



# Town of New Fairfield, CT

## Town of New Fairfield - 2022

### Regularly Scheduled Meetings - Monthly Schedule

As of 2/24/2022

day week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	day week
1st		WPCA - 4:00 pm	BPAC - 7:00 pm	ZC - 7:30 pm	BOEC - 6:00 pm			1st
		LB - 7:00 pm			BOES - 6:00 pm			
					BOE - 7:00 pm			
2nd		PRC - 7:00 pm	PBC - 7:30 pm	CLA - 7:30 pm	BOS - 7:30 pm			2nd
		RTC - 7:00 pm						
3rd		EDC - 7:30 pm	CICW - 7:15 pm	BOF - 7:30 pm	BOEB - 6:00 pm			3rd
					BOE - 7:00 pm			
					ZBA - 7:00 pm			
4th		PC - 7:30 pm	CA - 7:30 pm	BOEP - 7:00 pm	BOS - 7:30 pm			4th
		BOEC - 7:00 pm	PBC - 7:30 pm					
Last			DTC - 7:00 pm					Last

### Not on Regularly Scheduled Meetings Monthly Schedule Listing

CLAE	1st Wednesday	HRRA	Monday - varies
STM	as needed	SC	quarterly
BAA	meet as needed	HPC	meet as needed
EC	meet as needed	TA	meet as needed
YC	inactive no schedule	SSSC	meet as needed
PoC	inactive no schedule	CTVAB	inactive no schedule

### Color Codes

### Schedule not yet set

HOC	formed 2/24/22	pending
-----	----------------	---------

3 main Boards - BOS, BOF, BOE
Special Town Meetings
BOE Subcommittees
Regional Boards
All others
D & R Town Committees

Compiled by the New Fairfield Democratic Town Committee -



# Town of New Fairfield

## Abbreviation Codes for Boards and Commissions

### Boards and Commissions - Elected

<b>BOS</b>	<b>Board of Selectmen</b>
<b>BOF</b>	<b>Board of Finance</b>
<b>BOE</b>	<b>Board of Education</b>
<b>LB</b>	Library Board
<b>PC</b>	Planning Commission
<b>ZBA</b>	Zoning Board of Appeals
<b>ZC</b>	Zoning Commission
<b>DTC</b>	<i>Democratic Town Committee</i>
<b>RTC</b>	<i>Republican Town Committee</i>
<b>BAA</b>	Board of Assessment Appeals
<b>STM</b>	Special Town Meeting

### Boards and Commissions - Appointed

<b>BPAC</b>	<i>Ball Pond Advisory Committee</i>
<b>CA</b>	<i>Commission on the Aging</i>
<b>CIWC</b>	Conservation Inland/Wetlands Com
<b>CLA</b>	<i>Candlewood Lake Authority</i>
<b>EDC</b>	Economic Development Commission
<b>HOC</b>	Housing Opportunities Committee
<b>HRRA</b>	<i>Housatonic Resources Recovery Authority</i>
<b>PBC</b>	<i>Permanent Building Committee</i>
<b>PRC</b>	Parks and Recreation Commission
<b>SC</b>	<i>Safety Committee</i>
<b>SSSC</b>	School Safety and Security Committee
<b>WPCA</b>	<i>Water Pollution Control Authority</i>
<b>YC</b>	<i>Youth Commission</i>

### BOE Subcommittees

<b>BOEBu</b>	<b>Business Operations/Resource Management SC</b>
<b>BOECu</b>	<b>Communications/Community Outreach SC</b>
<b>BOECu</b>	<b>Curriculum/ Instructions SC</b>
<b>BOEPo</b>	<b>Policy SC</b>
<b>BOESe</b>	<b>BOE - Special Education Ad Hoc SC</b>

### Not on Regularly Scheduled Meetings Listing

<b>CLAEC</b>	<i>CLA Executive Committee</i>
--------------	--------------------------------

### Not on Regularly Scheduled Meetings Listing - meetings scheduled as needed

<b>HPC</b>	<i>Historic Properties</i>
<b>TA</b>	Traffic Authority

### Not on Regularly Scheduled Meetings Listing - Inactive

<b>EC</b>	Ethics Committee
<b>PoC</b>	Police Committee
<b>CTVAB</b>	Cable TV Advisory Board

Learn more about each Board or Commission in the section below on governance and serving the town

Compiled by the New Fairfield Democratic Town Committee -





# **The Town of New Fairfield, governance and serving the town 2022**

What follows are brief profiles of each of the Boards, Commissions, and Committees of the Town of New Fairfield. This includes an identification of which seats are elected positions and which seats are appointed positions (appointed by the Board of Selectmen).

