

TOWN COUNCIL  
**Town of Trumbull**  
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TOWN HALL  
Trumbull

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LEGISLATION & ADMINISTRATION COMMITTEE  
MINUTES  
MAY 27, 2014

Chairman Suzanne Testani called the Legislation & Administration Committee to order at 7:00 p.m. All present joined in a moment of silence and the Pledge of Allegiance. The Chair asked all those present to remember the six people killed in Chicago this past weekend.

**PRESENT:** Chairman Suzanne Testani, Chairman, Vice-Chairman Enrico Constantini, Daniel Marconi, Edna Colucci and Ken Martin, Sr.

**ABSENT:** Joseph Pifko, Patrick Helfrich and Thomas Christiano.

**ALSO PRESENT:** Town Council Chairman Carl A. Massaro, Jr., Chief of Staff Lynn Arnow, Director of Economic Development Edward Lavernoich, Town Engineer Frank M. Smeriglio, Director of Social Services and Senior Center Jean Ferreira and Attorney Benjamin Proto.

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1. RESOLUTION TC25-73: Moved by Mr. Marconi, seconded by Mr. Constantini. BE IT RESOLVED, That the agreement between the Town of Trumbull and Trumbull Loves Children, Inc. is hereby approved.

Attorney Proto (Counsel to TLC, Inc.) noted that this resolution had been held in committee last month due to the fact the committee had questions. The following are the answers to the three questions forwarded to him from Town Attorney Robert Nicola:

1. Atty. Proto stated they would seek a permit from the WPCA at the same time they would be doing the other necessary permits for the project.
2. TLC is a non profit 5013c organization.
3. He does not know if this project would impact the Mark IV lawsuit.

Attorney Proto distributed the three (3) prior TLC Memorandums of Understanding (MOU), (Attached). The agreement and subject of this resolution was distributed at last month's meeting. Schedule A of said agreement has not been drafted to date.

The project would be of no cost to the Town. The new facility would include infants, toddlers, expansion of the current program and office space. Currently TLC does not have office space or infants and toddlers in the program. The number of children allowed in the program will be determined by the Department of Public Health (DPH). The DPH licensing process is not a simple process and is a lengthy one.

The original project was an 8,000 sf 2-story building, but the cost of construction was prohibitive. At first it was estimated at \$1.2 million but after a construction company priced the project it came in at \$2.8 million. The project was scaled back to a 1-story with a slab foundation. The modulars/portables currently used will stay. If the second story is ever built they will attach the portables physically to the expansion. The project includes a remodel of the existing space and additional parking at the back of the building near the fields. The project has received the P&Z 8-24 and Inland Wetlands & Watercourses Commission approvals. The existing parking includes 12 parking spaces and is proposing an additional 12-15. The existing spaces will continue to be used by TLC. Many of the parking spaces are transient. The new parking spaces would fill the need for the additional staff and parents. The hours of operation will remain the same. There is a demand for infant and preschooler care. Many of who use the program are employed by the Town. The program is on a first come first served process there is no preferential treatment to Town employees.

The lender wanted to see a lease in place. The agreement is a ground lease. TLC will maintain the building and the playground. The Town will plow the parking lot. The lease does include a provision for plowing. Atty. Proto indicated for Mr. Massaro that the lease does reference the Memorandum of Understanding (MOU) and the two amendments but did agree erring on the side of caution and including the MOU's in the resolution may be prudent. Mr. Massaro read page 6 subsection D of the original MOU. Atty. Proto confirmed if TLC were to cease to exist that the Town would be responsible for the financing in place. The financing is short term it is not a 30-year mortgage.

The estimated cost of construction is \$1 million for Phase 1 with a total cost is expected to be \$1.2 million inclusive of the remodeled existing space. Construction would begin during the school year. They have worked closely with the BOE on the schedule. Safety is paramount. The appropriate credentials will be used for workers on site. The project's construction firm has one of the best safety records in the State. They plan on having this project completed before the Moose Hill Road project begins. They do not plan on using the path behind the school for access, there are many wetlands there and do not want to disturb the area, access for the most part will come through from Daniels Farm Road.

The committee agreed the question with regard to Mark IV was not germane to this resolution because this part of Daniels Farm Road was not part of the lawsuit.

VOTE: Motion CARRIED unanimously.

2. RESOLUTION TC25-79: Moved by Ms. Colucci, seconded by Mr. Constantini. BE IT RESOLVED, That the following programs are eligible under the Neighborhood Assistance Act; St. Vincent's Special Needs Center, Inc. Augmentative Communication Services -\$20,000, Southwestern Area Health Education Center, Inc. Special Smiles in Greater Bridgeport - \$10,000, Connecticut Radio Information System, Inc. Audio Programming for People with Disabilities \$25,000; will require post project review if full amount of request is obtained.

Mr. Lavernoich distributed and reviewed a summary of the CT Neighborhood Assistance Act Tax Program with the committee (Attached). The act has been in existence since 1983 and has always gone through Towns per State statute. This is to ensure that local governments are aware of these programs. Other than publishing the Public Hearing notice there is no cost or liability for the Town. The program proposals' summaries are outlined on the sheet distributed at this meeting (Attached). Mr. Lavernoich reviewed the summaries with the committee and explained that the donations are distributed at the end of the year.

The Chair OPENED the Public Hearing at 7:50 p.m.  
There was no one present from the public to speak.  
The Chair CLOSED the Public Hearing at 7:51 p.m.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC25-80: Moved by Mr. Marconi seconded by Mr. Constantini. BE IT RESOLVED, That the First Selectman is hereby authorized to execute an application along with all necessary Agreements/Contractual documents to the State Department of Transportation on behalf of the Town of Trumbull for a grant toward the purchase of a Motor Vehicle for Elderly and/or Disabled Persons as part of the Town's Transportation Program.

Ms. Ferreira explained there is a minimum useful life for the Center's vehicles, 4 years or 125,000 miles. After 5 years the vehicle/bus is owned by the Town. The base line cost of the bus is \$62,000. The State will pay \$49,000 towards the cost and the Town is responsible for \$12,300 paid over 4 years. They purchase the Thomas built State approved busses through the Town's procurement process. The radios were problematic, communication was not dependable, and drivers use cell phones instead. This cost of \$12,300 paid over 4 years is included in the Senior Center's operating budget. They currently have 4 busses, one of which is a 2009 model, this will be removed from the Center's fleet and will go to Highway or the Police Department for future use. The busses typically are a 14 passenger with the ability of 2 wheelchairs; they typically do not have two wheelchairs on the bus. They usually only have one wheelchair on a bus with a lift. The busses are used Monday through Friday and are ADA accessible. The busses stay in the greater Bridgeport area and do not travel to Fairfield. The Center uses the GBTA grant (\$47,000) for those who need to travel to Fairfield or other areas for dialysis, chemotherapy or to the VA. Ms. Ferreira confirmed for the committee that additional parking is still needed at the Center especially during tax season. Last year's grant was \$40,000. This year's grant is \$49,000. They will know if they received the grant in September 2014 but the actual award will be in the spring of 2015.

VOTE: Motion CARRIED unanimously.

Moved by Ms. Colucci, seconded by Mr. Martin to take Resolution TC 25-83 out of order.

VOTE: Motion CARRIED unanimously.

4. RESOLUTION TC25-83: Moved by Mr. Martin, seconded by Mr. Marconi.  
BE IT RESOLVED, That First Selectman Timothy M. Herbst, be and the same is hereby authorized to sign the agreement entitled "Agreement Between the State of Connecticut and the Town of Trumbull for the Development of Contract Plans, Specifications and Estimates for Pequonnock River Trail Section A2 Utilizing Federal Funds Under the High Priority Project Component and the Urban Component of the Surface Transportation Program."

Mr. Smeriglio stated that this resolution represents the trail from Daniels Farm Road to Twin Brooks Park. Mr. Smeriglio reviewed the map of the area with the committee. Per the agreement the total cost is \$435,000. The Town's contribution is \$47,000 and is included in the Town's 5-Year funding/bonding plan. This resolution would initiate the design for this portion of the trail. Generally the Town has contributed 20% for each of the trail connections; this is different because the Town accrued 100% for the trail project through Twin Brooks Park by work done by our Highway Dept. The Town was able to use that value of the work towards the Town's 20% match for the trail project happening right now at Quarry Road. During construction the trail is monitored by both the Town and the State at the end of the project it is turned over to the Town to maintain. This agreement does not include the construction only the design. The Town will need to sit with the property owners before the construction phase, easements will be necessary. This will be a sensitive issue. Mr. Smeriglio could not speak to the history of easements. The estimated costs of the easements are unknown at this time. Outdoor bathroom facilities for the trail are planned for the Visitor Center project with parking in the back area (a separate project from this). The Visitor Center has been preliminarily approved by the GBRC and has moved to the next step with the State.

VOTE: Motion CARRIED unanimously.

5. RESOLUTION TC25-82: Moved by Ms. Colucci, seconded by Mr. Constantini.  
BE IT RESOLVED AND ORDAINED, That the Town of Trumbull Municipal Code is hereby amended in accordance with the attached schedule of proposed corrected and updated references and sections for repeal, modification and consolidation. SEE SCHEDULE ATTACHED.

Mr. Massaro explained that the Town Clerk has requested that the Municipal Code be updated to reflect changes due to prior Charter Revisions and legislative action. The schedule was developed by the Town Clerk's office. Matters in red are items to be deleted and the yellow highlighted are reference sections changes. Upon further discussion and review of the schedule the committee agreed that a legend for the schedule and/or list of changes needs to be sent to the council for further clarification. Ms. Arnow stated she would request a schedule legend be sent to the council prior to the June 2, 2014 Town Council meeting and would expect to be able distribute it by Thursday or Friday of this week. Mr. Massaro further explained the only changes involving the Charter is correcting the referenced changed section

number in the Charter or if one of the past three Charter Revisions had eliminated a board or commission. This resolution would repeal what does not exist anymore.

