

The background of the page features a large, faded seal of the Town of Avon, Connecticut. The seal is circular with a grey border. Inside the border, the words "FOUNDED IN 1940" are written in a semi-circle at the top, and "INCORPORATED IN 1830" is written in a semi-circle at the bottom. The center of the seal contains a shield with a green upper section, a blue middle section, and an orange lower section. The word "AVON" is written in white capital letters across the green section, and "CONNECTICUT" is written in white capital letters across the orange section. The blue section depicts a landscape with a body of water and a small boat.

# Town of Avon

## A Guide to Serving on a Town Board, Commission or Committee

July 2023

# Introduction

On behalf of the Town Council, thank you for your interest in serving on one of the Town's elected or appointed boards, commissions or committees.<sup>1</sup> These Town boards perform a key role in local governance and rely on the willingness of volunteers, such as yourself, to serve.

Serving on a town board is a commitment. However, the time and effort involved is more than offset by the knowledge that you are providing a meaningful service to the community. Local government cannot function without dedicated volunteers that are willing to serve. In return, volunteers have the opportunity to work with other community members from different backgrounds and to directly influence and contribute to the quality of life we all enjoy.

Local governance is a diverse and complex arena. The topical areas that come before the various boards reflect this complexity. There are opportunities to serve on boards dealing with a variety of topics ranging from land use to finance. The diversity of these topics provides volunteers with a very wide range of service opportunities to choose from. In addition, the time commitment associated with these boards varies significantly.

This guidebook has been prepared to provide some basic information for those that are interested in serving. While the subjects are diverse, there are some common denominators that apply to volunteer service regardless of the topic. This guidebook also addresses those issues. As such, the key goals of this guidebook are as follows:

- Provide an overview of the Town as an organization
- Address some basic procedural questions
- Outline the basic role and function of each board

Again, we thank you for your interest in serving the Town of Avon. The Town Council, the current members of the Town boards, and Town staff stand ready to answer any questions you may have.

---

On behalf of the Town Council

---

<sup>1</sup> Throughout this document, the term "board" will be used to collectively refer to "boards, commissions, and committees."

# SO, YOU THINK YOU WANT TO SERVE ON A TOWN BOARD. NOW WHAT?

## **Form of Government**

A variety of forms of government can be found in Connecticut's 169 municipalities. Broadly speaking, local governments can be classified as statutory or home rule. In Connecticut, most municipalities have adopted a local charter which means they are "home rule," communities. Municipalities that have not adopted a charter are governed under the state statutes.

Avon adopted its first charter in 1959 and it has been amended several times, most recently in 1998. The Charter identifies those Boards that are elected and those that are appointed by the Town Council, which serves as the principal legislative body. The Town Charter also provides for a Town Manager serving as the Chief Administrative Official of the Town.

## **Elected vs. Appointed:**

Members of **Elected Boards** are chosen by registered voters in municipal elections on the first Tuesday in November of odd-numbered years. Elected boards in Avon include the Town Council, the Board of Education, the Board of Finance, the Zoning Board of Appeals (regular members), and the Board of Assessment Appeals. More information on the responsibilities of each of these boards can be found in the [Town Charter](#) and on page 7 of this guidebook.

In order to stand for election, one must be registered to vote in Avon, be a member of a major political party, and get your name on the ballot. One way to do this is to be nominated by one of the major political parties who have established ballot lines for all offices and elections. The other way to get on the ballot is by petition. For more information about running for elected office, contact the Town Clerk's Office at (860) 409-4310. Should a vacancy occur on an elected board in the middle of a term, the Town Council may appoint a new member from the party from which the vacancy came to fulfill the balance of the term.

Members of **Appointed Boards** are appointed by the Town Council. Appointed boards have a variety of focus areas and responsibilities, both regulatory and programmatic. These boards derive authority in one of three ways: the Charter, State Statute, or a Town Council Charge. In general, persons serving on appointed boards must be residents and qualified to vote in the Town of Avon, however some boards that derive authority from a Town Council Charge may include non-residents with a particular professional expertise, Town staff members, or student representatives. More information on the Town's appointed boards is available in the [Town Charter](#) and/or on page 10 of this guidebook.

## **Application Process:**

Residents that are interested in being considered for appointment should submit an [Application for Appointment to a Board/Commission/Committee Form](#). The completed form should be submitted to the Town Clerk's Office. The Town Clerk's Office will then submit the applications to the Town Council through the Town Manager's Office.

