

# BOARDS COMMITTEES AND COMMISSIONS TOWN OF ENFIELD



**“Everybody can be great because everybody can serve.”**

**-Martin Luther King, Jr.**

## **AREA 25 CABLE TELEVISION ADVISORY COMMITTEE - ENFIELD REPRESENTATIVES**

*This Committee is charged with the responsibility of fully investigating cable television, advising the Town Council on a periodic basis as to the Connecticut public utilities regulatory authority's actions regarding Enfield cable service, and accumulating resource information that would be necessary for the community to make appropriate decisions for input to the company or the Connecticut public utilities regulatory authority. The committee is comprised of three residents, such members to be representative of the cultural, educational, ethnical and economical composition of the community. The term of office is two years. The Committee meets on alternate third Wednesdays.*

## **BOARD OF ASSESSMENT APPEALS**

*The Board of Assessment Appeals is a three-member board established in accordance with Chapter V, Section 4 of the Enfield Town Charter. It is charged with the responsibility of hearing appeals related to the assessment of property. The term of office is three years.*

## **BUILDING CODE BOARD OF APPEALS**

*A Building Board of Appeals shall be appointed by each municipality. The Board shall consist of five members, all of whom shall meet the qualifications set forth in the state building code. A member of the Board of appeals of one municipality may also be the member of the Board of Appeals in another municipality. One member of the Board shall be appointed from the general public while the other four members shall have at least five years of experience each in building design, building construction or supervision of building construction. The Board shall annually select one of its members to serve as chairman. Each appeal shall be heard in the municipality for which the Building Official serves, within five days (excluding Saturdays, Sundays and legal holidays) after the date of receipt of the appeal.*

## **CLEAN ENERGY COMMITTEE**

*The Clean Energy Committee was established for the purpose of promoting clean power options, encouraging the development of renewable energy in Enfield and to explore the Connecticut Clean Energy Communities Program. The Committee consists of seven residents and is appointed by the Town Council. The term of office is four years. The Committee meets on a monthly basis.*

## **COMMISSION ON AGING**

*The Commission on Aging Committee was established to study the needs of and coordinate the programs for the aging. The Commission consists of nine members and two alternates and is appointed by the Town Council. The term of office is three years. The Commission meets on the second Wednesday of the month.*

## **CONNECTICUT RIVER ASSEMBLY**

*The Connecticut River Assembly membership is made up of representatives from the municipalities of Middletown, East Hampton, Portland, Cromwell, Glastonbury, rocky Hill, Wethersfield, Windsor, South Windsor, Windsor Locks, East Windsor, Suffield and Enfield. Two representatives (one member and one alternate) are appointed from each of these communities to serve on the assembly to review and comment on applications pertaining to land use within the Connecticut River Conservation Zone. the Term of office is for three years. The assembly meets on the second Thursday of the month.*

## **CONSERVATION COMMISSION**

*In general, the commission has five goals: 1. The acquisition and preservation of open space, 2. The preservation of farmland, 3. Aquifer protection, 4. Archaeological protection and 5. Special projects (projects that do not fall into any of the four aforementioned areas but further the Commission's charge as set forth by the Town Council). The Commission is comprised of seven members and three alternate members to be appointed by the Chief Executive Officer of the municipality. The term of office is four years. This Commission meets on the second Tuesday of the month.*

## **CULTURAL ARTS COMMISSION**

*The purpose of this Commission is to encourage participation in and promotion of, development and acceptance of artistic and cultural activities. This committee is comprised of seven members, two Town Council liaisons, and one staff member. Members of the Commission shall be selected from a broad cross-section of the community to include members of diverse economic, social and cultural groups who are interested in the aims and purposes of this commission. The term of office is two years. The Cultural Arts Commission meets on the first Tuesday of every month.*

## **ECONOMIC DEVELOPMENT COMMISSION**

*The Economic Development Commission (EDC) was created by an ordinance adopted by the Enfield Town Council. The purpose of the EDC shall be for the promotion and development of the economic resources of the Town of Enfield. The commission is comprised of nine members who shall reside or conduct business in Enfield. The members are appointed by the Town Manager. In addition, the Town Council and the Planning and Zoning Commission shall each appoint one liaison to serve as ex-officio members. The term of office is five years. Meetings are held on a quarterly basis.*

## **ENFIELD BEAUTIFICATION COMMITTEE**

*The Beautification Committee was originally established on November 12, 1978. The Committee serves as advisors to the Town Council and any other board, agency, or commission desiring their*

*assistance in planning for the orderly growth and beautification of the community. In addition, the committee shall also be comprised of a liaison from each of the following: one appointed by the Town Manager, one from the public works department, one from the Town Council and nine resident electors of the Town. The term of office is three years. The Committee meets the first Tuesday of each month.*