Moved by Ms. Colucci, seconded by Mr. Marconi to send without recommendation.

VOTE: Motion CARRIED unanimously.

There being no further business to discuss and upon motion made by Ms. Colucci, seconded by Mr. Martin the Legislation & Administration Committee adjourned by unanimous consent at 8:38 p.m.

Respectfully Submitted,

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Margaret D. Mastroni  
Town Council Clerk

MEMORANDUM of UNDERSTANDING

(CHILD CARE;  
Construction of Five New, Dedicated Child-Care Rooms  
By and In the Trumbull Public Schools; Etc.)

AGREEMENT dated as of the 19th day of January 1994, by, between, and among the Town of Trumbull, a Connecticut municipal corporation, acting herein by Hon. David A. Wilson, First Selectman, Town Hall, Trumbull, CT 06611 (hereinafter called the "Town"), and the Board of Education of the Town of Trumbull, acting herein by Dr. Edwin T. Merritt, Superintendent of Schools, 6254 Main Street, Trumbull, CT 06611 (hereinafter called the "Trumbull Public Schools"); and Trumbull Loves Children, Inc., a Connecticut non-stock (private, independent not-for-profit) corporation, P. O. Box 162, Trumbull, Ct 06611, acting herein by its President, Carl Scarpelli, hereunto duly authorized by the TLC Board of Directors (hereinafter called "TLC"); (hereinafter collectively called the "Parties"):

NOW THEREFORE the undersigned Parties hereby agree as follows:

1. Construction Project. TLC, the Trumbull Public Schools, and the Town administration will use their respective best efforts to secure all necessary and appropriate local and state governmental approvals, including by the School Code Violations Compliance Building Committee (the "Building Committee"), the Trumbull Town Council, Trumbull Board of Finance, and State Department of Education, to include five specially designed, dedicated child care rooms, spaces, or areas (each in the vicinity of 1,000 square feet in area) provided, however, that operating licensure will be the responsibility of TLC (see item #4 below).

2. Design Consultation. TLC will continue to meet with and consult with the other Parties, and with the Building Committee, and the Construction Project's architects, planners, proposed construction manager and/or clerk of the works, and others, to assist them with the design of each of such five rooms, spaces, or areas, each in the vicinity of 1,000 square feet in area in size, to best serve each area's dedicated child care functions, licensure as a TLC Center, use by TLC as its so-called "home-base" in each respective elementary school, and the TLC program generally. (Each such area, as finally approved, is hereinafter sometimes called a "New TLC Center" or "Dedicated TLC Center" and collectively the "New TLC Centers.")

3. TLC Status Pending and Following the Construction Project.

(A) Proviso. With regard to the provisions of this section 3 only, nothing herein shall be deemed an obligation on the part of the Trumbull Public Schools or the Town of Trumbull to make available to TLC any specified location or specified amount of space or to make space available beyond any given fiscal year of the Town.

(B) TLC Interim Status Quo. Pending substantial completion of the Construction Project, the Parties will use their best efforts to continue and/or to expand the TLC program and the three existing TLC centers and programs (TLC Madison, TLC Booth Hill, and TLC Hillcrest), and existing TLC office at TLC Madison (unless space for the TLC office can be provided at the Long Hill Administration Building or elsewhere), on a space available basis (as now), and including ancillary, so-called "shared" space, shared rooms, and services (as now).

(C) TLC Transition. In particular, if the Construction Project is approved and commences, the Trumbull Public Schools, as possible for any of the four elementary schools that do not now have a TLC Center, given the state child care new program license application and inspection deadlines), and then as of the start of the next school year, to provide TLC with sufficient shared space, so that TLC could begin recruiting, wait-listing, and registering new TLC students, and then, if possible (TLC license, staff, and other prerequisites permitting) providing them with TLC child care. TLC will use its best efforts to recruit, hire, and train sufficient staff, and otherwise to so expand and to accommodate such new pupils, by September 1st or as soon as possible pending substantial completion of the Construction Project and each New TLC Center.

(D) TLC Booth Hill Relocation. Following substantial completion of the construction Project at Booth Hill School, issuance of TLC's new or revised child Care license at Booth Hill School, and other prerequisites, TLC will have its "home base" at such newly constructed space (the New TLC Booth Hill Center), and will, if, when and as requested by the Trumbull Public Schools, vacate its existing TLC Assigned Room at Booth Hill School. In the meantime, the Parties will use their very best efforts to continue, to expand, and to relocate the TLC program at Booth Hill School, so as to provide minimum cost, disruption, and inconvenience to all concerned.

(E) TLC Middle School Programs. At present, TLC does not operate a program serving middle school students (grades six etc.). Before, at and following substantial completion of the Construction Project, the Parties will use their best efforts to continue and/or to expand the TLC program and two existing TLC centers and programs at the middle schools (TLC Madison, and TLC Hillcrest), including to middle school students needing before-and/or-after school care, on a space available basis (as now), and including ancillary, so-called "shared" space, rooms, and services (as now).

(F) TLC Office Space. Before, at and following substantial completion of the Construction Project, the Parties will use their best efforts to continue and/or to expand the assigned, existing TLC office space at TLC Madison, or to provide and assign space for the TLC office at the Long Hill School Administration Building or elsewhere, on a space available basis (as now), and including ancillary, so-called "shared" space, rooms, and services (as now).

4. Expansion of TLC Program. Upon completion and approval of the Construction Project and its final plans and specifications, TLC promptly will apply for, and will use its best efforts to obtain, a state (annual) license for TLC to operate its child care program at each such location upon substantial completion of construction of each respective New TLC Center (and including other, ancillary, shared space, rooms, and services in each such school). Subject to such licensing, TLC, at its expense, will provide and maintain appropriate staff, supervisors, and clerical support, and will provide, maintain, and from time to time replace, all furniture, furnishings, equipment, materials, and other items, that are necessary or appropriate for operation of each New TLC Center.

Term. The term of this agreement will be three years renewable annually by TPS each January for one additional year so that TLC is assured of continuity of use of the centers for approximately a three-year horizon and subject to the provisions of (A), (B), and (C) immediately below.

(A) Dedicated Centers. The New TLC Centers will be available to TLC, exclusively and indefinitely, subject to termination by the Town and Trumbull Public Schools only pursuant to Sections 16 and 17 below (but nevertheless all subject to parent need and support, annual state licensure requirements, etc.)

(B) Child Care. Unless and until this Agreement is terminated as provided in Section 17, TLC will continue to operate a before-and-after school child care program, under the auspices of the Town and the Trumbull Public Schools, particularly at the New TLC Centers, indefinitely, and at least for such period of years as may be necessary to amortize the Town construction (and bonding) costs, while keeping TLC affordable (and all subject to parent need and support, annual state licensure requirements, etc.); provided, however, that the provision of Assigned Rooms, Shared Spaces, and other shared space and associated services shall subject to renewal each fiscal year by the Trumbull Public Schools in its sole discretion, as provided in Subsection 5(C) below.

(C) Renewal. Such renewal (as to Assigned Rooms, Shared Spaces, and other shared rooms, space and services) will be automatic, unless and until the Trumbull Public Schools notifies TLC in writing, not later than sixty (60) days prior to the end of each fiscal year (that is, by May 1st, sixty days before June 30th, with respect to renewal for the next fiscal year and fall school year. Said notice shall be in writing, addressed and delivered as provided herein in Section 22.

6. Increased Reporting. TLC will remain an independent, non-stock, not-for-profit Connecticut corporation under the control of its Board of Directors (elected annually by TLC members), with its own separate by-laws, policies and procedures, finances, bank accounts, contracts, officers, attorneys, accountants, consultants, and employees. However, TLC periodically will provide reports to the Trumbull Public Schools and to the Town with regard to any and all aspects of its child care operations in and for the Trumbull Public Schools.

7. Neighborhood TLC Centers. In assigning students, TLC will give priority and preference to assigning students to the same school they otherwise attend. However, TLC will not be prohibited from otherwise assigning students, to the extent that space, demand, parent consent, and availability of bus transportation permits.

8. TLC Primary Mission. TLC intends to continue to provide dependable, quality, affordable child care to (1) students residing in Trumbull; then to (2) non-resident students attending public or private school in Trumbull, and then to (3) others (for example, children of individuals working in, but not residing in, Trumbull), all on a first-come, first-served, and space available basis. TLC also will continue to give enrollment preference and priority to (i) the children of two working parents and one working parent in the case of a single-parent household; then to (ii) children in two-parent households with only one working parent; and then to (iii) others; all on a space available basis, and all as TLC in its sole control may decide from time to time.

9. No Discrimination. Consistent with its primary mission to serve the school-age children of Trumbull's working parents, TLC will continue to make its programs available without discrimination; including without regard to any student's or parent's race, color, religion, creed, nationality, ethnic origin, age, sex, or physical, mental, or learning disability or handicap; all subject to TLC's license restrictions and reasonable program requirements.

10. Office Space. TLC now has administrative and clerical office space at Madison Middle School. The Trumbull Public Schools, and/or the Town, will continue to use their best efforts to provide TLC with appropriate office space, there, or at or adjacent to one or more other TLC centers, or at the Long Hill Administration Building, or elsewhere, as the Parties may from time to time agree, so long as TLC continues to operate its program at one or more of the Trumbull Public Schools.

11. Other Sites. TLC in the future may contract with other entities (such as any private or parochial school, or commercial landlord, in or outside Trumbull) regarding any and all matters whatsoever, including additional other TLC sites, not physically located in or under the control of the Trumbull Public Schools, for child care, administrative office space, or other matters whatsoever. (TLC currently has no such plans or on-going discussions.)