Before submitting the form, it is important that you review and understand the commitment required of the specific board in which you are interested. You are also encouraged to attend one or more meetings of the board that you are interested in to become familiar with the topic and the manner in which business is conducted. Please feel free to contact existing board members or the Town staff member that provides support services for the board to learn more.

### **Appointment Process:**

The Town Council is responsible for appointing the members of appointed boards and commissions when a vacancy becomes available. This may occur at the end of a term or due to a resignation. The Town Council may also be required to make an appointment to fill a vacancy on an elected board if a resignation occurs in the middle of a term.

An appointment is made by a vote of the Council. A minimum of three Council members (a majority) is required to approve an appointment. The Town Council meets on the first Thursday of each month at 7:00 p.m. Appointments are included on the regular agenda.

### **Minority Political Party Representation:**

State law generally requires minority political party representation on governmental bodies of a municipality. In general, no more than 2/3 of the total membership of a governmental body may belong to the same political party.

**Table 1: Minority Representation Requirement**

<i><b>Total Board Membership</b></i>	<i><b>Maximum from Same Party Under § 9-167a</b></i>
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	2/3 of total membership

### **Next Steps:**

Following your appointment at a Town Council meeting, you will receive an appointment letter from the Town Manager which will request that you complete the three tasks outlined below. It is essential that you complete these tasks in a timely manner in order to fully participate in the business of your board and adhere to Town policy and state law.

1. **Oath of Office** – Before taking any official action as a member of the board, you must take the Oath of Office in the Town Clerk’s Office. Failure to be sworn in leaves the member unable to participate. If an unsworn member participates in the business of the

board, the board's actions are invalid. If litigation results from some action taken by a board, the case may be lost if any or all board members involved in the action have not taken the required oath.

2. **Submit the Standards of Conduct Annual Disclosure form** – All elected and appointed members of Town boards are subject to [Town Council Policy No. 19 “Standards of Conduct for Public Officials.”](#) The confidence of the public in our government depends on transparency and integrity. To that end, the Standards of Conduct require each elected and appointed official to provide the Town Clerk with a written disclosure of business interests, employment, interest in real property and any contractual relationships with the Town of Avon. This disclosure is required to be filed within 30 days of your appointment and annually thereafter. For your convenience, we have made the disclosure form available electronically at the following link: <https://forms.office.com/g/E3jFpD4yUx>. Hard copies can be obtained from the Town Manager's Office or the Town Clerk's Office.
3. **Sexual Harassment Prevention Training** – At its May 4, 2023 meeting, the Town Council approved a biennial sexual harassment prevention training program for elected and appointed members of Town boards. A memo dated June 5, 2023 from the Town Manager can be found [HERE](#). The memo provides more detail on the requirement and your options for fulfilling it. You are asked to complete this training using one of the available options within 30 days of your appointment.

Once you receive your appointment letter, you will be contacted by the staff liaison and possibly the chair of your board to make introductions and provide you with resources and background on current business items.

### **Freedom of Information Act:**

All boards are required to comply with the CT Freedom of Information Act (FOIA) in the conduct of their business. The FOIA governs issues ranging from meeting notices to document access. Each staff liaison is well versed in the FOIA and will work with the board to ensure potential violations are avoided.

A slide presentation prepared by the Town Attorney that addresses various aspects of the FOIA can be found [HERE](#). It also addresses Conflicts of Interest and running public meetings.

### **Attendance:**

A minimum number of members must be in attendance for the board to conduct business. This minimum number, known as a quorum, will vary depending on the size of the board. Without a quorum present, the actions that can be taken are very limited and basically consist of setting the time, place and date of another meeting. Any substantive action taken in the absence of a quorum is invalid.

Anyone appointed to a board is expected to attend regularly scheduled meetings. Any expected absence should be reported to the board chairperson and/or staff ahead of the meeting. These absences should be the exception rather than the rule.

### **Responsibilities:**

While the specific duties of each body vary with the purpose for which it was formed, there are many responsibilities that are common to all board members:

1. The role and responsibilities of the board can be defined by a number of sources including state law, Town Charter or Council charge. It is critically important that members understand the responsibilities and charge of the board on which they serve.
2. Do your homework and be prepared. In most instances, a significant amount of background material is provided to the board in advance of the meeting. Members should review this material and come prepared to discuss and act if necessary.
3. Be collegial and establish a positive working relationship with other members and the staff.

