



## **TOWN OF GREENWICH BOARDS/COMMISSIONS/COMMITTEES**

### **Affirmative Action Advisory Committee**

*This committee has no limit on number of members or terms. It meets monthly Sept-June with members appointed by the First Selectman.*

The Affirmative Action Advisory Committee (AAAC) works under the aegis of the Town's Human Resources Department. Its primary objective is to support the goals of the Town of Greenwich and the Greenwich Public Schools as Affirmative Action/Equal Employment Opportunity Employers. The Committee encourages all hiring authorities to be full participants in all aspects of affirmative action and equal employment opportunity. It promotes the implementation and dissemination of training and written materials pertaining to any of the protected classes; promotes and enhances better relations among Town employees to the extent that this involves any of the protected classes; promotes cultural awareness programs to enhance and encourage staff development in areas of cultural diversity education and civil rights/affirmative action laws; and expands community sensitivity to diversity through public speaking engagements, and other initiatives. The AAAC also strives to increase community participation and broaden the pool of candidates from protected classes for appointments to Town boards and commissions. Special efforts are made to include representatives of protected classes on the AAAC.

### **Alarm Appeals Board**

*A five member board with 4 year terms of office, it holds four meeting annually, plus public hearings as needed. Members are appointed by the Representative Town Meeting on nomination by the Board of Selectmen.*

The Alarm Appeals Board works closely with the Alarm Ordinance Administrator, who works under the General Services Division of the Greenwich Police Department.. It is responsible for setting alarm policies, collecting back fines and developing methods to reduce the number of false alarms. Public hearings are held for residents who want to contest a false alarm charge.

## **Board of Ethics**

*This five member Board serves 3 year terms of office. Nominated by the Board of Selectmen and elected by the RTM, it meets quarterly with special meetings as needed.*

Its general purpose is to safeguard the ethical operation of Town government and ensure compliance with the Town's Code of Ethics. The Board is responsible for the annual statements from Town Officers that disclose transactions with the Town involving potential conflicts of interest. Town Officers are required to file these statements with the Town Clerk. The board is also responsible for: hearing and adjudicating complaints of violations of the Ethics Code, rendering advisory opinions to Town Officers who seek advice on the application of the Ethics Code to specific transactions, and providing an Annual Report to the Selectmen and the RTM.

## **Board of Health**

*This seven member board serves 4 year terms of office. Nominated by the Board of Selectmen and appointed by the RTM, the board meets monthly.*

The Board works with the Department of Health to provide essential public health services and guidance to local health providers in an effort to prevent disease, premature death, illness and disability in the Greenwich population. The Department of Health promotes individual and community health; leads the community toward a healthier lifestyle and advocates for health policies that enrich the quality of life. Responsibilities also include enforcing laws and regulations to protect the public's health, responding to disease out breaks and planning for public health emergencies that would require a public health response. Through collaboration with community health providers, the Department also identifies critical health needs, allocates health resources to those who need them and strives to reduce health disparities so that equal access to health care can be obtained by all.

## **Board of Parks and Recreation**

*This nine member board serves 3 year terms. Nominated by the Board of Selectmen and appointed by the Representative Town Meeting, the board meets seven times annually.*

The Mission of the Greenwich Board of Parks and Recreation is to pursue and promote a standard of excellence in the development of comprehensive park systems and quality facilities which encourage diverse recreational opportunities and the preservation of natural resources. The board works with and fosters communication between the Town Department of Parks and Recreation and the board, and collaborates with interested parties in our community.

The board makes studies and prepares and submits to the First Selectman proposals, recommendations and long term plans relating to the parks and recreational system of the Town. The Selectman consults with the board on the selection of sites, budget and appointment of personnel.

## **Board of Social Services**

*This seven member board serves 3 year terms. Nominated by the Board of Selectmen and appointed by the RTM, the board meets monthly, excepting August, plus occasionally with the BET.*

The board guides the Department of Social Services, whose mission is to protect and promote the welfare of the most vulnerable individuals in the community through support and services of the highest quality that maximize competency, independence, and quality of life. Department goals are to: provide for basic human needs; maintain the integrity of families; strengthen residents' self-reliance and self-sufficiency; and promote positive social development and emotional adjustment for residents unable to access these services elsewhere. The Department serves Greenwich's residents; children and youth at risk of poor social or emotional adjustment; residents experiencing declining abilities due to age and health conditions; those with intellectual disabilities and chronic mental illness; those with limited income; and, individuals with physical and medical needs that are not fully met by other agencies.