12. Summer Programming and Other Extended Education Initiatives. To date, it has not been economically feasible for TLC to operate year-round or, specifically, during school summer vacations. However, TLC will have exclusive use of its New TLC Centers (24 hours per day, 365+ days per year) and will continue to have exclusive or first use of its Assigned Rooms, if any (24 hours per day, 365+ days per year, but only during any given fiscal year), and therefore TLC may, subject to all applicable Federal, state and local (Town and Trumbull Public School) laws, ordinances, licenses, regulations, policies, and TLC's own primary mission and not-for-profit status, use any or all of its New TLC Centers and Assigned Rooms and, if approved from time to time in advance, its Shared rooms and spaces; provided, however, that TLC shall be responsible for any and all expenses incurred as a result of said summertime operation, that would not otherwise have been incurred by the Parties but for the summertime operation of TLC program including, but not limited to, custodial, maintenance and utility expenses; provided further, that it also will be TLC's responsibility to advise in advance, and to coordinate with, the custodial and maintenance departments regarding mutual scheduling or rescheduling of routine, incidental maintenance and custodial services that are scheduled to be done during school summer vacations or intersessions.

13. TLC Operating Self-Sufficiency. TLC will continue to operate financially self-sufficiently, as now, and, as the Parties may from time to time mutually agree, and will continue:

(A) to receive the following necessary incidental services through the schools at no direct charge: normal school bus transportation (between school and TLC Center, before and after school, for any TLC pupil not attending a TLC Center at the same school); building heat, power, electricity, light, etc.); school-day custodian and janitorial services; routine school maintenance; snow plowing; shared use of auditoriums, playgrounds, libraries, classrooms, bathrooms, and other mutually agreed shared

rooms, spaces, services (including nurses and other specialists); etc., except to the extent otherwise provided in Section 12 hereof.

(B) to pay or reimburse the Trumbull Public Schools or the Town (as the case may be) for certain additional, extra-ordinary services (such as for added custodian services evenings, holidays, or summers, when the school custodians are not otherwise scheduled to be at work; or group insurance plan piggybacking).

(C) to acquire and/or pay for its own office supplies, computer hardware and software, telephones, VCR(s), photocopiers, refrigerators, furniture, fixtures, and other equipment; officers, employees, and agents; program equipment, materials, and supplies; license application fees and expenses, insurance; etc.; provided, however, that the Parties may mutually agree to include certain such start-up furniture, fixtures, and equipment, only, in the Construction Project, if and only to the extent that such inclusion is financially feasible, practical, and duly approved by the Building Committee and all other necessary local or state authorities.

14. Staff. TLC and each TLC Center and its programs will be supervised and staffed exclusively by TLC professional and support staff. Employees of TLC will be direct employees of TLC and will not be deemed, nor will they become, Town or Trumbull Public School employees for any purpose whatsoever, solely because of their TLC employment. However, individuals may be part-time employees of both TLC and either the Town or the Trumbull Public Schools (or both).

15. Insurance. TLC, at its expense, will continue to carry appropriate insurance, continuing to designate the Town and the Trumbull Public Schools as "additional named insureds", and will on request provide one or more certificates of insurance (expressly naming the Town and the Trumbull Public Schools as Additional Named Insureds and expressly providing such "certificate holders" with ten-days direct prior written by-mail notice of any cancellation of such insurance prior to the expiration date thereof), including, as now:

(A) Workers Compensation: full statutory workers' compensation and employer's liability coverage for all TLC employees, including all persons hired or assigned to work at any TLC Center, as is or may be required from time to time by Connecticut law; and

(B) General Liability: comprehensive form coverage, premises/operations, including playground equipment, applicable to each TLC Center (including administrative office locations) of at least One Million Dollars (\$1,000,000), body injury and property damage combined, each occurrence and in the aggregate.

(The Town and/or the Trumbull Public Schools, at their expense, will continue to maintain such fire, casualty, property-damage, general liability, and other insurance, or self-insurance, including incidental coverages for the New TLC Centers, Assigned Rooms, if any, and Shared Space and services, as such other Parties deem appropriate from time to time.)

16. Program Payment. (A) As full payment for the use of the five New TLC Centers, bonding, Assigned Rooms, Shared Space, shared services, utilities, etc., and any and all other consideration, materials, services etc. to be provided to TLC hereunder or otherwise, TLC will pay to the Trumbull Public Schools Twenty Thousand Dollars (\$20,000) annually in arrears in June of each year for thirty years and for the first three years, thereafter increasing every three years by multiplying the most recent fee by 1.092727, this factor representing a three percent per year escalator applied triennially. The illustrative schedule of payments appended hereto shall be considered a part of this agreement.

(B) Such sum will be paid by TLC annually, in arrears, within ninety-days of the end of each TLC fiscal year, commencing with the first year in which such construction project is substantially completed and TLC is state licensed for, and able to occupy and to operate at, such Child Care rooms; or as the Parties may from time to time otherwise mutually agree.

(C) TLC's obligation hereunder will cease if the Trumbull Public Schools should no longer make space available to TLC and that the amount payable hereunder shall be reduced pro-rata for each New TLC Center less than five (5) that is made available to TLC.

(D) The Parties specifically acknowledge and agree that the five (5) rooms or New TLC Centers to be built and/or other Assigned Rooms, if any, Shared Space, and other shared services provided hereunder shall at all times be and remain the property of the Trumbull Public Schools and/or Board of Education and/or Town of Trumbull. Nothing herein shall be deemed to give rise to any right of TLC to the improvements (real property and fixtures) to be made hereunder; provided, however, that TLC will own all personal property, including so-called removable fixtures, purchased by TLC, directly or indirectly.

(E) Anything to the contrary herein notwithstanding, TLC, inasmuch as it will not be able to obtain financing elsewhere or otherwise, may, at its sole option, for reasons of documentable financial hardship (which documentation will be provided to the Trumbull Public Schools promptly at its request), in lieu of making any or all of any one or more such Program Payments when due, tender to the Trumbull Public Schools, a duly authorized promissory note of TLC, substantially in the form attached hereto (hereinafter called a "TLC Program Payment Note" or "TLC Note"); provided, however, that each such Note:

(i) will be payable with accrued interest at the rate of Four Percent (4%) per annum (or, if greater, the net local bonding cost to the Town immediately preceding the issuance of such TLC Note); and

(ii) will be payable as to principal and accrued interest no more than six (6) months from the issue date; and

(iii) will be renewable for one, but no more than one, consecutive six (6) month term; and

(iv) represent or aggregate principal outstanding at any given time, including all TLC notes and renewals

thereof, not more than Twenty Thousand Dollars (\$20,000).

Provided, further, that so long as any TLC Note is outstanding, TLC will submit such budgetary and financial information, including a reasonable plan to pay its current year's Program Payment and to repay such TLC Note(s), as the Trumbull Public Schools may reasonably request by notice to TLC.

17. Termination. Anything herein, if at all, to the contrary notwithstanding, the Trumbull Public Schools have the right to terminate this Agreement and/or, as the case may be, to cease providing any or all of the New TLC Centers, Assigned Rooms or Shared Space and shared services to TLC, or to take other necessary and reasonable unilateral remedial action (hereinafter called "Adverse Action"):

(A) in the following instances:

(i) If TLC should lose its license and legal right to operate or if said child care license is suspended (in general or as to any one or more TLC Centers) by final, unappealable action as to which no stay is in effect; provided, however, that TLC may, at its own expense, oppose, litigate and/or appeal such license loss or suspension.

(ii) If the continued operation of all or a portion of TLC's program should pose, in the reasonable, sole discretion of the Superintendent of Schools, a material threat of injury, harm or risk to the health of the children TLC serves or to the residents of the Town of Trumbull or a material risk of damages to any property of the Trumbull Public Schools or the Town.

(iii) If TLC or its program should be in violation of any material law;

(iv) If TLC becomes insolvent or bankrupt, and same is not cured or dismissed by TLC within a reasonable period, not to exceed thirty (30) days.

(B) Provided, however, that in each instance such Adverse Action must be reasonable, limited, and the least drastic unilateral remedial action possible under all the circumstances.

(C) Provided, further, that in each instance, the Trumbull Public Schools also must:

(i) give TLC prior notice, in writing, confidentially, as soon as possible, and in any event reasonably in advance of either publicly announcing (including on any public agenda or notice) or taking any such Adverse Action;

(ii) include in such notice full and frank disclosure of the specific Adverse Action planned or expected to be taken against TLC and the date and time thereof;

(iii) include in such notice the specific facts, details, complaints, allegations, etc., that are the cause or reason for such planned Adverse Action;

(iv) provide TLC, particularly including its President (or Chief executive officer), any Vice President, its Administrative Director (or equivalent future chief operating officer), and its attorneys, with a reasonable opportunity to speak privately and confidentially to and/or to meet privately and confidentially with the Superintendent of Schools (and/or with his or her representatives, agents, and attorneys), after such notice and prior to such Adverse Action, to discuss, fully and frankly, such notice, alleged facts or reasons, Adverse Action, and other alternatives or less drastic possible remedial actions (that TLC and/or the Superintendent might take), etc.

(D) If after, such discussion the situation cannot be resolved to the Parties' mutual satisfaction, and Adverse Action avoided, TLC will have the right, at its sole option, to meet as soon as possible with the Trumbull Board of Education, automatically at its next regular or special meeting, as early on the Board's agenda as possible, in closed, executive session, to discuss and to oppose such Adverse Action (whether or not any or all such Adverse Action has taken place) and to request the Board to modify, postpone, overturn, or otherwise vote (in subsequent open session or as otherwise required by law) regarding such Adverse Action.

