

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>CONSERVATION COMMISSION</b>
<b>Established:</b>	Established by ordinance adopted at a Special Town Meeting held on March 28, 1967. Alternates established by ordinance at a Special Town Meeting held on May 8, 2000.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Manages three Town preserves which are open to the public during daylight hours. Bushy Hill Preserve, located in Ivoryton; Canfield Meadow Woods and Viney Hill Brook Park, located in Essex, with the purpose of protecting native plants and wildlife.</li> <li>➤ Inventories the conservation easements which are available at the Town Clerk's office.</li> <li>➤ Working with other land use commissions, including Planning and Inland/Wetlands, and the Essex Land Trust, the Conservation Commission makes recommendations on the status of conservation and development.</li> <li>➤ Shall adopt any and all rules and regulations as the Commission deems necessary and advisable for the proper control, development, management, operation and maintenance of all land and facilities which the Board of Selectmen has placed under its jurisdiction.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the First Selectman and approved at a Special Town Meeting.
<b>Membership:</b>	Seven (7) regular members. Two (2) alternate members. Maximum of 5 from one party.
<b>Length of Term:</b>	Three year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the first Thursday of every month at 7:30 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have an interest in and/or experience in environmental issues, environmental programs, natural resources, conservation, preservation and land management.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Conservation Commission <a href="#">07--00--0131--AK.HTM</a> Duties of Commissioner <a href="#">22A-00--0039---K.HTM</a> Local Zoning w/in the Conserv. Zone <a href="#">25--00--0102-GGK.HTM</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>ECONOMIC DEVELOPMENT COMMISSION</b>
<b>Established:</b>	Established at a Special Town Meeting on July 30, 1998.
<b>Charge/Duties:</b>	To serve as an advocate for local businesses and work to preserve adequate balance between business and residential properties.
<b>Elected/Appointed:</b>	Appointed by the First Selectman and approved at a Town Meeting.
<b>Membership:</b>	Seven Regular members. One member from Planning. Maximum of five members from one party. No alternates.
<b>Length of Term:</b>	Two-year term.
<b>Meeting Date/Time/Place:</b>	Regular meetings are held on the second Wednesday of every month at 4:00 pm in the Essex Town Hall.
<b>Experience and/interest necessary/preferred to be a member:</b>	Members should have a strong interest in the economic development of the Town. Experience in a private sector business capacity is desirable but not mandatory.
<b>Website Links:</b>	<a href="http://www.essexct.gov/economic-development-commission">http://www.essexct.gov/economic-development-commission</a>
<b>State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Municipal Econ Dev Commission <a href="#">07--00--0136---K.HTM</a> Power/Duties of Commission <a href="#">07--00--0137--AK.HTM</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>ESSEX HOUSING AUTHORITY</b>
<b>Established:</b>	Formed in accordance with P.A. 88-305, at a Special Town Meeting on May 23, 1989.
<b>Charge/Duties:</b>	To provide quality housing and enhanced services to our elderly and disabled citizens by promoting a healthy, safe and clean lifestyle to enhance and encourage the process of comfortably aging in place.
<b>Elected/Appointed:</b>	Appointed by the First Selectman. No Town Meeting is required.
<b>Membership:</b>	Five regular members. Maximum of 4 members from one party.
<b>Length of Term:</b>	Five-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Monday of every month at 11:00 a.m. in the Essex Court Community Room.
<b>Experience and/or interest necessary/preferred to be a member:</b>	No specific qualifications or experience are required to serve.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Department of Housing <a href="#">Section 8</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>HARBOR MANAGEMENT COMMISSION</b>
<b>Established:</b>	The Harbor Management Commission was adopted by Ordinance at a Special Town Meeting on March 4, 1986.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Shall provide for the annual review of the Harbor Management Plan and make any additions and/or modifications to the plan subject to the process set forth in CT State Statutes Sections 22a-113m through 22a-113o.</li> <li>➤ May exercise the powers authorized under Chapter 444a of the CT State Statutes.</li> <li>➤ Review and make recommendations, consistent with the adopted harbor management plan, on any proposal affecting the property on, in, or contiguous to the harbor, submitted to the Planning Commission, Zoning Commission, Zoning Board of Appeals, Water Pollution Control Authority, or Sanitary Waste Disposal Commission.</li> <li>➤ Has jurisdiction of the Town Dock, boat launch and water access areas in the town of Essex.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen and approved at a Town Meeting.