## **Elected Boards, Commissions and Individuals**

### **Board of Selectmen (elected – 3 seats)**

The Board of Selectmen is made of up a First Selectman and two Selectman.

The Selectmen's Office is comprised of a three- m e m b e r Board of Selectmen, elected every two years in the odd number year. There can be no more than two members from any one party in order to meet minority representation.

While the selectmen are responsible for the overall administration of the town, the elected boards have their own powers. However, the first selectman is an ex-officio member of all the elected boards.

The first selectman is the chief of police by administration.

The selectmen have the authority of exercising public and essential government functions to provide for the public health and welfare of the town. The selectmen also set policy and establish a direction for the town to follow on many different matters.

**The board of selectmen is the executive arm of the town government.**

The Board of Selectmen typically meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at 7:30 PM in the Community Room @ 33 Route 37. The meetings are Televised on New Fairfield TV (Channel 194) and are available On Demand on the Town website.

### **Board of Education (elected – 9 seats)**

The Board of Education shall act as the general agent of the State in carrying out the will of the people of the district in matters of public education. The Board has those powers which are expressly granted to it by the legislature and also such powers as may be reasonably implied from the express powers granted.

The New Fairfield Board of Education views its required functions in these broad areas: Legislative and Policymaking, Appraisal, Provision of Financial Resources, Public Relations, and Education Planning and Evaluation.

The nine members of the New Fairfield Board of Education are selected for a term of four (4) years and serve without salary. Board members are elected in accordance with the Connecticut General Statutes. Vacancies are filled by Board of Education appointment until the next regular election.

The Board of Education typically meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at 7:00 PM in the Community Room @ 33 Route 37. The meetings are Televised on New Fairfield TV (Channel 194) and are available On Demand on the Town website.

## **Board of Finance (elected – 6 seats and 3 alternates)**

The Board of Finance is the budgetary authority for the town. It consists of six elected regular members and three elected alternates (alternates act on behalf of regular members when they are absent).

The Board of Finance is a body that reviews local government budgets.

Its role is to act as a balance against the Board of Selectmen or Board of Education, which usually set the budget and present it to the public at town meeting. Typically, the Board of Finance is seen as being more cost-conscious than the governing body.

The budget is split between general government, administered by the Board of Selectmen and the school district administered by the Board of Education.

Typically, after the Board of Selectmen or Board of Education settle their respective budgets, they are submitted to the Board of Finance for review. The Board of Finance may return the budget to the respective bodies with requests for changes or may refer it to the town meeting for approval.

Outside the budget process, the Board of Finance performs financial oversight duties on behalf of the town.

The Board of Finance typically meets on the 3<sup>rd</sup> Wednesday of the month at 7:30 PM in the Community Room @ 33 Route 37. The meetings are Televised on New Fairfield TV (Channel 194) and are available On Demand on the Town website.

## **Library Directors (elected – 6 seats)**

The public library is under the proper regulations to be adopted by the board of trustees (directors) and shall be free to all the inhabitants of this town.

The Library Board typically meets on the 1<sup>st</sup> Monday of the month at 7:00 PM in the Community Room of the New Fairfield Library, located at 2 Brush Hill Road.

## **Planning Commission (elected – 5 seats and 3 alternates)**

The Planning Commission prepares, adopts, and maintains a plan of Conservation and Development for the Town of New Fairfield and regulates development in order to promote the health, safety, convenience, prosperity, and general welfare of the community.

The Planning Commission typically meets on the 4<sup>th</sup> Monday of the month at 7:30 PM in the Town Hall Conference Room located at 4 Brush Hill Road

## **Zoning Commission (elected – 5 seats and appointed - 3 alternates)**

Zoning Commission is charged with recommending to the local town the appropriate regulations to be enforced therein and any proposed amendments thereto and shall collect data and keep itself informed as to the best practices generally in effect in the matter of zoning.

The Zoning Commission typically meets on the 1<sup>st</sup> Wednesday of the month at 7:30 PM in the Community Room of the New Fairfield Library, located at 2 Brush Hill Road.

## **Zoning Board of Appeals (elected – 5 seats and appointed - 3 alternates)**

The Zoning Board of Appeal's (ZBA) primary mission is to consider and, when justified, grant relief from zoning regulations to properties burdened by a hardship arising from the land. It also hears appeals of cease and desist, and other orders issued by the Zoning Enforcement Officer, and certain decisions of the Zoning Commission.