### **Term of Office:**

Terms of Office vary depending on the board. Terms for a specific board are noted in the descriptions that begin on page 7 of this guidebook. Often you will note that terms of office are staggered so the entire board does not turn over at once in order to preserve continuity of knowledge and experience. At the conclusion of a term of office, a member is under no obligation to accept a reappointment nor is the Town Council obligated to offer a reappointment.

Terms of office may not apply to ad-hoc board that are appointed and charged by the Council for a specific purpose, such as a building committee. The charge to the committee will include a specific time frame for submission of a committee's final deliverable and the dissolution of the committee.

### **The Role of Town Staff:**

At least one Town employee is assigned to serve as the primary staff support for each board. Assignments are made based on the staff member's professional expertise. The staff liaison works with the Chair of the board to prepare agendas and provide background, technical advice and recommendations on matters relevant to the board's work.

The staff liaison, generally a department head, holds their position by virtue of extensive experience in the field and often holds a license or other professional designation or certification. Staff liaisons are a valuable resource, and their input and advice should be carefully considered.

### **The Media:**

As a member of a board, you may be contacted by the media. Media contacts should be referred to the Chair of the board or the town staff liaison. In some instances, there can be significant legal consequences if comment is made while a matter is pending before a board. This is particularly true with applications pending before the various boards dealing with land use issues.

Inquiries concerning Town matters outside the realm of the board on which the member serves should be referred to the Town Manager's Office. It is important to keep in mind that there is a difference between being a private citizen and serving on a board.

**Liability:**

The Town of Avon carries comprehensive public official liability insurance. Should you or your board be sued for actions taken on behalf of the Town, you will be indemnified by the Town through this policy and the Town will provide legal representation if the actions taken by you were within the scope of your authority and were taken by you in good faith. You are cautioned that “ultra vires” acts (arbitrary abuses of authority or other acts outside the scope of one’s official duties) are usually not covered, especially if the act is willful or wanton.

**Resignation:**

An appointed or elected board member who is no longer able to serve or who no longer desires to serve should submit a resignation promptly so that the vacancy can be filled. A written resignation must be submitted to the Town Clerk.

**Parliamentary Procedure:**

Section 11.9 of the Town Charter provides that each town board, commission, committee or similar body of the Town shall be authorized to adopt rules of procedure by a majority vote of its membership. In the event of a failure to adopt such rules, Robert’s Rules of Order shall prevail.

**Additional Resources:**

There are a number of resources that provide additional information about the Town of Avon. Several links are listed below:

[Town Plan of Conservation and Development](#)

[Annual Operating Budget](#)

[Town Charter & Code of Ordinances](#)

# DESCRIPTIONS OF BOARDS, COMMISSIONS & COMMITTEES

## ELECTED BOARDS

### **Board of Assessment Appeals**

Acting under authority granted by the Connecticut General Statutes, the [Board of Assessment Appeals](#) considers appeals for real estate, business personal property and motor vehicles in the month of March. The Board consists of five members elected for a staggered four-year term. The Board typically meets annually in March at the convenience of a quorum of the members. The Town Assessor provides technical assistance to the Board.

### **Board of Education**

Section 3.4 of the Town Charter provides for a nine-member elected [Board of Education](#), each serving four-year, staggered terms. The powers, duties and responsibilities of the Board of Education are granted by the Connecticut General Statutes. The BOE has responsibility for district education and for maintaining a good public elementary and secondary school; implementing the educational interest of the state and complying with orders from the Department of Education; providing all children of the school district as nearly equal advantages as practicable; and providing such other educational activities as in its judgment will best serve the interest of the district. The Board of Education typically meets on the third Tuesday of the month at 7:00 p.m. Members are also assigned to one or more subcommittees of the Board. Subcommittees meet on various schedules. The Superintendent of Schools and District staff provide professional assistance to the Board.

### **Board of Finance**

Section 3.5 of the Charter of the Town of Avon provides for a seven-member elected [Board of Finance](#), each serving four-year, staggered terms. In general, the Board of Finance has duties with respect to the finance and taxation matters of the Town. A number of the Board's basic functions are outlined below:

*Annual Operating Budget:* The principal role of the Board of Finance is to recommend the annual operating budget for town government functions, operation of the schools, debt service and capital improvement projects for approval at Referendum. This process includes:

- Receiving the annual proposed budget as prepared by the Town Council and Board of Education.
- Holding one or more public hearing(s) and workshop(s) to finalize a budget to present to the Annual Town Meeting which then adjourns to a Referendum. This may include making revisions to the budget as the Board deems desirable.
- Upon a favorable vote at Referendum, setting the property tax mill rate for the next fiscal year.