<b>Membership:</b>	Five regular members. Two alternate members. One member from each party. The Harbor Master serves as ex-officio member of the Commission, without vote. No regular member shall receive compensation but may be reimbursed for any necessary expenses. The Harbor Master or Deputy Harbor Master may receive compensation for any prescribed duties.
<b>Length of Term:</b>	Three-year term. During the month of January the Commission elects a chairperson and a secretary for a one year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the fourth Thursday of every month at 7:30 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have some knowledge and/or experience regarding harbors, marinas, docks, moorings, and/or erosion.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Harbor Management Commissions <a href="#">Harbor Management Commissions</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>INLAND WETLANDS COMMISSION</b>
<b>Established:</b>	The Inland Wetlands Commission was adopted by Ordinance at a Special Town Meeting on September 6, 1973. Amended in 1975, 1977, 1980, 03/22/83, 09/2017
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Adopt and amend regulations in accordance with the IWW Act.</li> <li>➤ Regulate and enforce all proposed activities within a wetland, watercourse, or water body and on the land within 100 feet of those areas.</li> <li>➤ Inventory and index the wetlands and watercourses via photos and/or drawings and lists of plant species.</li> <li>➤ Approve boundaries of wetlands and watercourses, and determine terms, conditions, limitations or modifications, or denials for all regulated activities on inland wetlands and watercourses and in applicable review areas.</li> <li>➤ Retain and employ consultants and assistants on a contract or other basis for rendering legal, financial, technical, or other assistance and advice for the purpose of making onsite interpretations, evaluations, and findings as to soil type.</li> <li>➤ The IWC may also utilize services of other Town officials and employees as it deems appropriate.</li> <li>➤ Submit necessary regulations to a public hearing.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the First Selectman and approved at a Town Meeting.
<b>Membership:</b>	Five (5) regular members. Four members at large. Five (5) maximum members from one party. Two (2) alternates not from the same party.
<b>Length of Term:</b>	Three-year term for regular members Two-year term for alternate members
<b>Meeting date/time/place:</b>	Regular meetings are held on the second Tuesday of every month at 7:00 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	<p>A Commissioner should have a demonstrated interest in, or knowledge of, concepts and subjects associated with the Commission's purpose. Familiarity with the Essex Plan of Conservation and Development and an appreciation for environmental economic issues is valuable.</p> <p>Commissioners must adhere to prescribed administrative, public hearing, and Freedom of Information processes. The Commission's work is, in part, educational, and largely with the public. Commissioners are expected to demonstrate respectful and cooperative relationships among members, with Town Staff, and with the public. Meeting process and communication skills are helpful.</p>
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Inland Wetlands and Watercourses <a href="#">Wetlands and Watercourses</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>PARK AND RECREATION COMMISSION</b>
<b>Established:</b>	Adopted by Ordinance at a Special Town Meeting on March 28, 1967. Amended on 09/08/19, 11/30/72, 05/06/76, 05/24/94, and 01/30/16.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Shall establish, maintain and conduct parks, playgrounds, public gardens, bathing and boating facilities, and other recreation places. The Commission has the power to expend funds appropriated by the town for such purpose.</li> <li>➤ Shall have the power to conduct outdoor and indoor recreation activities on the grounds and in the buildings in charge of the Board of Education, subject to the Board's consent.</li> <li>➤ The Commission has the power to conduct at reasonable charges such facilities for amusement, entertainment, refreshment or transportation of the public as are suitable for park and recreation purposes and which conform to zoning regulations.</li> <li>➤ Operates within the approved budget and submits an annual written report to the First Selectman.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen and approved at a Town Meeting.
<b>Membership:</b>	Five (5) regular members. Maximum three (3) members from one party. Three (3) alternate members. Maximum two (2) members from one party.
