representation set forth in the general statutes.

(Ord. 05-11, § 2, 07-05-2011)

Sec. 2-142. Terms; Vacancies.

- (a) After the effective date of this ordinance the town council shall appoint members to EPAC in the following manner: one (1) member shall be appointed to serve until January 31, 2012; three (3) members shall be appointed to serve until January 31, 2013; and three members shall be appointed to serve until January 31, 2014. Thereafter, all members shall be appointed to serve for a term of three (3) years.
- (b) In the event of any vacancy, the town council shall appoint a successor to fill the unexpired portion of the vacant term.

(Ord. 05-11, § 3, 07-05-2011)

Sec. 2-143. Purpose.

The policy goals to be achieved by the EPAC shall include, but not be limited to, the following:

- (a) To look for opportunities to institute town policies and procedures that will promote the policies stated herein and to improve the quality of the environment for our residents;
- (b) To promote environmentally friendly policies and practices for residents, businesses and town staff that contribute to a clean, healthy and safe environment;
- (c) To monitor changes in state and federal environmental laws and regulations that may impact on the town; and
- (d) To advocate for the enactment and enforcement of environmental laws and regulations designed to protect the environment and the residents of Berlin.

(Ord. 05-11, § 4, 07-05-2011)

Sec. 2-144. Duties.

- (a) EPAC shall establish its own rules and procedures for the conduct of its meetings and must provide a copy of said rules and procedures to be kept on file by the town clerk. EPAC shall annually appoint its own chairperson and secretary and conduct its meetings in accordance with its rules and procedures, as well as in accordance with applicable state laws;
- (b) EPAC shall seek to educate and inform the town and the community on environmental, conservation and preservation matters in an effort to promote the policies set forth herein;
- (c) EPAC shall annually, in the fourth quarter of each calendar year, prepare and submit to the town council a written report of its activities and findings with any appropriate recommendations;
- (d) EPAC may advise, consult and coordinate with other town boards and commissions in furtherance of its purpose;
- (e) EPAC may solicit and obtain input from the community about issues affecting the environment;
- (f) EPAC may interact as necessary with other groups or organizations concerned with or having an impact on the environment;
- (g) EPAC may plan, develop, coordinate and participate in responsible conservation activities;
- (h) EPAC may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purpose;
- (i) EPAC may annually make a budgetary appropriation request of the town council for the purpose of carrying out its duties. The commission may also solicit and receive donations from private persons and entities with the approval of the town council;

(j) Neither EPAC nor any of its members shall have the authority to give mandates or directives to the town manager or to any of the other staff members, either publicly or privately;

(k) EPAC shall perform all other duties relating to environmental concerns as may be assigned to it by the town council from time to time.

(Ord. 05-11, § 5, 07-05-2011)

Secs. 2-145—2-159. Reserved

Part H. - Flood and Erosion Control Board.

Sec. 2-160. Establishment.

Pursuant to state statutes §§ 25-84—25-98, the town establishes a flood and erosion control board to be known as the town flood and erosion control board.

(Ord. No. 7-00, § 1, 12-19-2000)

Sec. 2-161. Composition.

Pursuant to the authority contained in state statute § 25-84, the members of the town council shall serve as the town flood and erosion control board. Five (5) members of the town council shall constitute a quorum of the town flood and erosion control board.

(Ord. No. 7-00, § 2, 12-19-2000)

Sec. 2-162. Powers and duties.

The town flood and erosion control board shall have all the powers and duties specified in state statutes §§ 25-84—25-98.

(Ord. No. 7-00, § 3, 12-19-2000)

Cross reference—Floods, chapter VIII of this code book.

State law reference—Municipal flood and erosion control board, state statute § 25-84.

Secs. 2-163—2-179. Reserved.

Part I. - Planning and Zoning Commission.

Sec. 2-180. Appointment of members; term.

As the terms of the members of the planning and zoning commission expire, members shall be appointed by the town council for a term of five (5) years.

(Ord. No. 1-96, 2-20-1996)

Charter reference – Planning and zoning commission, § 8-8-1 et seq.

Cross reference - Zoning Part Eight of this code book.

Part J. – Public Golf Course Commission

Sec. 2-190. Establishment.

There shall be and is hereby created, in the Town of Berlin, a Public Golf Course Commission hereinafter referred to as the Commission.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020)

Sec. 2-191. Definitions.