- Throughout the year, the Board of Finance receives summary revenue and expenditure reports as prepared by staff, and an explanation of any general trends that may impact current or future year budgets.

*Review & Approve Supplemental Budget Adjustments:* Throughout the year, the Town Council may recommend supplemental budget adjustments to the Board of Finance for consideration and approval. These appropriations are typically required to reflect unexpected increases in revenues from grants or other sources, or unanticipated increases in expenditures due to emergency or other unplanned conditions or events.

*Special Town Meeting & Referenda:* The Town Council may decide to recommend an appropriation that requires approval by a Special Town Meeting or referendum vote. Should this occur, the Board of Finance will consider the approval of the resolution(s) and recommend it for adoption at a Special Town Meeting/Referendum. The Board, through its Chair, is asked to comment on the financial impact of a proposed appropriation at the Special Town Meeting.

*Policy Review:* The Town Council may ask the Board of Finance to review and or approve finance-related policies that have been prepared by the Council. Examples may include policies related to the amount of unassigned fund balance to be retained and the circumstances under which it may be appropriate to utilize unassigned fund balance.

*Annual Audit:* The Board of Finance appoints the Town's independent auditor on an annual basis. At the conclusion of the annual audit process, the Town Council recommends a series of fiscal year end closing transactions to the Board of Finance that require review and approval by the Board. The approval of these transactions allows the financial statements to be finalized. Once the financial statements are finalized, the auditors present them to the Board of Finance.

The Board of Finance typically meets the fourth Monday of the month at 7:00 p.m. The Town Manager and the Director of Finance provide professional support to the Board. Meeting schedules are available [HERE](#).

### **Registrars of Voters**

Acting under authority granted by the Connecticut General Statutes, the [Registrars of Voters](#), are responsible for administering federal, state and local elections. The Registrars also maintain voter files, register new voters and conduct annual canvasses of voters. State law provides for two registrars for each municipality, one from each major party. The Registrars are elected to four-year terms.

### **Town Council**

Chapter 4 of the Town Charter provides for a five-member [Town Council](#) elected to a two-year term. The Council elects its chair from amongst its membership. The chair presides over all Council meetings and is recognized as the official head of the Town for all ceremonial and military purposes. The legislative power of the Town is vested in the Town Council. The primary duties of the Town Council include the appropriation of funds; the adoption of ordinances and resolutions; the appointment and oversight of town officers, and members of boards, commissions, committees,

and agencies as specified by the Charter; the award of contracts for services; the purchase, sale and/or leasing of land; and the acceptance of gifts on behalf of the Town. The Town Council typically meets the first Thursday of the month at 7:00 p.m. The Town Manager provides professional support to the Council. Meeting schedules are available [HERE](#).

### **Zoning Board of Appeals (ZBA) – Regular Members**

The main function of the [Zoning Board of Appeals](#), pursuant to the General Statutes of Connecticut, is to hear requests for variances in connection with requirements of the Zoning Regulations. Additionally, the Board hears appeals related to decisions of the Zoning Enforcement Officer and reviews applications for automobile dealers' and repairers' licenses, acting as agent for the Connecticut Department of Motor Vehicles. The Zoning Board of Appeals consists of five elected regular members for a four-year staggered term and three alternate members appointed by the Town Council for a four-year term. The Department of Planning & Community Development provides staff assistance to the Board. The ZBA typically meets the third Thursday of each month beginning at 7:00 p.m. Meeting schedules are available [HERE](#).

## APPOINTED BOARDS & COMMISSIONS

### **Avon Clean Energy Commission**

The [Avon Clean Energy Commission](#) was established by the Town Council in 2008 to promote the adoption of energy efficient and sustainable practices by the Town and Board of Education, residents and local businesses. The Commission consists of seven Town Council appointed members and one Town Council appointed non-voting advisory member (optional). Members are appointed for a two-year term. The Assistant Town Manager provides professional assistance to the Commission. The Commission typically meets the third Wednesday of the month beginning at 7:00 p.m. Meeting schedules are available [HERE](#).