## **Conservation Commission**

*This is a seven member board with three alternate members, all serving 4 year terms. Appointed by the First Selectman, the commission meets monthly, with an additional 6 site visits each year.*

The Greenwich Conservation Commission is an advisory board set up under State Statute and local ordinance to assist the Town with planning and management of its natural and cultural resources. The Conservation staff works closely with Planning and Zoning, Inland Wetlands, Health, Parks and Recreation, Public Works and the Board of Selectmen's office and regularly attends their meetings. Commission members and staff serve as liaisons to numerous local, regional, and state environmental organizations including: Friends of Greenwich Point, Greenwich Land Trust, Greenwich Green and Clean, Mianus River Watershed Council, Soundwaters, Land Conservation Coalition of Connecticut, Fairfield County Soil and Water Conservation District, Connecticut Envirothon Program, Department of Energy and Environmental Protection, Audubon Greenwich and the League of Conservation Voters. The commission also works with organizations that concentrate on Long Island Sound water quality and storm water drain-off, ground water and aquifers.

## **Commission on Aging**

*This seven member commission serves three-year terms. Nominated by the Board of Selectmen and appointed by the Representative Town Meeting, the commission meets monthly.*

The commission, a community resource since 1975, works on issues affecting the elderly. It identifies and documents the needs of the elderly; plans and coordinates services to meet those needs; provides education, information and referral about elder issues; advocates for elder issues at local, state and national levels; and provides materials on aging issues and eldercare. Some commission members serve as liaison to the Department of Social Services and Nathaniel Witherell. The Commission's work, which includes responsibility for the Greenwich Senior Center. The Commission on Aging is managed and supported by the Director of the Commission.

## **Historic District Commission**

*The commission has five regular members and five alternate members, each serving 5 year terms. Nominated by the Board of Selectmen and appointed by the RTM, it meets monthly at Town Hall and in the field.*

The commission reviews proposed changes to structures and landscapes within the Historic Districts, provides the Planning & Zoning Commission with comments on applications and promotes the concept of preserving historic structures and landscapes in the Town. The Historic Overlay (HO) designation is a tool used by the Planning & Zoning to encourage retention of notable structures by easing zoning restrictions in return for permanent deed restrictions, e.g. mandatory review of any changes in the HO district.

## **Housing Authority**

*This five member board serves 5 year terms and is appointed by the Board of Selectmen. The authority meets monthly, plus monthly sub-committee meetings.*

Since 1946, the Housing Authority has been committed to being an effective producer, owner and manager of affordable housing options for seniors, families and individuals from various racial, ethnic and economic backgrounds. The board controls nearly 761 units in 15 properties, including home-ownership condominiums, scattered-site housing, various developments and Parsonage Cottage. The Housing Authority also administers 317 families through the Section 8 Program. Residents served through all programs currently total 2,574. Through resident associations and with the help of professional staff and outside support agencies (e.g., CCI, Family Centers, Department of Social Services) residents are encouraged to learn, earn, manage and improve their lives. Although Commissioners are appointed by the Board of Selectmen, the Housing Authority operates independently from the Town of Greenwich.

## **Inland Wetlands and Watercourses Agency**

*The board has seven regular members and three alternate members, all serving 4 year terms. Nominated by the Board of Selectmen and appointed by the RTM, it meets monthly with special meetings as needed. Each new member is required to take three state-sponsored courses within two years.*

The board directs the work of the Inlands Wetlands and Watercourses Agency to make provision for the protection, preservation, maintenance and use of the inland wetlands and watercourses. This interrelated web of nature is essential to: an adequate supply of surface and underground water; hydrological stability and control of flooding and erosion; recharging and purification of groundwater; and many forms of animal, aquatic and plant life. The agency is dedicated to the concept that preservation and protection of the wetlands and watercourses is essential to the health, welfare and safety of the citizens of the Town.

## **Nathaniel Witherell Board**

*This nine member board serves 3 year terms. Nominated by the Board of Selectmen and appointed by the RTM, it meets monthly, with additional monthly sub-committee meetings.*

The Nathaniel Witherell is a 202-bed, skilled nursing home facility providing short-term rehab, long-term care and specialized Alzheimer's and dementia care. Witherell has been owned and operated on a not-for-profit basis by the Town of Greenwich for over 100 years and holds a 5 star Medicare rating. Witherell promotes "Person Centered Care" which means respecting residents' desires to determine their daily routine including timing of services, menu choices and dining times. Witherell also provides physical, occupational and speech rehabilitation therapies.