The following definitions shall apply to Sec. 2-193 through Sec. 2-194 herein:

- (a) "Fiscal year" means the fiscal year of the Town of Berlin beginning on July 1 and ending on June 30 of every year.
- (b) "Golf course" refers to Timberlin Golf Course, owned by the Town of Berlin including, without limitation, any and all of the following as they relate to any such Public Golf course: land, rights and interests in land; rights of way, approaches and contract rights; office(s) and other buildings and facilities; paved areas; access roads; garages, parking lots and other parking structures; furnishings, equipment and apparatus; all other structures, facilities and improvements necessary and convenient to the development and maintenance of any such golf course and for the promotion and accommodation of any such golf course; and all other property (real, personal, mixed or otherwise), now or hereafter constructed or acquired, of or belonging to or pertaining to any such golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-192. Composition; appointment, removal, and term of members; annual meeting and election of officers.

The Public Golf Course Commission shall be composed of eight (8) resident electors of the Town. All members of the Commission shall be appointed by the Town Council and may be removed by the Town Council. Each of the eight (8) members shall serve for a term of three (3) years, ending each January, with appointments staggered so that replacement/reappointments take place for no more than two (2) or three (3) members each year. Vacancies shall be filled for any unexpired term by the Town Council.

Upon establishment, the Commission shall elect a Chairman, a Vice Chairman, and a Secretary from its members to serve until its first annual meeting. Thereafter, each January, the Commission shall elect a Chairman and a Vice Chairman. At the first meeting of its first full year, a Secretary will be hired to record the minutes of the meetings of the Commission. The Commission shall schedule regular monthly meetings, which schedule shall be filed with the Town Clerk, designating the time and place thereof. The agenda and minutes of all Commission meetings will be filed with the Town Clerk on a timely basis, pursuant to Connecticut General Statutes.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020)

Sec. 2-193. Powers and duties; staff.

The Commission shall have the power to:

- (a) Make and ensure enforcement of policies, rules, and regulations for the orderly play of golf and the operation of Timberlin Golf Course and attendant facilities, which rules and regulations shall be reviewed and approved by the Town Council;
- (b) Provide input and recommendations to be used in the negotiations of all proposed contracts with any entity involved in the operation of the golf course and attendant facilities, to the Director of Golf and Town Manager; and

- (c) Work with the Director of Golf to develop and prioritize alteration plans, renovations, and capital improvements based on available funds.

The Commission shall submit reports to the Town Manager and/or the Town Council as may be requested from time to time.

Staffing for the operation and maintenance of the golf course shall be provided for in the final Town Council approved budget, prepared and submitted by the Director of Golf to the Town Manager as his direct report. The Commission will have reviewed the budget prior to submission to the Town Manager.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-194. Budget; schedule of charges.

The Director of Golf shall prepare a fiscal year golf course expense budget, to the Town Manager containing his estimate of projected expenses. The Commission will have reviewed the budget prior to submission to the Town Manager.

The Director of Golf will present a schedule of fees, rates, rentals, and charges for the ensuing calendar year, developed in concert with the Commission, to the Town Council for their review and adoption at the first Town Council meeting in January.

The Golf Commission shall make annual revenue projections based upon its recommended rates and present such recommendations to the Town Manager. The recommended rates shall be based upon the Commission's analysis of market (including rates of nearby competitors) and play considerations and shall be set to maximize revenues for the golf course. The Town Manager shall consider the recommendations of the Commission and present proposed rates to the Town Council for its review and action at a Town Council meeting in January.

The course financial performance will continue to be measured based on course revenues, expenses, and charges from other Town departments, e.g. Building Maintenance and Town Garage for in kind services needed at the golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Ord. No. 04-20, 3-17-2020; Section No. changed 03-17-2020))

Sec. 2-195-199. Reserved.

Part K. - Veterans' Commission.

Sec. 2-200. Composition; appointment of members.

There shall be in the town a veterans' commission composed of seven (7) electors of the town, not more than four (4) of whom shall be of any one (1) political party. Members of the veterans' commission will be appointed by the town council. During the month of January 1999 and annually in the month of January thereafter, the town council shall appoint electors to fill each expired term, and each elector shall serve for a term of three (3) years. All terms of appointed members shall commence February 1. All members shall be honorably discharged veterans of the United States Armed Forces.

(Ord. No. 3-98, § 1, 8-18-1998)

Sec. 2-201. Duties.

It shall be the duty of the veterans' commission to:

- (1) Act as the coordinating agency in all matters concerning veterans and their dependents, coordinating the activities of public and private facilities concerned with veterans' reemployment, education, rehabilitation and adjustment to peacetime living;
- (2) Cooperate with all national, state and local government and private agencies in securing services and benefits to which a veteran or his dependents may be entitled;
- (3) Use the services and facilities of the veterans' organizations so far as possible to carry out the purposes of this division;
- (4) Encourage and coordinate vocational training services for veterans; and
- (5) Have supervision of the annual Memorial Day parade.

(Ord. No. 3-98, § 2, 8-18-1998)

Sec. 2-202. Reports to the town manager.