<b>Length of Term:</b>	Three-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the first Tuesday of every month at 7:00 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have an interest in recreational programs and facilities for Essex citizens of all ages and a desire to serve and take an active part in the Commission meetings and budget meetings.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Public recreational facilities authority <a href="#">Park and Recreation</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>PLANNING COMMISSION</b>
<b>Established:</b>	Adopted by Ordinance at a Special Town Meeting on July 31, 1956.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Prepares, amends and adopts a plan of conservation and development, showing the commission's recommendation for the most desirable use of land for residential, recreational, commercial, industrial and other purposes at least every ten years.</li> <li>➤ Reviews and makes recommendations on all proposed municipal projects.</li> <li>➤ May establish, change, or repeal regulations for subdivisions.</li> <li>➤ Determines whether the existing division of land constitutes a subdivision or resubdivision.</li> <li>➤ Hears, considers, and decides upon applications for approvals of the subdivision or resubdivision of land.</li> <li>➤ May waive certain requirements of the subdivision regulations when deciding upon applications where special conditions exist. Must be in accordance with the zoning regulations and not adversely affect property with respect to public health and safety.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the First Selectman and approved at a Town Meeting.
<b>Membership:</b>	Five regular members. Three alternate members. Maximum four members from one party.
<b>Length of Term:</b>	Five-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the second Thursday of every month at 7:30 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	It is helpful for members to have some knowledge of land development, real estate, historic preservation or environmental protection.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Municipal Planning Commissions <a href="#">Chapter 126</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>WATER POLLUTION CONTROL AUTHORITY</b>
<b>Established:</b>	The Sanitary Waste Commission was adopted by Ordinance at a Special Town Meeting on August 6, 1973. The SWC was renamed the Essex Water Pollution Control Authority at a Special Town Meeting on June 4, 2014. Established as per Section 7-246(c) of the Connecticut General Statutes which state that any municipal sewer authority in existence prior to October 1, 1978, will be the Water Pollution Control Authority.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ The Water Pollution Control Authority is charged with the preparation and update of a water pollution control plan.</li> <li>➤ Communicates and tracks information regarding pump-outs to both residents and pumpers to adhere to the town ordinance, sect 8 of Waste Management, that requires septic pump outs every five years.</li> <li>➤ May adopt, as needed, any fines or other penalties for non-compliance with the mandatory pump-out schedules.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen and approved at a Town Meeting.
<b>Membership:</b>	Five regular members. Two alternate members. Four maximum members from one party.
<b>Length of Term:</b>	Two-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Monday of every month at 5:00 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have an interest and/or expertise in the environmental field covering water pollution. This includes domestic, commercial, industrial, hazardous and any other waste discharge that can pollute or contaminate surface or groundwater-any such water that can in any way affect human health. Past experience may include civil, chemical and mechanical engineers, environmentalists, lawyers, persons who have served on other town committees that must coordinate phases of their work with the WPCA and individuals who have worked on Environmental Committees for other organizations.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Water Pollution Control Chapter 446k



## TOWN OF ESSEX, CT

<b>Title:</b>	<b>TREE COMMITTEE</b>
<b>Established:</b>	Adopted by Ordinance at a Special Town Meeting on May 24, 1994.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Develop a comprehensive plan of action.</li> <li>➤ Prepare an annual budget for tree planting, removal and maintenance.</li> <li>➤ Inventory, preserve and replace street trees.</li> <li>➤ Work closely with the Town Tree Warden to provide assistance and support.</li> <li>➤ Coordinate and cooperate with the Planning Commission, the Zoning Commission and other interested town boards and commissions.</li> <li>➤ Encourage town residents to volunteer their talents and energies.</li> <li>➤ Funding for the plantings comes from the Town, grants and private donations.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen.
<b>Membership:</b>	<p>Six regular members. Minimum of two members.</p> <p>Two members appointed shall serve a three year term. Two members appointed shall serve two year term and two members appointed shall serve a one year term. Town Tree Warden serves as ex-officio member.</p> <p>The members of the committee shall elect a Chairperson to serve two years.</p>
<b>Length of Term:</b>	One to three-year term.