### **Avon Water Pollution Control Authority (AWPCA)**

Acting under authority granted by the Connecticut General Statutes, the [Avon Water Pollution Control Authority](#) is responsible for the operations and maintenance of the sanitary sewer collection system. This responsibility includes the maintenance of inter-town agreements for waste treatment and sewer use billing and making recommendations for contract awards for sewer-related capital projects. The Authority consists of five members appointed by the Town Council for a four-year, staggered, term. The Town Engineer and the Superintendent of Sanitary Sewers provide professional assistance and technical support to the Authority. The Authority typically meets the second Thursday of each month beginning at 5:30 p.m. Meeting schedules are available [HERE](#).

### **Building Code Board of Appeals**

Acting under the authority granted by the Connecticut General Statutes and the Connecticut State Building Code, the [Building Code Board of Appeals](#) hears applications for appeals of a decision of the Building Official concerning the manner of construction or materials to be used in the erection, alteration or repair of a building or structure. The Board consists of five members appointed by the Town Council for a four-year term. One member of the board shall be appointed from the general public. The other four members shall have at least five years' experience each in building design, building construction or supervision of building construction. The Board only meets in the event an appeal is received. In such an event each appeal shall be heard within five days, exclusive of Saturdays, Sundays and legal holidays, after the date of receipt of the appeal.

### **Committee on Aging**

The [Committee on Aging](#) is charged with evaluating the conditions and needs of the elderly and making recommendations to the Avon Town Council regarding programs and resources to support areas of need. The Committee consists of three members appointed by the Town Council for a four-year term. The Director of Social Services and the Senior Center Coordinator provide professional assistance to the Committee. The Committee typically meets quarterly during the workday.

## **Constable**

A civil constable's primary responsibility is to be a process server. Constables may be called upon by attorneys to serve court papers, such as eviction notices and notices of lawsuits. The Town Council appoints two constables for a two-year term.

## **Inland Wetlands Commission (IWC)**

The [Inland Wetlands Commission](#), pursuant to the Connecticut General Statutes, regulates certain activities within areas of Avon designated as inland wetlands and watercourses. The Commission consists of seven members appointed by the Town Council for four-year, staggered terms. The Commission's actions are guided by the [Inland Wetlands and Watercourses Regulations](#). The Planning & Community Development Specialist provides professional and technical assistance to the Commission. The IWC typically meets the first Tuesday of the month beginning at 7:00 p.m. Meeting schedules are available [HERE](#).

## **Justice of the Peace**

Acting under authority granted by the Connecticut General Statutes, [Justices of the Peace](#) have general oath giving powers, may take acknowledgments, may join persons in marriage and may take depositions. There are many other statutory grants of power regarding specific documents. The General Statutes (Section 9-183a-c) prescribe the manner in which Justices of the Peace are selected and prescribes the total number of Justices to which a town is entitled. Avon has eighteen Justices who are selected during the year of a Presidential election and serve a four-year term. Two-thirds of the Town's Justices are recommended by the major political parties (six Democrat, six Republican). One-third of the Town's Justices are recommended by the Town Clerk (six minor party members or unaffiliated voters).

## **Planning & Zoning Commission (P&Z)**

Acting under authority granted by the Connecticut General Statutes, the [Planning & Zoning Commission](#) regulates the development of land in Avon. The Commission consists of seven members and three alternates appointed by the Town Council. Regular members are appointed for four-year, staggered terms. Alternates are appointed for two-year terms. The Commission's actions are guided by the [Plan of Conservation and Development](#), [Zoning Regulations](#) and [Subdivision Regulations](#). The Director of Planning & Community Development provides professional and technical assistance to the Commission and serves as the Zoning Enforcement Officer. P&Z typically meets the second and fourth Tuesday of the month beginning at 7:00 p.m. Meeting schedules are available [HERE](#).

## **Recreation & Parks Committee**

The [Recreation and Parks Committee](#) serves as the advisory committee to the Town Council and the Director of Recreation & Parks regarding recreation and parks activities and facilities in Town. The Commission consists of seven members appointed by the Town Council for a two-year term. The Director of Recreation & Parks provides professional assistance to the Committee. The Committee typically meets quarterly beginning at 7:30 a.m.

### **Town Council Representatives**

The Town Council appoints representatives to organizations and special interest groups for two-year terms. The role of the Town Council representatives is to keep the Council apprised of the activities and needs of these groups. Typically, the representatives are residents with direct experience in a particular organization or group. The Town Council appoints a representative to the Lakeview Association, the Secret Lake Association, the Avon Volunteer Fire Department, the Visiting Nurses Association, as well as a representative for Senior Citizens.