(E) TLC may commence and take any action permitted by law in any court of competent jurisdiction regarding such Adverse Action, including, if and as permitted by law or equity, injunctive relief, compensatory damages, punitive damages, attorneys fees, etc.

(F) Except for the right of TPS not to renew the agreement for an additional year (as stated in Section 5 above) when TPS shall deem it necessary to exercise that right, TLC shall have the right to binding arbitration to resolve disputes between itself and TPS.

(G) If TLC fails to pay any Program Payment or Program Payment Note when finally due, or otherwise materially breaches this Agreement, TLC will reimburse and pay to the Town or the Trumbull Public Schools, as the case may be, their reasonable attorneys fees and expenses paid or incurred in collecting such Program Payment(s) and/or Notes, and/or taking such reasonable and proper Adverse Action.

18. Applicable Law. Connecticut law governs this Agreement.

19. Prior Negotiations. The Memorandum of Understanding between Trumbull Public Schools (TPS) and Trumbull Loves Children, Inc. (TLC) dated June 11, 1993 is made part of this agreement.

20. Execution; Counterparts. This Agreement will be signed by the Parties in at least three duplicate originals, one for each Party, and may be executed by one or more Parties in counterparts.

21. Modifications; Amendments. This Agreement may be supplemented, changed, superseded, modified or amended only by a writing, approved and signed or countersigned by the respective Party or Parties to be bound thereby, and that expressly cites or refers to this Agreement.

22. Notices. Notices hereunder must be in writing; delivered by hand in person to addressee, or by certified mail, return receipt requested ("RRR"); and addressed as follows (or as any Party by notice from time to time may otherwise provide):

(A) If to the Town:

First Selectman  
Town Hall (5866 Main Street)  
Trumbull, CT 06611

(TEL: 452-5005 or 452-5000)

(B) If to the Trumbull Public Schools:

Superintendent of Schools  
Administration Building  
6254 Main Street  
Trumbull, CT 06611

(TEL: 261-3801)

(C) If to Trumbull Loves Children, Inc.:

Administrative Director  
Trumbull Loves Children, Inc.  
c/o Madison Middle School  
P. O. Box 162  
Trumbull, CT 06611-0162

(TEL/TLC Office: 452-9626)

With copies (by delivery, facsimilie copy, or certified mail, RRR, to):

Carl Scarpelli  
President, TLC  
14 Valley Road  
Trumbull, CT 06611

(TEL: 268-2229)

and to:

Ian R. McMillan, Esq.  
(Attorney for TLC)  
McMillan & Rabinow  
(2400 Reservoir Avenue)  
P. O. Box 584  
Trumbull, CT 06611

(FAX #203-374-8879; TEL: 372-5900)

In Witness Whereof, the Parties hereto have each executed this Agreement as of the day first above written:

TOWN OF TRUMBULL

By: \_\_\_\_\_

Hon. David A. Wilson  
First Selectman

TRUMBULL PUBLIC SCHOOLS and the  
Trumbull Board of Education

By: Edwin T. Merritt  
Dr. Edwin T. Merritt  
Superintendent of Schools

Approved as to form, by:

Floyd J. Dugas  
Floyd J. Dugas, Esq.  
Berchem, Moses & Devlin, P.C.  
(Attorneys for the  
Trumbull Public Schools)  
75 Broad Street  
Milford, CT 06460

TRUMBULL LOVES CHILDREN, INC.

By: Carl J. Scarpelli  
Carl Scarpelli  
President and a Director

and by: Arlene Swatson  
Arlene Swatson  
TLC Administrative Director

Approved as to form, by:

Ian R. McMillan  
- Ian R. McMillan, Esq.  
(TLC's Attorney)  
McMillan & Rabinow  
Trumbull, CT 06611-0584

Principal - Assume 750,000  
 Interest - Assume 5.0%

Year	Principal Payment (A)	Interest Payment (B)	Cost to Town(*) (C)	Less: Annual TLC Pmt. (D)	Net Cost to Town (E)
1	37,500	37,500	48,750	(20,000) 1997	28,750
2	37,500	35,625	47,532	(20,000) 1998	27,532
3	37,500	33,750	46,312	(20,000) 1999	26,312
4	37,500	31,875	45,094	(21,854) 2000	23,240
5	37,500	30,000	43,875	(21,854) 2001	22,021
6	37,500	28,125	42,656	(21,854) 2002	20,802
7	37,500	26,250	41,437	(23,881) 2003	17,556
8	37,500	24,375	40,219	(23,881) 2004	16,338
9	37,500	22,500	39,000	(23,881) 2005	15,119
10	37,500	20,625	37,781	(26,095) 2006	11,686
11	37,500	18,750	36,563	(26,095) 2007	10,468
12	37,500	16,875	35,344	(26,095) 2008	9,249
13	37,500	15,000	34,125	(28,515) 2009	5,610
14	37,500	13,125	32,906	(28,515) 2010	4,391
15	37,500	11,250	31,688	(28,515) 2011	3,173
16	37,500	9,375	30,469	(31,159) 2012	(690)
17	37,500	7,500	29,250	(31,159) 2013	(1,909)
18	37,500	5,625	28,031	(31,159) 2014	(3,128)
19	37,500	3,750	26,812	(34,048) 2015	(7,236)
20	37,500	1,875	25,594	(34,048) 2016	(8,454)
Sub-totals	750,000	393,750	743,438	(522,608)	220,830
21				(34,048)	(34,048)
22				(37,205)	(37,205)
23				(37,205)	(37,205)
24				(37,205)	(37,205)
25				(40,655)	(40,655)
26				(40,655)	(40,655)
27				(40,655)	(40,655)
28				(44,425)	(44,425)
29				(44,425)	(44,425)
30				(44,425)	(44,425)
Totals				(923,511)	(180,073)

Legend  
 Col. C = 65% of Col. A plus Col. B based upon the assumption that the annual state reimbursement will approximate 35% of the town's annual princ./int. payments.

## FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

**Introductory Clause.** This First Amendment to Memorandum of Understanding made July \_\_\_, 2004, by, between and among the **Town of Trumbull**, a Connecticut municipal corporation, acting herein by Hon. Ray Baldwin, First Selectman, Town Hall, Trumbull, CT 06611 (hereinafter called the Town”), and the Board of Education of the Town of Trumbull, acting herein by Dr. Ralph Iassogna, Superintendent of Schools, 6254 Main Street, Trumbull, CT 06611 (hereinafter called the “**Trumbull Public Schools**”); and **Trumbull Loves Children, Inc.**, (“TLC”) a Connecticut non-stock private independent not-for-profit corporation, P.O. Box 162, Trumbull, CT 06611, acting herein by its President, Kimberly Heard, hereunto duly authorized by the TLC Board of Directors (hereinafter called “TLC”); (hereinafter collectively called the “Parties”):

WHEREAS, the Parties entered into a Memorandum of Understanding dated January 19, 1994, hereinafter called the Current Agreement, and

WHEREAS, the Current Agreement provided that the Town and the Trumbull Public Schools would provide space (five rooms) and support, among other things, to TLC in the Trumbull Public School facilities and TLC would operate programs within those settings and TLC would make annual payments to the Town for use of the five rooms, and

WHEREAS, the Town and the Trumbull Public Schools have expanded the school system to include the new Frenchtown School, and in doing so have made a room available to TLC in the Frenchtown School, and

WHEREAS, the Current Agreement provides for modifications and amendments at its Paragraph 21, and

WHEREAS, the Parties are desirous of modifying and amending the Current Agreement and the Parties are agreeable to the modifications and amendments contained herein,

NOW, THEREFORE, IT IS AGREED:

### FIRST

**Modifying a Paragraph.** Paragraph 16 of the Current Agreement is hereby modified to read as follows:

16. **Program Payment.** (A) As full payment for the use of the six TLC Centers, bonding, Assigned Rooms, Shared Space, shared services, utilities, etc., and any and all other consideration, materials, services etc., to be provided to TLC hereunder or otherwise, TLC will pay to the Trumbull Public School **Twenty Thousand Dollars** (\$20, 000) annually in arrears in June of each year for thirty years and for the first three

years, thereafter increasing every three years by multiplying the most recent fee by 1.092727, this factor representing a three percent per year escalator applied triennially. The addition of payment for the Frenchtown School space shall begin in June of 2004. Such payment shall be based on the square footage rate for the other five rooms that were the basis for the Current Agreement. The illustrative schedule of payments that follow shall be considered a part of this agreement.