<b>Meeting date/time/place:</b>	Meetings are held six times a year at 10:00 a.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have a working knowledge of the habitat, planting, growth, care and placing of trees and shrubs.
<b>See State Statutes:</b>	<p><a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a></p> <p>Municipal forests. Public Shade trees. <a href="#">Sec. 7 - 131</a>            Conducting vegetation management <a href="#">Sec. 16-234</a>            Prohibited actions re running bamboo <a href="#">Sec. 22a 381e</a>            Parks, Forests and Public Shade Trees <a href="#">Title 23</a></p>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>ZONING BOARD OF APPEALS</b>
<b>Established:</b>	Established by ordinance adopted at a Special Town Meeting held on December 21, 1960.
<b>Charge/Duties:</b>	The Zoning Board of Appeals is charged with hearing and deciding appeals on Zoning matters regarding alleged errors or special exceptions or exemptions, and with determining and varying the application of zoning bylaws, ordinances or regulations.
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen and approved at a Town Meeting.
<b>Membership:</b>	Five regular members. Three alternate members. Maximum of 4 from one party on regular board. Board moves up alternate member to fill unexpired term.
<b>Length of Term:</b>	Three year term. Term begins on Dec 1 of each year.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Tuesday of every month at 7:30 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have some knowledge of land development, real estate, historic preservation or environmental protection.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Zoning <span style="float: right;">Chapter 124 - Zoning</span>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>ZONING COMMISSION</b>
<b>Established:</b>	The Commission was adopted by Ordinance at a Special Town Meeting on December 21, 1960.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Responsible for the continuous review, update and administration of the Essex Zoning Regulations. Revision updates to the Zoning Regulations are made periodically to conform to State Statutes and to changing concerns regarding development in Essex.</li> <li>➤ Reviews applications for Special Exceptions and Coastal Area Management site plans.</li> <li>➤ Hear, consider, and decide upon petitions for changes in local zoning regulations, zoning district boundaries, and requests for special exceptions in accordance with zoning regulations.</li> <li>➤ Establish and administer regulations providing for special exemptions from density limits for construction of affordable housing (as defined by state law)</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the Board of Selectmen and approved at a Town Meeting.
<b>Membership:</b>	Five regular members. Three alternate members. Four maximum members from one party. Board moves up alternate member to fill unexpired term.
<b>Length of Term:</b>	Two-year term. Term begins on Dec 1 of each year.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Monday of every month (except January, February, and November when meeting date varies) at 7:30 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	It is helpful for members to have some knowledge of land development, real estate, historic preservation or environmental protection.
<b>Website Links:</b>	Conservation and Development Plan 2005 <a href="http://www.essexct.gov/sites/essexct/files/file/file/2005_pocd.pdf">http://www.essexct.gov/sites/essexct/files/file/file/2005_pocd.pdf</a>
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Zoning <span style="float: right;"><a href="#">Chapter 124 - Zoning</a></span>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS REGIONAL PLANNING COMMITTEE</b>
<b>Established:</b>	The Town of Essex joined a regional council of elected officials within CRERPA adopted by Ordinance at a Special Town Meeting on July 5, 2000. The 17 member towns include Chester, Clinton, Cromwell, Deep River, Durham, E. Haddam, E. Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland, and Westbrook.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Promote economic development growth through pro-development policies consistent with the natural and traditional (or cultural) character of the Region.</li> <li>➤ Serve as a continuing official forum for contact and discussion of issues of mutual concern and interest among its members including member concerns on federal and state legislation and regulations.</li> <li>➤ Coordinate and carry out comprehensive regional planning, including land use and transportation planning, in the lower CT River Valley.</li> <li>➤ Under the statutes governing the operation of a council of governments, a COG can assign planning duties to a Regional Planning Committee. The duties most commonly assigned include the preparation of a Regional Plan of Conservation and Development and the review of intermunicipal referrals. Other planning duties can be assigned as well.</li> <li>➤ The statutes also provide the membership structure of the Regional Planning Committee. A regular member is to be appointed from among the members of the local Planning &amp; Zoning Commission (or the Planning Commission where two separate commissions exist) with an alternate being appointed by the Planning &amp; Zoning Commission from the at-large population. Although the alternate participates in all discussions, it is the regulation member who has voting authority.</li> </ul>
<b>Elected/Appointed:</b>	One member is appointed by the Planning Commission. One member is appointed by the Board of Selectmen with approval at a Town Meeting
<b>Membership:</b>	First Selectman and two representatives.