### **Town Historian**

The Town Historian is an individual appointed by the Town Council for a two-year term. The appointee is traditionally recommended to the Town Council by the Board of the Avon Historical Society. The individual is responsible for working in conjunction with the [Avon Historical Society](#) and the Marian Hunter History Room at the Avon Free Public Library to promote knowledge and appreciation of Avon's history for the enjoyment and edification of residents, education of the public, and the economic value of promoting the Town's heritage to attract visitors. Typically, the Town Historian is an active member of the Avon Historical Society and preferably has the educational background and experience of a practicing historian.

### **Youth Services Advisory Board**

In April 2007, the Town Council adopted a resolution establishing a Youth Service Advisory Bureau and a [Youth Services Advisory Board](#). The Advisory Board's primary role is to advise and make recommendations on overall policy and program direction for the Bureau. The Board consists of at least seven Town Council appointed members for two-year terms. The Board includes residents, the Town's Youth Services Coordinator, a representative from the Avon Public Schools and a Police Department representative. There is also student representation on the Board. The Board meets quarterly, October, January, March and June. Typically, Tuesday or Wednesday evenings, beginning at 6:30 p.m.

### **Zoning Board of Appeals (ZBA) – Alternates**

The main function of the [Zoning Board of Appeals](#), pursuant to the General Statutes of Connecticut, is to hear requests for variances in connection with requirements of the Zoning Regulations. Additionally, the Board hears appeals related to decisions of the Zoning Enforcement Officer and reviews applications for automobile dealers' and repairers' licenses, acting as agent for the Connecticut Department of Motor Vehicles. The Zoning Board of Appeals consists of five elected regular members for a four-year staggered term and three alternate members appointed by the Town Council for a four-year term. The Department of Planning & Community Development provides staff assistance to the Board. The ZBA typically meets the third Thursday of each month beginning at 7:00 p.m. Meeting schedules are available [HERE](#).

## **INTERLOCAL/REGIONAL BOARDS**

### **Central Regional Tourism District**

The Central Regional Tourism District promotes Connecticut's River Valley/Greater Hartford and Greater New Haven region as a vacation and sight-seeing destinations for visitors to the New England region. The Town of Avon is granted one member for a three-year term in accordance with state statute. The Middlesex Chamber of Commerce provides professional support to the district. The district typically meets quarterly.

### **Connecticut Conference of Municipalities (CCM)**

CCM is the state's largest, nonpartisan organization of municipal leaders, representing towns and cities from across the state. CCM's mission is to improve everyday life for every resident of Connecticut by sharing best practices and objective research to help local leaders govern wisely. CCM advocates for local issues at the state level and uses its buying power to negotiate cost-effective services for communities. Each member of CCM is granted a member and an alternate. Typically, the Town Council Chairperson serves as the appointed member and the Town Manager serves as the alternate. Members and alternates are appointed by the Town Council for a two-year term.

### **Connecticut Water Company Customer Advisory Council**

The Connecticut Water Company Customer Advisory Council (CAC) was created to enhance communications with customers and communities. CAC members are looked to consult and advise on matters of local interest. Members of the CAC must be appointed by the Town Council, be a customer of Connecticut Water and cannot be an employee of Connecticut Water. Avon is permitted one representative, appointed for a two-year term.

### **Farmington Valley Health District Board of Directors**

The Farmington Valley Health District (FVHD) serves as the Town of Avon's local health department. The role of the FVHD is to enforce state statute, the Public Health Code and FVHD regulations to ensure the public's health is protected when dining out, swimming in a public pool, visiting a salon or drinking water from a private well. The FVHD has also played a significant role in the local response to the COVID-19. The Town Council appoints two representatives to the FVHD's Board of Directors. One of those representatives is typically the Town Manager, who is currently Chair of the Board. The Board of Directors typically meets the first Tuesday of every month at 12 noon.

### **Lower Farmington River & Salmon Brook Wild & Scenic Committee**

The National Park Services' Partnership Wild & Scenic Rivers Program provides for exceptional rivers to be designated as "Wild & Scenic" by Congress. The Lower Farmington River & Salmon Brook achieved this designation in 2019. As part of the designation, a coordinating committee was formed. Each town along the designated waterways is asked to appoint a regular member and an

alternate to the [Lower Farmington River & Salmon Brook Wild & Scenic Committee](#). Appointees serve for a two-year term. Some of the roles of the Committee include:

- Participating in addressing river-related issues affecting stream flow and outstanding resource values.
- Cooperating in updating the Lower Farmington River & Salmon Brook Wild & Scenic Management Plan periodically.
- Working on projects that provide opportunities to the public and also committee member organizations to learn and participate in resolving issues affecting the river.
- Participating in decisions around dispersing funding to entities requesting financial help with projects meeting certain goals contained in the Management Plan.
- Actively fulfilling the function of liaison between towns and other town-based conservation organizations.
- Helping in preparing the annual report of the committee and in publicizing any pressing needs or issues requiring attention or assistance from the local, state and/or federal government.