## **ETHICS COMMISSION**

*The Ethics Commission was established in accordance with the provisions of Section 7-148h of the Connecticut General Statutes. The Commission is empowered to investigate allegations of unethical conduct, corrupting influence, illegal activities or other behavior that would reflect adversely against the town of Enfield, levied against any municipal official, officer or employee. The term of office is two years. The Ethics Commission meets on the fourth Monday of alternating months.*

## **FAIR RENT COMMISSION**

*The Fair Rent Commission was established in 1970 in order to control and eliminate excessive rental charges within the Town. The Fair Rent Commission has the authority, powers, responsibilities and duties vested in such commissions under the provision 274 of the State of Connecticut Public Acts of 1969. The Commission is comprised of seven members and meets on an as needed basis. It receives and hears complaints and conducts studies related to rental housing rates. The commission designates investigators to research complaints. The Commission consists of two tenants, two landlords and three individuals who are neither landlords nor tenants (i.e. homeowners). The appointments to this commission are made by the Town Manager. The term of office is two years. The Commission meets as needed.*

## **HISTORIC DISTRICT COMMISSION**

*The Historic District Commission was established by ordinance adopted by the Enfield Town Council on July 17, 1972. The powers and duties of the Commission are as provided for in the Connecticut General Statutes. In its deliberations, the Commission shall not consider interior arrangement or use and shall take no action except for the purpose of preventing the erection, reconstruction, restoration, alteration or razing of buildings in the historic district obviously incongruous with the historic aspects of the district. The Commission is comprised of five regular members, not less than three of these shall be residents within the Historic District. In addition, the ordinance provides for the appointment of three alternate members. The term of office is for five years. Meetings are held on the fourth Wednesday of each month.*

## **HOUSING AUTHORITY**

*The Housing Authority of the Town of Enfield was established in accordance with Section 8-40 of the Connecticut general statutes. The Housing Authority is comprised of five members, one of which shall be a tenant who lives in the housing owned and managed by the authority. The executive director of the Housing Authority is also a member as well as two liaisons of the Town Council. No*

*commissioner of a housing authority may hold any public office in the municipality for which the Authority was created. The Authority is responsible for overseeing the operation and management of low and moderate income properties owned by the Authority. The term of office is five years. Meetings are held on the second Monday of the month.*

### **HOUSING CODE APPEALS BOARD**

*The Housing Code Appeals Board was created by ordinance in accordance with the provisions of the Connecticut General statutes as they relate to the taking of appeals from municipal administrative bodies. This board is comprised of five regular members and two alternate members who are appointed by the Town Manager with approval of the Town Council. The purpose of this board is to hear the appeal of a property owner who has been issued a notice by the Housing Enforcement Officer that the property in question is unfit for habitation and, therefore, is condemned, or that the property does not comply with the minimum standards of requirements to which all housing must comply. The Board meets as needed.*

### **HUMAN SERVICES ADVISORY COMMISSION**

*The Human Services Advisory Commission was established by the Town Council on April 15, 1996. The purpose of this ad hoc committee is to review and monitor non-profit human service agencies and programs which are either supported financially by the Town, or provided directly by the Town in order to advise the Council of strategies for improved service. The Commission is comprised of seven members appointed by the Mayor. The commission meets as needed in order to advise the Town Council and staff on human service needs and authorizes the Commission to continue to function in this manner until determined otherwise by the Town Council. The term of office is indefinite.*

### **INLAND WETLAND AND WATERCOURSES AGENCY**

*The duties of this agency involve carrying out and effectuating the purpose and policies of the inland wetlands and watercourses act of the state, which also recognizes the importance of protecting and preserving these features in the public interest, for the health, welfare and safety of the citizens of the state. The agency is responsible for regulating and permitting any proposed clearing, filling, excavation, paving, grading and discharge of storm water in and within 100 feet of any wetlands and/or watercourses. The agency enforces all provisions of the inland wetlands and watercourses act and shall issue, with or without modifications, or deny permits for all regulated activities involving inland wetlands, watercourses and upland review areas in the Town of Enfield. The Agency is comprised of seven members and three alternate members and meets on the first and third Tuesday of each month.*

### **JOINT FACILITIES COMMITTEE**

*The Enfield Town Council and the Enfield Board of Education jointly recognize the need for facilities improvements and desire to work together to review facility needs, prioritize facility improvement*

projects and develop a schedule and funding plan for the implementation of needed facility improvements. The Committee will be composed of two Town Council members, two Board of Education members, and two Electors. The Committee's duties and responsibilities will be to work with the selected architectural and/or engineering firm to review the improvements needed, prioritize these needs and update cost estimate, work with the architectural and/or engineering firm to prepare a proposed schedule for planning and construction phases, work with the architectural and/or engineering firm to prepare a funding plan for implementation of the needed facilities improvements and to provide timely updates to the Town Council, the Board of Education with a submittal of a final report of its work to the Town Council and Board of Education.