A copy of the minutes of all veterans' commission meetings shall be forwarded to the town manager within seven (7) days after each meeting.

(Ord. No. 3-98, § 3, 8-18-1998)

Secs. 2-203—2-219. Reserved.

Part L. - Youth Services and Advisory Board.

Sec. 2-220. Establishment.

In accordance with state statutes §§ 17a-29—17a-32, there shall be in the town a youth services advisory board composed of no less than seven (7) members, who shall be appointed by and responsible to the town council.

(Ord. No. 6-80, § 1, 11-10-1980)

Sec. 2-221. Membership.

The youth services advisory board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. These representatives shall include at least one (1) member currently under eighteen (18) years of age, a representative of the school system, the police department, and a private youth-serving agency. At least one-third (1/3) of the total membership shall be service consumers.

(Ord. No. 6-80, § 2(a), 11-10-1980)

Sec. 2-222. Duties.

The youth services advisory board shall study continuously the conditions and needs of young people in the community in relation to health, recreation, employment and other matters. It shall analyze the services for youth provided by the community, both by public and private agencies, and shall make recommendation to the town council regarding the development and integration of the public and private agencies, in cooperation with the state and other services to the extent

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possible. The youth services advisory board shall work with the community services director regarding matters concerning the youth of the community.
(Ord. No. 6-80, § 2(b), 11-10-1980)

Sec. 2-223. Terms.

Members shall serve for staggered terms of three (3) years.
(Ord. No. 1-81, 7-16-1981)

Sec. 2-224. Officers.

The youth services advisory board shall choose from among its members a chairperson and vice-chairperson. It shall employ as its secretary a member of the youth community, who shall, if possible, be under eighteen (18) years of age, who shall keep appropriate minutes of the meetings of the youth services advisory board and shall file the minutes with the office of the town clerk. The town treasurer shall act as the treasurer for the youth services advisory board and shall see to the proper disbursement of any funds, local, state, federal, or private, that may be awarded to such board as directed by the board.

(Ord. No. 6-80, § 4, 11-10-1980)

State law reference—Regional advisory councils, state statute § 171-30.

Secs. 2-225—2-259. Reserved.

Article 3. – Employees*

Sec. 2-260. Sick leave.

The town shall grant, on account of sickness or accident disability, to its covered employees who have furnished satisfactory proof of such sickness or accident disability, sick leave with pay. Such sick leave shall be excluded from wages for which social security contributions are made in accordance with § 209(b) of the Social Security Act and permitted in state statute §7-460a.

(Ord. No. 3-80, § 1, 2-11-1980)

***Cross reference**—Any ordinance prescribing the number, classification, benefits, retirement plan or compensation of any town officers or employees, not inconsistent herewith saved from repeal, chapter I § 1-10(8) of this code book.

Secs. 2-261—2-269. Reserved.

Article 4. - Town Historian.

Sec. 2-270. Position established; purpose.

Pursuant to state statute § 7-148(c)(5)(D), the town shall appoint a town historian to promote a knowledge and appreciation of local history.

(Ord. No. 06-01, § 1, 7-10-2001)

Sec. 2-271. Qualifications.

The town historian shall:

- (1) Be a legal resident and elector of the town.
- (2) Possess a knowledge, appreciation and enthusiasm for the town and its history, have a strong public service orientation and a desire to teach, write about, and promote local history.
- (3) Possess a general knowledge of regional, state and American history and an understanding of the relationship between this history and local history.

(4) Possess knowledge of historical and archival research.

(5) Possess good writing and speaking skills.

(Ord. No. 06-01, § 2, 7-10-2001)

Sec. 2-272. Term of office and method of appointment.

(a) The town historian shall be appointed by the town council for a term of five (5) years and shall continue in office until a successor is appointed. The same person may be appointed to additional terms.

(b) A vacancy in the office of town historian shall be filled by the town council for the unexpired portion of the term vacated.

(Ord. No. 06-01, § 3, 7-10-2001)

Sec. 2-273. Duties and responsibilities.

The town historian shall:

(1) Promote an awareness of and appreciation for the town's history through research, writing and public speaking; through publications, news releases, projects, exhibits, public programs, displays, celebrations and commemorations; through the establishment and maintenance of plaques, markers, and monuments; and through the preparation of classroom aids, guides, workshops and training;

(2) Advocate for the preservation of historically significant documents, objects, structures and sites;

(3) Advise the town council on historical issues and subjects, including historical objects, structures and sites, historical districts, national register properties, and historic preservation;

(4) Serve as a liaison among the town's museums, libraries, historic district commissions and historical associations and similar groups to encourage historical coordination, cooperation and resource sharing; and

(5) Maintain a reference library to properly preserve historical information and serve as a central referral point for inquiries for information.

(Ord. No. 06-01, § 4, 7-10-2001)