The Zoning Board of Appeals typically meets on the 3<sup>rd</sup> Thursday of the month at 7:00 PM in the Community Room of the New Fairfield Library, located at 2 Brush Hill Road.

## **Board of Assessment Appeals (elected – 3 seats)**

To hear comments and concerns from taxpayers on property assessments and to decide on issues as appropriate.

The Board of Assessment Appeals usually meets as needed in March and in September by appointment.

## **Registrars of Voters (elected 2 seats)**

The Registrars of Voters work part-time to maintain the records of the electors of the Town of New Fairfield. They are responsible for duties concerning elections, primaries, and referendums. The Registrars conduct a canvass of electors between February and May each year.

## **Tax Collector (elected 1 position)**

The Tax Collector's Office works to promote the financial stability of the Town of New Fairfield by insuring the prompt collection of Real Estate, Motor Vehicle, and Personal Property Taxes. In addition, the Tax Collector's Office applies all state statutes and local ordinances equally, without discrimination or prejudice.

## **Town Clerk (elected 1 position)**

The Town Clerk's mission is to efficiently maintain all land records, maps, trade names, vital records, military discharges and minutes of all Board and Commission meetings.

## **Town Treasurer (elected 1 position)**

The Town Treasurer is a position of responsibility for the Town. Town treasurers are primarily responsible for managing the revenue and cash flow of the town, banking, collection, receipt, reporting, custody, investment, or disbursement of municipal funds.

The town treasurer is typically responsible for liquidity risk management, cash management, issuing and repaying debt, and interest rate risk, and oversight of pension investment management.

They also typically advise the Board of Selectmen, on matters relating to town finance.



## Appointed Boards, Commissions and Committees

### Ball Pond Advisory Committee (appointed – 7 seats)

The Ball Pond Advisory Committee (BPAC) advises the Selectmen on sound lake management practices for Ball Pond. Among the biggest challenges to preserving the lake are curtailing invasive plant species like Eurasian watermilfoil and runoff from construction in the watershed.

### Commission on the Aging (appointed – 7 seats and 3 alternates)

There shall be a committee to study the needs of and coordinate programs for the aging for the Town of New Fairfield and seven (7) members and three (3) alternates to be appointed by the Chief Executive Board. Three (3) members to represent the Community at Large, two (2) members to be representatives to the age group concerned, and two (2) members to be representatives of the Senior Citizens' Group of New Fairfield, all shall be persons interested in the consideration and solution of the problems of the aging.

The Committee shall study continuously the conditions and needs of elderly persons in the Community in relation to housing, economic, employment, health, recreational, and other matters. It shall analyze the services for the aged provided by the Community, both public and private agencies, and shall make recommendations to the Chief Executive and the "Municipal Governing Body" regarding the development and integration of public and private agencies, in cooperation with State and other services to the extent possible.

### Conservation / Inlands Wetlands Commission (appointed – 7 seats and 2 alternates)

The New Fairfield Inlands Wetlands/Conservation Commission is charged with protecting and preserving wetlands and watercourses in the Town of New Fairfield from random, unnecessary, undesirable, and unregulated uses, disturbance, or destruction. The primary purpose of this Commission is to minimize disturbances and maintain and improve water quality.

### Economic Development Commission (appointed – 7 seats)

The purpose of the Economic Development Commission is to seek to implement orderly and planned economic development, in keeping with the character of the Town. The Commission will seek to involve all agencies, commissions, boards, and departments in the Town which are involved in, or are affected by, economic development, as well as the residents of the Town, in its work to promote economic development. (Newly created 1/24/2019)

### Housing Opportunities Committee (appointed – 5-7 seats and 3 ex officio seats)

The Housing Opportunities Committee is charged with reviewing the health of the current housing stock in New Fairfield in relation to the needs of New Fairfield residents and draft a plan that explores how to create housing stock that reflects affordability and other needs of its residents. (Newly created 2/24/2022).

### Historic Properties Commission (appointed – 5 seats and 3 alternates)

In order to promote the educational, cultural, economic, and general welfare of the Town of New Fairfield, the purpose of this ordinance shall be the preservation and protection of buildings, archaeological sites, landscapes, and places of historic and cultural significance and their settings in New Fairfield, Connecticut, recognizing such as landmarks in the history of the town, state, or nation.