Members are expected to attend monthly meetings, actively serve on one subcommittee and stay up to date on the activities of their Town's land use boards and commissions. The National Park Service provides staff support and overall coordination to the Committee. The Committee typically meets the third Thursday of the month at 6:30 p.m.

#### **North Central Regional Mental Health Board (aka Amplify)**

The North Central Regional Mental Health Board, now known as [Amplify](#), is contracted to serve the 37 towns in north central Connecticut. Clusters of towns in this area are combined into catchment areas that receive behavioral health services as a unit. The Avon member is appointed by the Town Council for a two-year term to serve as a member of Catchment Area Council (CAC) 18 which is made up of the Towns of Avon, Canton, Farmington, Simsbury and West Hartford. The role of the CAC is to study and evaluate existing mental health services in the catchment area and to make recommendations about the services as needed. Recommendations are frequently reported to the Department of Mental Health and Addiction Services and the overarching regional mental health board. By statute, all town appointed representatives are "consumers" meaning that they are not mental health professionals or employed by agencies that provide mental health services. CAC 18 typically meets the second Wednesday of the month (except July and August) at 5:00 p.m. at the West Hartford Town Hall.

#### **Plainville Area Cable TV Advisory Council (PACTAC)**

Pursuant to authority granted under the Connecticut General Statutes, the Plainville Area Cable Television Advisory Council serves residents of Avon, Canton, Berlin, Bristol, Burlington, Farmington, New Britain and Plainville in regard to issues related to cable television and public access television. The Town of Avon is granted two regular members and a Board of Education representative for a two-year term. PACTAC typically meets the last Monday of every month at 4:30 p.m. at Nutmeg Community Television (9 Eastview Drive, Farmington).

## **PROFESSIONAL APPOINTMENTS**

### **Assistant Town Attorney**

The position of Assistant Town Attorney is outlined in the Town Charter. The Assistant Town Attorney may be a member of the same firm as the Town Attorney. An Assistant Town Attorney may also be an individual attorney or attorney from another firm. Current Assistant Town Attorneys are various attorneys of the firm Murtha Cullina; Michael Harrington of the firm Ford Harrison (labor counsel); Glenn Santoro of the firm Robinson + Cole (bond counsel); Thomas A. Kaelin, Attorney at Law (zoning enforcement matter); and Alexander Judd of the firm Day Pitney (CT Water rate case). Assistant Town Attorneys are typically selected by a competitive request for proposals process and appointed by the Town Council following a recommendation from the Town Manager. Assistant Town Attorneys are appointed for a two-year term, co-terminus with that of the Town Attorney.

### **Capitol Region Council of Governments (CRCOG) Municipal Services Committee**

The CRCOG Municipal Services Committee consists of first selectmen, mayors, town managers and other municipal officials who are responsible for the administration of local governments. The Committee serves in an advisory capacity to the CRCOG Municipal Services Department which aims to help towns save tax dollars and enhance operating efficiencies. Typically, the Town's representative to the Committee is the Town Manager, or his designee. The representative is appointed by the Town Council for a two-year term.

### **Capitol Region Council of Governments (CRCOG) Policy Board**

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs to benefit the member towns and the region. CRCOG is guided by the chief elected officials of the 38 metro Hartford municipalities. The Policy Board is composed of the mayors, first selectmen and council chairmen of the member towns and is the Council's governing body responsible for establishing policy, setting CRCOG agenda and taking administrative actions on behalf of the Council. The Town is granted one member and two alternates to the Policy Board. Typically, the Town Council Chairperson serves as the appointed member and the Town Manager, and the Director of Planning and Community Development serve as alternates. Members and alternates are appointed by the Town Council for a two-year term.

### **Capitol Region Council of Governments (CRCOG) Public Safety Council**

The CRCOG Public Safety Council was established by a resolution of the Policy Board in September 1995 and serves as an active and effective arm of the CRCOG team. It is comprised of members from CRCOG's member municipalities and towns belonging to the Capitol Region Chiefs of Police Association. The Town is granted one appointment to the Council. Typically, the member is the Police Chief. The member is appointed by the Town Council for a two-year term.