### **LIBRARY BOARD OF TRUSTEES**

The Library Board of Trustees is a Town Council appointed board consisting of three members. The Board is empowered to receive legacies and gifts on behalf of the Library Endowment Funds and shall administer said endowment funds and grants that may be made to the libraries by the State of Connecticut. The Board shall not take part in the administration and operations of libraries. The term of office is three years. The Board meets on a quarterly basis the third Monday of the month.

### **LOAN REVIEW COMMITTEE**

The Loan Review Committee was formed by the Town Council in 1983. The Committee was established to review and approve all loan applications made under the Community Development Block Grant program, and to recommend from time to time changes in the policies and guidelines of the Residential Rehabilitation Program. The voting membership of the committee is comprised of the following: Two members of the Town Council, three citizen members and two alternate members. The term of office is for two years. The Committee meets on the first Tuesday of each month.

### **NORTH CENTRAL DISTRICT HEALTH DEPARTMENT-BOARD OF DIRECTORS**

The North Central District Health Department Board of Directors was formed in accordance with Chapter 368f, Section 19a-241, of the CT General Statutes. Seven municipalities make up the North Central District Health Department. They are Windham, Ellington, Vernon, East Windsor, Suffield, Enfield and Windsor Locks. Each municipality appoints one person to be a member of the Board of Directors of the district. If the town, city, or borough has a population of more than 10,000 inhabitants, an additional representative is appointed for each 10,000 population of part thereof, provided no such municipality shall have more than five representatives on a district board of health. The Town of Enfield is entitled to appoint five (5) representatives. The Director of Health is staff liaison and one member of Town Council serves as Council liaison. The term of office is three (3) years. This board meets on the second Wednesday of the month. The District Health Department's primary mission is public health promotion and disease prevention. It is responsible for epidemiologic investigation and follow-up in areas of communicable diseases and food borne illnesses and immunization of children in the seven-town area. Also conducted are inspections of restaurants and other food service establishments, swimming pools, beaches, convalescent homes, wells, septic systems, physical plant and cafeterias of all public and private schools. In addition, the Department approves all one-site subsurface sewage disposal systems and provides chemical and bacteriological tests for water as well as laboratory testing through the State Health Department for blood, stools and

*other samples when related to communicable disease investigations, food borne outbreaks, prevention or genetic screening programs.*

### **PATRIOT AWARD COMMITTEE**

*The Enfield Town Council formed the Enfield Patriot Award Review Committee to establish criteria and review annual nominations for a local man or woman to be recognized for their act(s) of patriotism. Nominations are open to all men and women residing in Enfield over 15 years that have exemplified acts of patriotism. From the selfless acts of emergency personnel at a fire or accident scene to the anonymous acts of charity at a food pantry or soup kitchen, it is a vital thread that binds and strengthens our community while defining us as a nation.*

### **PLANNING AND ZONING COMMISSION**

*The Planning and Zoning Commission was established in accordance with Chapter V, Section ii of the Town Charter. This Commission is appointed by the Town Council and is comprised of seven electors who shall be regular members, three electors who shall be alternate members, all of whom shall be resident taxpayers of the Town in accordance with the following provisions: no more than four of the regular members shall be of the same political party and no more than two of the alternate members shall be of the same political party. The term of office is four years. The Commission meets on the first and third Thursday of the month.*

### **PRISON/TOWN LIAISON COMMITTEE**

*The Prison/Town Liaison Committee was formed by the adoption of resolution 9471 on July 23, 1990. The purpose of the Committee is to open the lines of communication and the exchange of information between residents of Enfield, Town Officials and Prison Officials, regarding the operations of the prisons and the concerns of Enfield. The Committee consists of a minimum of nine members and a maximum of thirteen residents. Also, the Committee consists of wardens or their designees from each of the prisons, the Town Manager and the Police Chief and two Council Liaisons. Meetings are scheduled four times each year, or by special meeting, if determined necessary.*

### **ZONING BOARD OF APPEALS**

*The Zoning Board of Appeals was created in accordance with Title 8, Chapter 124, Section 8-5 of the Connecticut general statutes. The responsibility of the Board is to hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the official charged with the enforcement of chapter 124 or any bylaw, ordinance or regulation adopted under the provisions of this Chapter. The Board will also hear and decide all matters including special exemptions under Section 8-2g upon which it is required to pass by the specific terms of the zoning bylaws, ordinance or regulations in harmony with their general purpose and intent and with the due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a particular parcel of land. The Board is comprised of five electors who shall be regular members, three electors who shall be alternate members, all of whom shall be resident taxpayers of the Town*

*in accordance with the following provisions: No more than three of the regular members shall be of the same political party and no more than two of the alternate members shall be of the same political party. No member of the Planning and Zoning Commission shall be eligible for appointment to the Zoning Board of Appeals as a regular or an alternate member. The term of office is four years. The Zoning Board of Appeals meets on the last Monday of the month.*

*Revised November 2017*

*For additional information please contact the Town Manager's Office (860)253-6350*