### Parks and Recreation Commission (appointed – 9 seats)

The Parks and Recreation Commission consists of 9 members with staggered three-year terms

The Commission has the authority to provide for entertainment, amusements, concerts, celebrations, and cultural activities; authority to establish, maintain, etc., parks, playgrounds, playfields, etc.,



## Permanent Building Committee (appointed – 5 seats and 3 alternates)

The Permanent Building Committee is a volunteer board consisting of five (5) regular members and three (3) alternates. The PBC is the sole building committee for the town and acts as the agent of the town for all construction related projects upon approval by a town meeting.

## School Safety and Security Committee (appointed – 7 seats)

Formed in 2018, the School Safety and Security Committee was formed as a temporary Joint Committee of the Boards of Selectmen, Education and Finance charged to commission a safety and security audit of New Fairfield Schools, review audit results and recommend improvements, as necessary.

## Water Pollution Control Authority (appointed – 5 seats and 3 alternates)

The Water Pollution Control Authority is a volunteer board consisting of five regular members and three alternates. The goal of the WPCA is to have and maintain a wastewater management program, which will protect the residents of New Fairfield from exposure to biological, microbiological, and chemical substances in wastewater, which are likely to cause hazardous health conditions. The WPCA will also monitor surface water runoff and ground water for concentrations of chemical substances, common to wastewater, which are likely to cause stress to the environment of the bodies of water into which they flow.

## Youth Commission (appointed – 5 seats and 3 alternates)

The purpose of the Youth Commission is to be an advocate for the youth of New Fairfield, to create an atmosphere of mutual interest, to sponsor programs, and to offer challenge and opportunities for personal growth.

## Safety Committee (appointed – chairman and select town employees)

-

## Traffic Authority (appointed – 3 seats)

Traffic controls on New Fairfield Town roads are set by the New Fairfield Traffic Authority with approval by the Connecticut State Traffic Commission.

## Candlewood Lake Authority Delegates (appointed – 3 seats)

The town, acting in concert with other towns having a portion of Candlewood Lake within their territorial limits, hereby establishes a lake authority for the lake to be known as the Candlewood Lake Authority. The Candlewood Lake authority shall be composed of three (3) delegates from each member town for terms of three (3) years.

The Candlewood Lake authority shall possess and may exercise all powers granted by the General Statutes for lake authorities, including without limitation powers relating to the enforcement of boating laws on the lake and such other powers as from time to time may be granted to the authority by the legislative bodies of all member towns and by the General Statutes.

The lake authority shall establish a water quality management whose objective shall be to study the improvement and maintenance of the water quality of Lake Candlewood and to make recommendations for action to its member municipalities.

## Housatonic Resources Recovery Authority (appointed – 1 seat and 1 alternate)

The Housatonic Resources Recovery Authority, HRRA, a regional, governmental, waste management and recycling authority serving eleven municipalities in western Connecticut and a population of over 225,000 people.

The Housatonic Resources Recovery Authority, also known as HRRA and pronounced as Hurrah, is the regional municipal solid waste (MSW) and recycling management organization for the Housatonic Valley municipalities of Bethel, Bridgewater, Brookfield, Danbury, Kent, New Fairfield, New Milford, Newtown, Redding, Ridgefield, and Sherman. The Authority is made up of one representative and one alternate from each municipality for a total of 22 members. The Chief Elected Official of each municipality either serves as his/her community's representative to HRRA or appoints another representative as well as an alternate.

## Inactive Appointed Boards, Commissions and Committees

### Ethics Committee (appointed as needed)

Within five (5) days of receipt of an ethics complaint by the selectmen's office, the selectmen's office shall notify the respondent of the filing of the complaint and shall send him a copy of such complaint. Within fifteen (15) days of receipt of the complaint, the board of selectmen shall appoint a committee of three (3) registered voters of the town. No more than two (2) of the committee shall be from the same political party. None of the committee members can be members of the board of selectmen. The complaint shall then be referred to the committee. The committee shall convene itself within ten (10) days of appointment and determine if there is probable cause to believe that the respondent has violated the Code of Ethics.

### Police Committee (appointed – 5 seats)

In 2016, because of increases in charges for the State of Connecticut formula for the Resident State Trooper Program, the committee was charged with reviewing Policing in New Fairfield and making recommendations for going forward. This committee is inactive since making its recommendations to the Board of Selectmen in 2016.

### Cable TV Advisory Board (appointed – 3 seats)

Long inactive Board.



Compiled by the New Fairfield Democratic Town Committee -