<b>Length of Term:</b>	Two-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the fourth Monday of every month at 7:00 p.m. at 145 Dennison Rd, Essex.
<b>Experience and/or interest necessary/preferred to be a member:</b>	One member must be from the Planning Commission. One member must be chosen by the Board of Selectmen.
<b>Website Links:</b>	RiverCog Website <a href="http://www.rivercog.org">www.rivercog.org</a> . <a href="#">Role of Regional Planning Organization in Intermunicipal Referrals</a>
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>CONNECTICUT RIVER GATEWAY COMMISSION</b>
<b>Established:</b>	In 1973, the Connecticut General Assembly passed legislation allowing the establishment of the Connecticut River Gateway Commission. In 1974 the commission became operational with all eight towns participating. For more information see <a href="http://ctrivergateway.org/">http://ctrivergateway.org/</a> The eight member towns include Chester, Deep River, E. Haddam, Essex, Haddam, Lyme, Old Lyme, and Old Saybrook.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Prepare minimum standards for the regulation of the usage of property within the conservation zone including land coverage, frontage, setback, design and building height and the regulation of the cutting of timber, burning of undergrowth, removal of soil or other earth materials and the dumping or storing of refuse to prevent deterioration of the "natural and traditional riverway scene".</li> <li>➤ The standards adopted by the Gateway Commission are then to be "promptly" adopted into the Zoning Regulations of each of the eight member towns.</li> <li>➤ The commission may acquire land, including easements, on their own or with other conservation partners.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the First Selectman and approved at a Town Meeting.
<b>Membership:</b>	One regular member. One alternate member.
<b>Length of Term:</b>	Two-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the fourth Thursday of every month at 7:30 pm at RiverCOG Offices, 145 Dennison Road, Essex.
<b>Experience and/or interest necessary/preferred to be a member:</b>	
<b>Website Links:</b>	Map <a href="http://www.ctrivergateway.org/maps.html">http://www.ctrivergateway.org/maps.html</a> CT River Gateway Commission <a href="http://www.ctrivergateway.org/index.html">http://www.ctrivergateway.org/index.html</a>
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Lower Connecticut River Conservation Zone <a href="#">Chapter 477 Gateway Committee</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>RETIREMENT BOARD</b>
<b>Established:</b>	Established by ordinance at a Special Town Meeting on June 30, 1969.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Establishes and administers all procedures in filing applications for benefits for the Town's Employee and Merit Services Retirement Plans.</li> <li>➤ Makes determinations as to rights of employees applying for or receiving benefits.</li> <li>➤ Obtains from Town and employees all necessary information for proper determination and administration.</li> <li>➤ Prepares and distribute Plan information.</li> <li>➤ Acts as both Administrator and Fiduciary for Plan</li> <li>➤ Conduct hearings of employee appeals with respect to Plan and distribution of benefits.</li> </ul>
<b>Elected/Appointed:</b>	Appointed by the First Selectman.
<b>Membership:</b>	At least three but not more than five members. Unexpired vacancies are filled by the First Selectman. Members may be removed, for cause, after a hearing, by the First Selectman.
<b>Length of Term:</b>	Five-year term.
<b>Meeting date/time/place:</b>	Regular meetings are generally held on the second Tuesday of every month at 5:00 p.m. in the Essex Town Hall unless otherwise noted.
<b>Experience and/or interest necessary/preferred to be a member:</b>	
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>BOARD OF ASSESSMENT APPEALS</b>
<b>Established:</b>	Established at a Town Meeting in 1852. From 1852-1939 the board members were elected annually. On April 27, 1939, by an Act of the State House of Representatives, the term was changed from one year to four years.