## SECOND

**Amendment to Schedule of Payments.** The illustrative schedule of payments appended to the Current Agreement and referenced within Paragraph 16 of the Current Agreement is hereby amended to include payment for the Frenchtown School space as follows:

### AMENDED SCHEDULE OF PAYMENTS

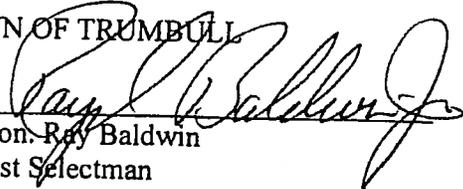
Year	Payment Due	Annual payment under Current Agreement	Frenchtown School payment	Total
8 (current)	June 2004	\$23,881	\$6,209	\$30,090
9	June 2005	\$23,881	\$6,209	\$30,090
10	June 2006	\$26,095	\$6,786	\$32,881
11	June 2007	\$26,095	\$6,786	\$32,881
12	June 2008	\$26,095	\$6,786	\$32,881
13	June 2009	\$28,515	\$7,414	\$35,929
14	June 2010	\$28,515	\$7,414	\$35,929
15	June 2011	\$28,515	\$7,414	\$35,929
16	June 2012	\$31,159	\$8,101	\$39,260
17	June 2013	\$31,159	\$8,101	\$39,260
18	June 2014	\$31,159	\$8,101	\$39,260
19	June 2015	\$34,048	\$8,852	\$42,900
20	June 2016	\$34,048	\$8,852	\$42,900
21	June 2017	\$34,048	\$8,852	\$42,900
22	June 2018	\$37,205	\$9,673	\$46,878
23	June 2019	\$37,205	\$9,673	\$46,878
24	June 2020	\$37,205	\$9,673	\$46,878
25	June 2021	\$40,655	\$10,570	\$51,225
26	June 2022	\$40,655	\$10,570	\$51,225
27	June 2023	\$40,655	\$10,570	\$51,225
28	June 2024	\$44,425	\$11,551	\$55,976
29	June 2025	\$44,425	\$11,551	\$55,976
30	June 2026	\$44,425	\$11,551	\$55,976

**THIRD**

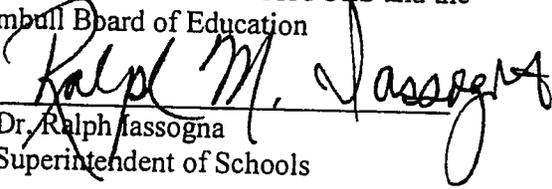
**Current Agreement Shall Remain in Full Force and Effect.** The Current Agreement shall in all other respects remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have each executed this First Amendment to Current Agreement.

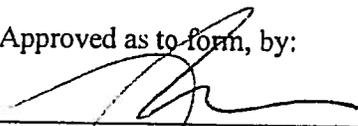
TOWN OF TRUMBULL

By:   
Hon. Ray Baldwin  
First Selectman

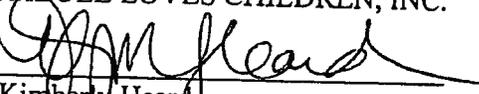
TRUMBULL PUBLIC SCHOOLS and the  
Trumbull Board of Education

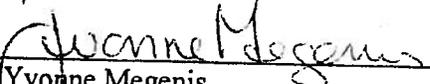
By:   
Dr. Ralph Jassogna  
Superintendent of Schools

Approved as to form, by:

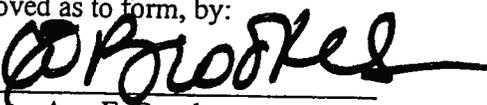
  
Floyd J. Dugas, Esq.  
Berchem, Moses & Devlin, P.C.  
(Attorneys for the Trumbull Public Schools)  
75 Broad Street  
Milford, CT 06460

TRUMBULL LOVES CHILDREN, INC.

By:   
Kimberly Heard  
President and a Director

and By:   
Yvonne Megenis  
Treasurer and Finance Committee  
Chairperson

Approved as to form, by:

  
Attorney Ann E. Brookes  
(Attorney for TLC)  
17 School Street  
Glastonbury, CT 06033

## SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING

**Introductory Clause.** This Second Amendment to Memorandum of Understanding made November 26, 2012, by, between and among the **Town of Trumbull**, a Connecticut municipal corporation, acting herein by Hon. Timothy M. Herbst, First Selectman, Town Hall, Trumbull, CT 06611 (hereinafter called the "**Town**"), and the Board of Education of the Town of Trumbull, acting herein by Mr. Ralph Iassogna, Superintendent of Schools, 6254 Main Street, Trumbull, CT 06611 (hereinafter called the "**Trumbull Public Schools**"); and **Trumbull Loves Children, Inc.**, (hereinafter called "**TLC**") a Connecticut non-stock private independent not-for-profit corporation, P.O. Box 162, Trumbull, CT 06611, acting herein by its President, Alexis Haakonsen, and Dannell Lync, its Treasurer, hereunto duly authorized by the TLC Board of Directors (hereinafter called "**TLC**"); (hereinafter collectively called the "**Parties**");

WHEREAS, the Parties entered into a Memorandum of Understanding dated January 19, 1994, and a First Amendment to Memorandum of Understanding in July 2004, hereinafter collectively called the **Current Agreement**, and

WHEREAS, the Current Agreement provides that the Town and the Trumbull Public Schools will provide space (six rooms) and support, among other things, to TLC in the Trumbull Public School facilities and TLC will operate programs within those settings and TLC will make annual payments to the Town for use of the six rooms, and

WHEREAS, the Current Agreement provides that TLC will make an annual payment to the Trumbull Public Schools, the amount of said annual payment is specified in the Amended Schedule of Payments contained in the First Amendment to Memorandum of Understanding. Said Amended Schedule of Payments provides a schedule of payments through the year 2026. The Memorandum of Understanding dated January 19, 1994, ratified in the First Amendment to Memorandum of Understanding provides at its paragraph 5 that the "term of this agreement will be three years renewable annually by TPS each January for one additional year so that TLC is assured of continuity of use of the centers for approximately a three-year horizon."

WHEREAS, the annual payment specified in the Current Agreement was originally based on the fact that the Town and/or Trumbull Public Schools had to pay back a bond or bonds the funds from which were used toward construction and improvements of school facilities. Although the bond or bonds were refinanced to a more favorable rate for the Town and/or Trumbull Public Schools without decrease to the amount of TLC's annual payment, and although the Town and/or Trumbull Public Schools will finish paying the bond or bonds, the Parties envision future costs of renovations to the school facilities. Given these facts, TLC's annual payment will continue forward at the same rate of increase agreed upon in the Current Agreement, thereby contributing in advance toward the cost of future renovations and improvements to the school facilities.

WHEREAS, the Current Agreement provides for modifications and amendments at its Paragraph 21, and

WHEREAS, the Parties are desirous of modifying and amending the Current Agreement and the Parties are agreeable to the modifications and amendments contained herein,

NOW, THEREFORE, IT IS AGREED:

### FIRST

**Amendment to Schedule of Payments.** The illustrative schedule of payments referenced within Paragraph 16 of and appended to the Memorandum of Understanding dated January 19, 1994 and the Amended Schedule of Payments of the First Amendment to Memorandum of Understanding is hereby amended to include payments for an additional twenty (20) years, all at the same rate of increase and to include the Frenchtown School payment as follows:

### SECOND AMENDED SCHEDULE OF PAYMENTS

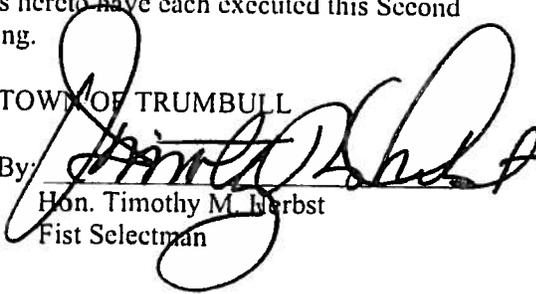
Year	Payment Due	Annual payment
31	June 2027	\$ 61,166
32	June 2028	\$ 61,166
33	June 2029	\$ 61,166
34	June 2030	\$ 66,838
35	June 2031	\$ 66,838
36	June 2032	\$ 66,838
37	June 2033	\$ 73,036
38	June 2034	\$ 73,036
39	June 2035	\$ 73,036
40	June 2036	\$ 79,808
41	June 2037	\$ 79,808
42	June 2038	\$ 79,808
43	June 2039	\$ 87,208
44	June 2040	\$ 87,208
45	June 2041	\$ 87,208
46	June 2042	\$ 95,295
47	June 2043	\$ 95,295
48	June 2044	\$95,295
49	June 2045	\$104,131
50	June 2046	\$104,131

SECOND

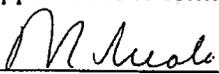
**Current Agreement Shall Remain in Full Force and Effect.** The Current Agreement shall in all other respects remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have each executed this Second Amendment to Memorandum of Understanding.

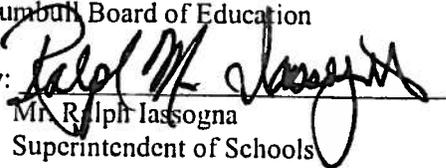
TOWN OF TRUMBULL

By:   
Hon. Timothy M. Herbst  
First Selectman

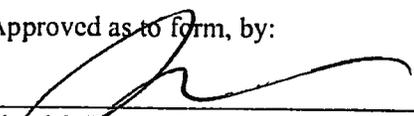
Approved as to form, by:

  
Robert J. Nicola, Esq.  
Owens, Schine & Nicola, P.C.  
(Attorneys for the Town of Trumbull)  
799 Silver Lane  
Trumbull, CT 06611

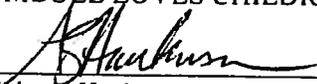
TRUMBULL PUBLIC SCHOOLS and the  
Trumbull Board of Education

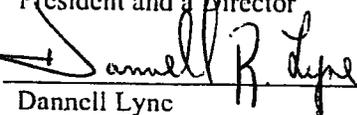
By:   
Mr. Ralph Iassogna  
Superintendent of Schools

Approved as to form, by:

  
Floyd J. Dugas, Esq.  
Berchem, Moses & Devlin, P.C.  
(Attorneys for the Trumbull Public Schools)  
75 Broad Street  
Milford, CT 06460

TRUMBULL LOVES CHILDREN, INC.

By:   
Alexis Haakonsen  
President and a Director

and By:   
Dannel Lync  
Treasurer and Finance Committee  
Chairperson

**The Connecticut Neighborhood Assistance Act Tax Credit Program:**

The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. Such tax credit may be applied against the taxes due under the provisions of chapter 207, 208, 209, 210, 211, or 212. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

**Statutory Authority:** Conn. Gen. Stat. §12-630aa et. seq.

**Obtaining Approval for the NAA Tax Credit Program:**

Tax-exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Part IV of Form NAA-01 and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

**2014 Trumbull NAA Program Proposals**

**St Vincent's Special Needs Center. Augmentative Communication Services.** Serves client population that is unable to use speech as its primary form of communication. Annually serves approximately 100 people with this program through the Trumbull office.