### **Capitol Region Council of Governments (CRCOG) Regional Planning Commission**

The CRCOG Regional Planning Commission advises CRCOG's Policy Development & Planning Department on matters of regional planning including land use, zoning, housing, sustainable and



livable communities, transit-oriented development, brownfields, natural disaster mitigation and data management. The Town is granted one appointment to the Commission. Typically, the member is the Director of Planning & Community Development. The member is appointed by the Town Council for a two-year term.

### **Capitol Region Council of Governments (CRCOG) Transportation Committee**

The transportation planning program undertaken by CRCOG's Transportation Department is done at the direction of the Transportation Committee, with representatives from each town in the Capitol Region. The Transportation Committee reports to the Policy Board, which acts as the Metropolitan Planning Organization (MPO) for the Capitol Region. Typically, the Town Engineer serves as the representative to this Committee. The representative is appointed by the Town Council for a two-year term.

### **Depository of Town Funds**

Depositories of Town Funds are banks with whom the Town does business. Depositories are appointed by the Town Council at the recommendation of the Town Manager and the Director of Finance for a two-year term.

### **Director of Health/Sanitarian**

The Farmington Valley Health District (FVHD) serves as the Town of Avon's local health department. The role of the FVHD is to enforce state statute, the Public Health Code and FVHD regulations to ensure the public's health is protected when dining out, swimming in a public pool, visiting a salon or drinking water from a private well. The FVHD has also played a significant role in the local response to the COVID-19. The Town Council appoints the FVHD's Executive Director as Director of Health/Sanitarian for a two-year term.

### **Insurance Agent of Record**

The Town's Insurance Agent of Record is selected by a competitive request for proposals process and a recommendation by the Town Manager to the Town Council. USI Insurance Services of Connecticut, Inc. has been the Town's Agent of Record since January 2010. The Agent is appointed by the Town Council for a two-year term.

### **Municipal Agent for Elderly**

The Municipal Agent for the Elderly program was established in 1972 by state statute in order to assure that seniors in each town have an officially appointed representative who is responsible for providing them with information and assistance on services and benefits. The Agent provides information, referrals and support in seeking resources to assist seniors and their families seeking services such as subsidized housing lists, legal services, nutrition sites, protective services, home health support, and respite support. The Town Council appoints the Agent for a two-year term. The Agent is typically the Director of Social Services.

### **Municipal Agent for Veterans**

The Municipal Agent for Veterans was established in 2018 by state statute in order to assist and serve veterans with regard to state or federal services or benefits. The Agent is also tasked with identifying and advising veterans of community or non-profit programs focused on assisting and serving veterans. The Town Council appoints the Agent for a two-year term. The Agent is typically the Director of Social Services.

### **North Central EMS**

The North Central Connecticut Emergency Medical Services Council (NCCEMSC), Inc. is a non-profit corporation charged by state statutes and regulations to plan, establish, coordinate, and administer the development of an efficient emergency medical services system and to perform any functions which may be necessary or proper to contribute to the attainment of the highest quality emergency medical services for the people of North Central Connecticut. The Town's representative is typically the Chief of Police. The representative is appointed by the Town Council for a two-year term.

### **Town Attorney**

The position of Town Attorney is outlined in the Town Charter. The Town Attorney may be an individual or a law firm. The Town Attorney shall be an individual or law firm in good standing admitted to practice law in Connecticut. Should a law firm be appointed to serve as Town Attorney, the firm shall designate a member of the firm to serve as Principal Town Attorney who may appoint one or more attorneys at the firm to serve as Assistant Town Attorney. The Town Attorney is typically selected by a competitive request for proposals process and appointed by the Town Council following a recommendation from the Town Manager. The Town attorney is appointed for a two-year term. The current Town Attorney is Al Smith of the firm Murtha Cullina.

### **Town Treasurer**

The Town Treasurer is an individual appointed by the Town Council for a two-year term. The main duty of the Treasurer is to serve as a member of the Town's Ad-Hoc Pension Committee. The primary role of the Committee is to oversee the investments of the Town's Pension and OPEB Trust Funds with professional assistance from the Town's investment advisor. The Committee holds quarterly meetings during the workday that are typically about an hour long. Additional roles of the Treasurer include being a counter-signatory on Town checks and paperwork associated with the issuance of debt. As of March 2023, the Finance Director serves as the Town Treasurer.