<b>Charge/Duties:</b>	To hear and decide upon appeals of real estate, personal property, and motor vehicle assessments by taxpayers who believe that the town assessor erred in the valuation of their properties or erroneously denied them exemptions.
<b>Elected/Appointed:</b>	Elected in regular Town election with candidates proposed by the Town's political parties.
<b>Membership:</b>	Three regular members. One alternate per member may be appointed by First Selectman.
<b>Length of Term:</b>	Six year term.
<b>Meeting date/time/place:</b>	The Board meets during the month of March and September in the Essex Town Hall. In March, by appointment only, to hear appeals of real estate, personal property, and motor vehicles on the supplemental list. The September hearing, no appointment necessary, is for motor vehicles only.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should preferably have a background in tax law, land development or real estate.
<b>Website Links:</b>	CT BOAA Handbook <a href="http://www.caa.com/BAA_Handbook_2009.pdf">http://www.caa.com/BAA_Handbook_2009.pdf</a>
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  State and Local Revenue Services, Department of Revenue Services <a href="#">Chapter 201</a>  Oath <span style="margin-left: 100px;"><a href="#">Sec. 7-105</a></span>

## TOWN OF ESSEX, CT

<b>Title:</b>	<b>BOARD OF FINANCE</b>
<b>Established:</b>	Adopted at a Special Town Meeting on December 10, 1940.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Prepares an annual budget for consideration by the public.</li> <li>➤ Sets an annual mil rate.</li> <li>➤ Oversees the expenditure of town and Board of Education budgeted funds.</li> <li>➤ Designates an independent public accounting firm to audit the Town's books and accounts on an annual basis.</li> </ul>
<b>Elected/Appointed:</b>	Elected in a regular Town election with candidates proposed by Town's political parties. No more than four of the six member board may represent the same party.
<b>Membership:</b>	Six regular members. No alternates.
<b>Length of Term:</b>	Six-year term. Terms are staggered with two members elected at each bi-annual local election.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Thursday of every month at 7:00 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have a background in financial management. Members may not hold any other office or employment with the Town government.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a> Town Manager <a href="#">Chapter 96</a> Town Boards of Finance <a href="#">Chapter 106</a>



## TOWN OF ESSEX, CT

<b>Title:</b>	<b>BOARD OF SELECTMEN</b>
<b>Established:</b>	Established at a Town Meeting in Old Saybrook regarding the Borough of Essex on the second Monday of September, 1852 with said powers to become effective at the first meeting held at the Methodist meeting house, in the Borough of Essex, on the first Monday of October, 1852.
<b>Charge/Duties:</b>	<ul style="list-style-type: none"> <li>➤ Charged with the general administration of the affairs of the Town of Essex, except those matters which by the general statutes are exclusively committed to the Board of Education or other agencies.</li> <li>➤ Authority to incur indebtedness in the name of the Town.</li> <li>➤ Authority to take, purchase, lease, sell or convey real or personal property of or for the Town.</li> <li>➤ Authority to institute, prosecute, defend or compromise any legal action or proceeding by or against the Town.</li> <li>➤ Authority to enter into contracts, to issue notes or bonds, to accept or discontinue roads.</li> <li>➤ Authority to enact, repeal or amend ordinances in conjunction with a Town Meeting.</li> </ul>
<b>Elected/Appointed:</b>	Elected in regular Town election with candidates proposed by the Town's political parties.
<b>Membership:</b>	Three regular members. The First Selectman is the chief executive and administrative officer of the Town.
<b>Length of Term:</b>	Two-year term.
<b>Meeting date/time/place:</b>	Regular meetings are held on the third Wednesday of every month at 7:00 p.m. in the Essex Town Hall.
<b>Experience and/or interest necessary/preferred to be a member:</b>	Members should have experience in Town government, fiscal management, general management and organizational skills, and be able to make the time commitment necessary for the job.
<b>See State Statutes:</b>	<a href="http://search.cga.state.ct.us/dtsearch_pub_statutes.html">http://search.cga.state.ct.us/dtsearch_pub_statutes.html</a>  Selectmen <span style="float: right;">Chapter 91</span>