**Southwestern Area Health Education Center. Special Smiles in Greater Bridgeport.** Links special needs, medically compromised and elderly residents to dental services. Annually serves approximately 25 through Trumbull office.

**Connecticut Radio Information System. Audio Programming for People with Disabilities.** Provides audio recording and radio reading service to individuals who are blind or have other disabilities. Reportedly serves 160 Trumbull residents on an annual basis.

PART II - MUNICIPAL CODE

Chapter 2 ADMINISTRATION

**Chapter 2 ADMINISTRATION**

Art. I.	In General, §§ <a href="#">2-1</a> —2-50
Art. II.	Officers and Employees, §§ <a href="#">2-51</a> —2-100
Art. III.	Boards, Commissions, Committees and Agencies, §§ <a href="#">2-101</a> —2-520
	Div. 1. Generally, §§ <a href="#">2-101</a> —2-115
	Div. 2. Reserved, §§ 2-116—2-130
	Div. 3. Central Emergency Dispatch Commission, §§ <a href="#">2-131</a> —2-145 Disbanded 01/06/2014 TC 25-06
	Div. 4. Conservation Commission, §§ <a href="#">2-146</a> —2-165
	<a href="#">Div. 5.</a> Emergency Medical Services Commission, §§ <a href="#">2-166</a> —2-180
	<a href="#">Div. 6.</a> Board of Finance, §§ <a href="#">2-181</a> —2-195
	<a href="#">Div. 7.</a> Flood and Erosion Control Board, §§ <a href="#">2-196</a> —2-210
	<a href="#">Div. 8.</a> Golf Course Commission, §§ <a href="#">2-211</a> —2-225
	<a href="#">Div. 9.</a> Disability Advisory Board, §§ <a href="#">2-226</a> —2-280
	<a href="#">Div. 10.</a> Inland Wetlands Commission, §§ <a href="#">2-281</a> —2-295
	<a href="#">Div. 11.</a> Board of Directors of the Public Library, §§ <a href="#">2-296</a> —2-310 S/B Library Board
	<a href="#">Div. 12.</a> Library Expansion Feasibility Study Committee, §§ <a href="#">2-311</a> —2-325
	<a href="#">Div. 13.</a> Municipal Buildings Roof Study Committee, §§ <a href="#">2-326</a> —Disbanded 05/06/2002 TC19-69
	<a href="#">Div. 14.</a> Land Acquisition Committee, §§ <a href="#">2-341</a> —2-355

PART II - MUNICIPAL CODE

Chapter 2 ADMINISTRATION

<a href="#">Div. 15.</a> Planning and Zoning Commission, §§ <a href="#">2-356</a> —2-370
<a href="#">Div. 16.</a> Reserved, §§ 2-371—2-385
<a href="#">Div. 17.</a> Regional Planning Agency, §§ <a href="#">2-386</a> —2-400
<a href="#">Div. 18.</a> Senior Citizens Commission, §§ <a href="#">2-401</a> —2-420
<a href="#">Div. 19.</a> Arts Commission, § <a href="#">2-421</a>
<a href="#">Div. 20.</a> Board of Education, § <a href="#">2-422</a>
<a href="#">Div. 21.</a> Board of Health, § <a href="#">2-423</a>
<a href="#">Div. 22.</a> Board of Tax Review, § <a href="#">2-424</a> S/B Board of Assessment Appeals
<a href="#">Div. 23.</a> Building Code Board of Appeals, § <a href="#">2-425</a>
<a href="#">Div. 24.</a> Reserved, §§ 2-426—2-430
<a href="#">Div. 25.</a> Trumbull Youth and Family Services Board, §§ <a href="#">2-431</a> —2-435 No longer in Charter 12/08/2011
<a href="#">Div. 26.</a> Civil Service Board, § <a href="#">2-436</a>
<a href="#">Div. 27.</a> Data Processing Review Board, §§ <a href="#">2-437</a> —2-446
<a href="#">Div. 28.</a> Development Commission, § <a href="#">2-447</a> S/B Economic Development
<a href="#">Div. 29.</a> Energy and Transportation Commission, §§ <a href="#">2-448</a> —2-457 Disbanded 01/06/1986 TC 11-20
<a href="#">Div. 30.</a> Housing Authority, § <a href="#">2-458</a>
<a href="#">Div. 31.</a> Housing Board of Appeals, § <a href="#">2-459</a>
<a href="#">Div. 32.</a> Insurance Commission, §§ <a href="#">2-460</a> —2-469 Disbanded 03/03/2014 TC25-24

PART II - MUNICIPAL CODE

Chapter 2 ADMINISTRATION

	<a href="#">Div. 33.</a> Jury Commission, <a href="#">§ 2-470</a> Disbanded Charter 12/08/2011
	<a href="#">Div. 34.</a> Park Commission, <a href="#">§ 2-471</a> Combined into Parks and Recreation Charter 12/08/2011
	<a href="#">Div. 35.</a> Pension Board, <a href="#">§ 2-472</a>
	<a href="#">Div. 36.</a> Personnel Appeals Board, <a href="#">§ 2-473</a> Disbanded Charter 12/08/2011
	<a href="#">Div. 37.</a> Police Commission, <a href="#">§ 2-474</a>
	<a href="#">Div. 38.</a> Recreation Commission, <a href="#">§ 2-475</a> Combined in Parks and Recreation Charter 12/08/2011
	<a href="#">Div. 39.</a> Water Pollution Control Authority, <a href="#">§ 2-476</a>
	<a href="#">Div. 40.</a> Volunteer Activities Commission, §§ <a href="#">2-477</a> — <a href="#">2-486</a> Disbanded 01/12/1988 TC12-3
	<a href="#">Div. 41.</a> Youth Commission, <a href="#">§ 2-487</a> Disbanded Charter 12/08/2011
	<a href="#">Div. 42.</a> Zoning Board of Appeals, §§ <a href="#">2-488</a> — <a href="#">2-495</a>
	<a href="#">Div. 43.</a> <a href="#">Route 25 Advisory Committee, §§ 2-496—2-505</a>
	<a href="#">Div. 44.</a> <a href="#">Pequonnock Valley Management Committee, §§ 2-506—2-520</a>
Art. IV.	Code of Ethics, §§ <a href="#">2-521</a> — <a href="#">2-570</a>
	Div. 1. Generally, §§ <a href="#">2-521</a> — <a href="#">2-545</a>
	Div. 2. Ethics Commission, §§ <a href="#">2-546</a> — <a href="#">2-570</a>
Art. V.	Emergency Management, §§ <a href="#">2-571</a> — <a href="#">2-576</a>

[ARTICLE I. - IN GENERAL](#)

[ARTICLE II. - OFFICERS AND EMPLOYEES](#)

[ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES](#)

PART II - MUNICIPAL CODE

Chapter 2 ADMINISTRATION

ARTICLE IV. - CODE OF ETHICS

ARTICLE V. - EMERGENCY MANAGEMENT

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE I. IN GENERAL

**ARTICLE I. IN GENERAL**

[Sec. 2-1. Special contra account.](#)

[Sec. 2-2. Fiscal year.](#)

[Sec. 2-3. Municipal reserve fund.](#)

[Sec. 2-4. Town-owned property exempt from Zoning Commission regulations.](#)

[Sec. 2-5. Public library established.](#)

[Sec. 2-6. Compliance with Title VI of the Civil Rights Act of 1964.](#)

[Secs. 2-7—2-50. Reserved.](#)

**Sec. 2-1. Special contra account.**

The Town Treasurer is authorized and instructed to establish a special purpose contra account for the purpose of clearing receipts and disbursements for road construction work.

(Code 1962, § 2-1)

**Sec. 2-2. Fiscal year.**

The fiscal year of the Town shall commence on July 1 in each year and shall end on June 30 next ensuing.

(Code 1962, § 2-3)

**Sec. 2-3. Municipal reserve fund.**

There is created by the Town a municipal reserve fund as provided in section 7-360 of the General Statutes, to be known as the reserve fund of capital and nonrecurring expenditures.

(Code 1962, § 2-4)

**Sec. 2-4. Town-owned property exempt from Zoning Commission regulations.**

In accordance with [section 8-2](#) of the General Statutes, it is hereby resolved and ordained that all property owned by the Town within the limits of the Town is exempt from any and all regulations prescribed by the Zoning Commission of the Town.

(Code 1962, § 2-5.2)

**Sec. 2-5. Public library established.**

There shall be a public library in the Town in accordance with and pursuant to section 11-20 of the General Statutes.

(Code 1962, § 2-5.3)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE I. IN GENERAL

**Sec. 2-6. Compliance with Title VI of the Civil Rights Act of 1964.**

The Town of Trumbull does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Trumbull seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that "No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program" covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the town's Fair Housing Plan and is fully implemented to ensure compliance by the town, as the recipient, and by sub-recipients. The cooperation of all Town personnel is required.