## **Planning and Zoning Board of Appeals (PZBA)**

*This board has five regular members and three alternate members, all serving 4 year terms. Nominated by the Board of Selectman and appointed by the RTM, the board meets twice monthly.*

The PZBA is a quasi-judicial agency, working under the aegis of the Department of Public Works, whose powers and duties are set forth in the Town Building Zone Regulations. The board hears and decides appeals for variances from the Regulations, special exceptions for certain uses specified in the Regulations, and overriding an order or decision of the Zoning Enforcement Officer. Also, the Greenwich Municipal Code provides that decisions of the Planning and Zoning Commission involving subdivisions may be appealed to the board. An appeal must receive four affirmative votes to be granted.

## **Planning and Zoning Commission**

*The commission has 5 regular and 3 alternate members, all serving 3 year terms. Nominated by the Board of Selectmen and appointed by the RTM, the commission meets monthly with an additional briefing session prior to each meeting.*

The powers and duties of the commission are defined in Special Act #469 of 1951 and Chapter 124 of the Connecticut General Statutes. The commission works under the aegis of the Department of Planning and Zoning and works with the Town Planner to establish zoning standards throughout the Town and prepare a zoning map reflecting these standards. The Town Charter authorizes the Commission to regulate and review municipal improvement projects and subdivisions of land. Responsibilities include the review of: site plans; subdivisions (2 or more lots) and re-subdivisions; rezoning applications; coastal site plan applications; accessory apartment applications; sign applications; sedimentation & erosion control plans; municipal improvement requests; and zoning regulation amendments. The Commission is also responsible for the Zoning Enforcement Officer. The P&Z Commission also coordinates with the Architectural Review Committee for all exterior alterations to commercial and multi-family projects and applications; the Historic District Commission for all Historic Overlay Zone applications and redesign of and alteration to historic structures, scenic road ordinances, subdivisions/site plans in local historic districts; and the Conservation Director on the review of sediment and erosion control and tree protection plans. Planning & Zoning assigns all street numbers in town in coordination with the Post Office and emergency services; updates street maps, property maps, zoning plans, rezoning approvals and subdivision layouts; prepares background reports and studies; maintains the official zoning map; and provides demographic, land use, and census information and computer-based map information to the public and other government agencies. The commission is responsible for preparing a long-range Plan of Conservation and Development (POCD) every ten years to determine the most desirable use of the land within the Town.

## **Shellfish Commission**

*The commission has nine members serving 4 year terms. Appointed by the Board of Selectmen, meetings are scheduled as needed.*

The Greenwich Shellfish Commission works under the aegis of the Department of Health to provide recreational shell fishing for the inhabitants of Greenwich by overseeing the resource consisting of hard and soft-shell clams, razor clams, mussels, oysters and slipper shells. Greenwich Cove and the Captain's Islands currently hold all the beds that are available for the harvest.

The Commission was formed in 1986 to reopen the town's shellfish beds, which had been closed to recreational shell fishing since 1960. Working under the aegis of the Greenwich Director of Health and the State Bureau of Aquaculture, the Commission was able to reopen the beds to the public in the fall of 1991. The on-shore beds are open from mid-October to mid-May, the offshore beds year-round. The Shellfish Coordinator samples water regularly at about 30 stations. The samples are taken to the State Bureau of Aquaculture in Milford for analysis.

## **Selectmen's Nominations Advisory Committee**

*This nine member committee serves 3 year terms. Appointed by the Board of Selectmen, it meets twice monthly, Sept – June.*

The Selectmen's Nominations Advisory Committee (SNAC) supports the effective functioning of Town boards and commissions (B/C), increases the understanding of the roles of the Town's many boards and commissions and encourages an interest among all members of the public in serving on the Town's B/C. The committee identifies residents who have the skill sets requested by B/C chairs and the Selectmen and encourages them to submit their nomination forms to the Board of Selectmen for consideration. SNAC works to ensure that opportunities to serve are open to all interested residents. The committee serves in an advisory capacity to the Board of Selectmen, but does not formally nominate candidates for Town boards and commissions.

Through an annual workshop, SNAC also provides support and leadership development to Town boards and commissions. SNAC assists the Selectmen in an annual ceremony honoring B/C members stepping down from town office.