(Res. No. TC21-169, 4-12-07; Res. No. TC22-52, 4-29-08; Res. No. TC23-76, 6-11-10)

**Cross reference—** Fair Housing Policy, §§ 10-19, 10-20.

**Secs. 2-7—2-50. Reserved.**

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE II. OFFICERS AND EMPLOYEES

**ARTICLE II. OFFICERS AND EMPLOYEES <sup>(1)</sup>**

[Sec. 2-51. Supplemental retirement plan.](#)

[Sec. 2-52. Submission of proposals pertaining to benefits, working conditions of employees, teachers.](#)

[Sec. 2-53. Filing of agreements, proposed agreements pertaining to wages, hours, working conditions of teachers, other employees; notice of filing.](#)

[Sec. 2-54. Certain officers to be on salary basis.](#)

[Secs. 2-55—2-100. Reserved.](#)

**Sec. 2-51. Supplemental retirement plan.**

In accordance with the recommendation of the Pension Board, in order to provide additional employees of the Town with a program which will assist them in meeting the contingencies of death, disability and old age dependency, the Town Council hereby adopts a supplemental plan to be known as the retirement plan of the Town to provide such benefits as are set forth therein and on file in the Town Clerk's office. The supplemental plan shall be administered by the Pension Board and the Board is empowered to execute such documents as may be required by law for the implementation of the plan.

(Code 1962, § 2-5.4)

**Cross reference**— Municipal employees' retirement, G.S. § 7-425 et seq.

**Sec. 2-52. Submission of proposals pertaining to benefits, working conditions of employees, teachers.**

- (a) The First Selectman, the Board of Education or any other department of the Town who deals with labor organizations, employee associations, teacher associations or any other group or association lawfully representing a unit or units of employees or teachers for the purpose of collective bargaining or collective negotiations with respect to salaries, benefits and working conditions shall furnish to the Clerk of the Town Council and to the Town Clerk a copy of the initial entire salary and other proposals, and subsequent proposals if increased, submitted for negotiation by such organizations or associations, whether oral or written, as soon as practicable, but no later than ten (10) days after receipt of same.
- (b) Similarly, the First Selectman, or the Board of Education shall file their initial proposal with the Town Clerk and with the Clerk of the Town Council within ten (10) days after submission to the labor organizations or teacher associations.

(Code 1962, § 2-4.1; Res. No. TC11-208, 3-2-87)

**Sec. 2-53. Filing of agreements, proposed agreements pertaining to wages, hours, working conditions of teachers, other employees; notice of filing.**

- (a) Whenever the Board of Education executes a collective bargaining agreement with the teachers, administrators and/or their representatives it shall file a signed copy of such contract with the Town

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE II. OFFICERS AND EMPLOYEES

Clerk and with the Clerk of the Town Council as soon as possible but no later than two (2) working days after it has been signed.

- (b) Whenever the First Selectman reaches agreement with representatives of Town employees, other than teachers, regarding the wages, hours and working conditions, he shall cause to be filed a copy of such proposed contract with the Town Clerk and with the Clerk of the Town Council as soon as possible but no later than two (2) working days after receipt.
- (c) When the Board of Education or the First Selectman files contracts or proposed contracts, as the case may be, dealing with Town employees' wages, hours and working conditions, with the Town Clerk, the Town Clerk shall notify the Chairman of the Town Council or in his absence, the Chairman of the Finance Committee by the end of the next working day.

(Code 1962, § 2-4.2; Res. No. TC11-208, 3-2-87)

**Sec. 2-54. Certain officers to be on salary basis.**

The following persons shall be compensated on a salary basis rather than a fee basis, the amount of compensation to be determined as provided by law: Dog Warden, Director of Health, Sanitary Inspector, Town Counsel and Tree Warden.

(Code 1962, § 2-5)

**Secs. 2-55—2-100. Reserved.**

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FOOTNOTE(S):

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Charter reference— Council Clerk, Ch. II, § 4; First Selectman, Ch. III, § 1; Tax Collector, Assessor, Purchasing Agent, Ch. III, § 6C; Treasurer, Ch. III, § 6D; Town Clerk, Ch. III, § 7; Town Attorney, Ch. III, § 8; Animal Control Officer, Ch. III, § 11; Director of Public Works, Ch. III, § 12C; Superintendent of Highways and Bridges, Ch. III, § 12F; Tree Warden, Ch. III, § 12G. [\(Back\)](#)

State Law reference— Municipal employees, G.S. § 7-407 et seq. [\(Back\)](#)

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Chapter 2 - ADMINISTRATION

ARTICLE III. BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

**ARTICLE III. BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES** <sup>121</sup>

DIVISION 1. - GENERALLY

DIVISION 2. - RESERVED

DIVISION 3. - CENTRAL EMERGENCY DISPATCH COMMISSION

DIVISION 4. - CONSERVATIONCOMMISSION

DIVISION 5. - EMERGENCY MEDICAL SERVICES COMMISSION

DIVISION 6. - BOARD OF FINANCE

DIVISION 7. - FLOOD AND EROSION CONTROL BOARD

DIVISION 8. - GOLF COURSE COMMISSION

DIVISION 9. - DISABILITY ADVISORYBOARD

DIVISION 10. - INLAND WETLANDS COMMISSION

DIVISION 11. - BOARD OF DIRECTORS OF THE PUBLIC LIBRARY

DIVISION 12. - LIBRARY EXPANSION FEASIBILITY STUDY COMMITTEE

DIVISION 13. - MUNICIPAL BUILDINGSROOF STUDY COMMITTEE

DIVISION 14. - LAND ACQUISITION COMMITTEE

DIVISION 15. - PLANNING AND ZONING COMMISSION

DIVISION 16. - RESERVED

DIVISION 17. - REGIONAL PLANNING AGENCY

DIVISION 18. - SENIOR CITIZENS COMMISSION

DIVISION 19. - ARTS COMMISSION

DIVISION 20. - BOARD OF EDUCATION

DIVISION 21. - BOARD OF HEALTH

DIVISION 22. - BOARD OF TAX REVIEW

DIVISION 23. - BUILDING CODE BOARD OF APPEALS

DIVISION 24. - RESERVED

DIVISION 25. - TRUMBULL YOUTH AND FAMILY SERVICES BOARD

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE III. BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 26. - CIVIL SERVICE BOARD

DIVISION 27. - DATA PROCESSING REVIEW BOARD

DIVISION 28. - DEVELOPMENT COMMISSION

DIVISION 29. - ENERGY AND TRANSPORTATION COMMISSION

DIVISION 30. - HOUSING AUTHORITY

DIVISION 31. - HOUSING BOARD OF APPEALS

DIVISION 32. - INSURANCE COMMISSION

DIVISION 33. - JURY COMMISSION

DIVISION 34. - PARK COMMISSION

DIVISION 35. - PENSION BOARD

DIVISION 36. - PERSONNEL APPEALS BOARD

DIVISION 37. - POLICE COMMISSION

DIVISION 38. - RECREATION COMMISSION

DIVISION 39. - WATER POLLUTION CONTROL AUTHORITY

DIVISION 40. - VOLUNTEER ACTIVITIES COMMISSION

DIVISION 41. - YOUTH COMMISSION

DIVISION 42. - ZONING BOARD OF APPEALS

DIVISION 43. - ROUTE 25 ADVISORY COMMITTEE

DIVISION 44. - PEQUONNOCK VALLEY MANAGEMENT COMMITTEE

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FOOTNOTE(S):

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Charter reference— Boards and commissions, Ch. VII. [\(Back\)](#)

Cross reference— Ethics Commission, § 2-446 et seq. [\(Back\)](#)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 1. GENERALLY

***DIVISION 1. GENERALLY***

Sec. 2-101. Vacancies; notice, filling.

Secs. 2-102—2-115. Reserved.

**Sec. 2-101. Vacancies; notice, filling.**

Any vacancy occurring on the Planning and Zoning Commission, Zoning Board of Appeals, Board of Finance or Board of Education of the Town shall be filled in the following manner:

- (1) Upon receipt of a written resignation, the Town Clerk shall post the written resignation on a bulletin board located in the Town Clerk's office for a period of ten (10) business days following receipt of the resignation.
- (2) Within three (3) days after receipt of the written resignation, the Town Clerk shall cause to be published in a newspaper having general circulation in the Town a notice of the vacancy, including in the notice the length of the unexpired portion of the term.

(Code 1962, § 2.81; Res. No. TC11-26, 1-8-86)

**Secs. 2-102—2-115. Reserved.**

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 2. RESERVED

***DIVISION 2. RESERVED*** <sup>[3]</sup>  
[Secs. 2-116—2-130. Reserved.](#)

**Secs. 2-116—2-130. Reserved.**

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FOOTNOTE(S):

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**Editor's note**— Res. No. TC24-59, adopted Aug. 9, 2012, disbanded the Beautification Commission for a job well done. Inasmuch as Div. 2, §§ 2-116—2-118 pertained to the Beautification Commission, said Div. 2 has been repealed. Secs. 2-116—2-118 derived from Res. No. TC11-83, adopted May 5, 1986; Res. No. TC11-119, adopted July 7, 1986; and Res. No. TC11-225, adopted Apr. 6, 1987. ([Back](#))

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 3. CENTRAL EMERGENCY DISPATCH COMMISSION

***DIVISION 3. CENTRAL EMERGENCY DISPATCH COMMISSION***

Sec. 2-131. Created.

Sec. 2-132. Composition; appointment of members.

Sec. 2-133. Powers and duties.

Sec. 2-134. Members exempted from election provisions.

Sec. 2-135. Memorandum of understanding.

Secs. 2-136—2-145. Reserved.

**Sec. 2-131. Created.**

The Town shall have a Central Emergency Dispatch Commission.

(Code 1962, § 2.57)

**Sec. 2-132. Composition; appointment of members.**

- (a) The Central Emergency Dispatch Commission shall be composed of nine (9) members appointed by the First Selectman and approved by the Town Council for a term of three (3) years. The term of three (3) members shall expire each year.
- (b) The members of the Commission shall be designated as follows:
  - (1) One (1) member by each of the three (3) fire districts;
  - (2) Two (2) members by the Police Commission;
  - (3) Two (2) members by the Emergency Medical Services Commission;
  - (4) One (1) member by the First Selectman;
  - (5) One (1) member by the Town Council.

(Code 1962, § 2.57-1)

**Sec. 2-133. Powers and duties.**

The Central Emergency Dispatch Commission (CEDC) shall share responsibility with the Police Commission for Trumbull's emergency dispatch program as described herein. The Public Safety Answering Point (PSAP), located in the Police Communications room shall be designated as the primary PSAP and shall be managed and controlled by the Police Commission. The CEDC PSAP, located in the police building, shall be designated as the secondary PSAP and shall be managed, and controlled by the CEDC. All 911 calls shall be answered by the primary PSAP, simultaneously monitored by the secondary PSAP and accepted by the appropriate dispatch service. The CEDC and the Police Commission shall establish all procedures for processing 911 calls. The CEDC shall manage, supervise and control fire and EMS dispatchers and equipment. The Police Commission shall manage, supervise and control police dispatchers and equipment. Nothing herein shall be deemed to limit the ability of the Trumbull Regional Dispatch Center, Inc. to hire or terminate its employees.

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DIVISION 3. CENTRAL EMERGENCY DISPATCH COMMISSION

(Code 1962, § 2.57-2; Res. No. TC12-270, 8-7-89)

**Sec. 2-134. Members exempted from election provisions.**

Members of the Central Emergency Dispatch Commission shall be exempted from the provision of chapter VIII, section 1 of the Charter, and may serve as members of the Central Emergency Dispatch Commission and hold one (1) other office or position.

(Code 1962, § 2.57-3)

**Sec. 2-135. Memorandum of understanding.**

A memorandum of understanding among the Central Emergency Dispatch Commission, Police Department and Police Union 1745 concerning dispatching procedures will be formalized. This memorandum of understanding shall become a part of the recommendation of the Central Emergency Dispatch Commission when complete.

(Res. No. TC11-277, 7-6-87)

**Secs. 2-136—2-145. Reserved.**

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 4. CONSERVATION COMMISSION

***DIVISION 4. CONSERVATION  
COMMISSION***

[Sec. 2-146. Established.](#)

[Secs. 2-147—2-165. Reserved.](#)

**Sec. 2-146. Established.**

The Town shall have a Conservation Commission pursuant to section 7-131a of the General Statutes of the State of Connecticut.

The conservation commission will be established for the purposes stated in said statute as may be amended from time to time. The conservation commission will consist of six (6) duly qualified members appointed by the first selectman for a term of four (4) years. The initial terms shall be as follows: two (2) members shall be appointed to terms extending to the first Monday in December, 2009; two (2) members shall be appointed to terms extending to the first Monday in December, 2010; and two (2) members shall be appointed to terms extending to the first Monday in December, 2011. The commission shall elect its own chairman.

(Res. No. TC21-225, 11-15-07)

**Secs. 2-147—2-165. Reserved.**

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 5. EMERGENCY MEDICAL SERVICES COMMISSION

***DIVISION 5. EMERGENCY MEDICAL SERVICES COMMISSION***

[Sec. 2-166. Established.](#)

[Secs. 2-167—2-180. Reserved.](#)

**Sec. 2-166. Established.**

The Town shall have an Emergency Medical Services Commission as established in chapter VII, [section 24\(20\)](#) of the Charter.

**Secs. 2-167—2-180. Reserved.**

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 6. BOARD OF FINANCE

***DIVISION 6. BOARD OF FINANCE***

Sec. 2-181. Established.

Sec. 2-182. Panel of alternate members.

Secs. 2-183—2-195. Reserved.

**Sec. 2-181. Established.**

The Town shall have a Board of Finance as established in chapter VII, section 1 of the Charter.

**Sec. 2-182. Panel of alternate members.**

- (a) There is hereby created a panel of alternate members of the Board of Finance consisting of three (3) members, which shall exercise the powers and duties granted to them by Public Act No. 75-440 and as the same may be amended from time to time.
- (b) The alternate members of the Board of Finance shall be electors and taxpayers in the town. Not more than two (2) members of the panel of alternate members shall be of the same political party.
- (c) The alternate members of the Board of Finance shall be appointed by resolution of the Town Council.
- (d) The terms of office of the alternate members of the Board of Finance shall be as follows:
  - (1) One (1) member shall be appointed for a term expiring on the first Monday of December, 1976; one (1) member shall be appointed for a term expiring on the first Monday of December, 1977; and one (1) member shall be appointed for a term expiring on the first Monday of December, 1978; such terms shall be known as original terms.
  - (2) Upon the expiration of each of the original terms, a member shall be appointed for a three-year term.
- (e) Any vacancy on the panel of alternate members of the Board of Finance shall be filled by the Town Council for the unexpired portion of such term in the same manner as set forth in subsection (c) above.

(Code 1962, § 2-6.1)

**Secs. 2-183—2-195. Reserved.**

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 7. FLOOD AND EROSION CONTROL BOARD

***DIVISION 7. FLOOD AND EROSION CONTROL BOARD***

Sec. 2-196. Established.

Secs. 2-197—2-210. Reserved.

**Sec. 2-196. Established.**

The Town shall have a Flood and Erosion Control Board as established in chapter VII, section 11 of the Charter.

**Secs. 2-197—2-210. Reserved.**

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 8. GOLF COURSE COMMISSION

***DIVISION 8. GOLF COURSE COMMISSION*** <sup>(4)</sup>

[Sec. 2-211. Tashua Knolls Golf Course.](#)

[Sec. 2-212. Responsibility for golf course clubhouse.](#)

[Secs. 2-213—2-225. Reserved.](#)

**Sec. 2-211. Tashua Knolls Golf Course.**

- (a) The confines of the golf course shall be defined as all property under the jurisdiction of the Golf Course Commission inclusive of the golf course practice and parking areas, buildings, structures and bodies of water.
- (b) The golf course shall be defined as the playing areas of holes one (1) through eighteen (18) inclusive of trees, greens, fairways, traps, roughs, cart paths, brooks, streams, ponds and wooded areas dividing or bordering the playing area that are within the confines of the golf course.
- (c) Every person on the golf course with the exception of caddies must purchase a permit (ticket). Such permit (ticket) shall be evidenced by a receipt (ticket) showing that the person using the course has paid the appropriate fees for such use.
- (d) No person shall engage in any unauthorized activity, sport or game upon the golf course other than the playing of the game of golf. Such unauthorized activities shall include but are not limited to the following:
  - (1) Bathing, wading or swimming in any waters located on the golf course;
  - (2) Using or operating a boat, canoe, inflated float or raft in any waters located on the golf course;
  - (3) Coasting with hand or bob sled, skis, skimobile, skateboard, cart or other vehicle on the confines of the golf course unless specifically authorized by the Golf Course Commission;
  - (4) Skating, sledding, walking or going upon any ice on any pond, brook or waterway on the confines of the golf course unless specifically authorized by the Golf Course Commission.
- (e) No permit (ticket) other than one which is available for purchase by residents of the Town shall be issued to any member of the Golf Course Commission. The identical qualifications and fee structure as are required of all residents of the Town shall be required of members of the Golf Course Commission applying for any class of permit (rate of play) and for the use of golf carts and/or tee-off arrangements. The class of permit purchased shall determine the fee to be paid for each use of the golf course. Any commissioner who elects not to purchase a permit (ticket) of any class shall pay the customary nonresident fee for each use of the golf course. Neither the Golf Course Commission or any person shall waive the provisions of this subsection. A copy of this subsection shall be posted in a conspicuous place in the pro shop located at the Tashua Knolls Golf Course. Any person who violates any part of this subsection shall be fined in accordance with [section 1-7](#). For the purposes of this section "use of the golf course" shall mean the playing of one (1) or more holes of golf. "Use of golf carts" shall mean riding in and/or carrying golf equipment in a golf cart while using the golf course.
- (f) No person, group or organization shall solicit alms or contributions on the confines of the golf course for any purpose without the permission of the Golf Course Commission.

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 8. GOLF COURSE COMMISSION

- (g) No person shall cause or permit any animal owned by him, in his custody or under his control to enter or remain on the confines of the golf course and each such animal so found at large may be seized and disposed of as provided by state law or local ordinance covering the disposal of stray animals on highways or public property.
- (h) No person shall hunt, fish, carry or discharge firearms or use any kind of weapon on the confines of the golf course except that the Golf Course Commission shall have the authority to authorize the use and discharge of blank ammunition in efforts to control vermin.
- (i) The salvaging of golf balls from the ponds or the practice areas located on the confines of the golf course with the exception of a player retrieving his own ball is prohibited without the written permission of the Golf Course Commission.
- (j) Spectators will not be permitted to accompany players onto the playing area of the golf course except for special tournaments or exhibitions as designated by the Golf Course Commission.
- (k) No person shall play golf on the golf course at any time other than the designated hours during the golf season or at any time the golf course is closed unless specifically authorized by the Golf Course Commission.
- (l) Fireworks are prohibited on the confines of the golf course.
- (m) No vehicle other than golf carts shall be permitted on the golf course without the permission of the Golf Course Commission.
- (n) No person shall commit any nuisance on the confines of the golf course.
- (o) Any person who violates any provision of this section shall be fined in accordance with [section 1-7](#)  
(Code 1962, § 2-50.1)

**Sec. 2-212. Responsibility for golf course clubhouse.**

Pursuant to the provisions of chapter VII, section 15(12)(B) of the Charter, the Golf Course Commission of the Town shall have the sole responsibility and obligation for the care, control, maintenance, operation and supervision of the Tashua Knolls Clubhouse.

(Code 1962, § 2-50.2)

**Secs. 2-213—2-225. Reserved.**

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FOOTNOTE(S):

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1 Golf Course Commission, Ch. VII, § 15(12). [\(Back\)](#)

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 9. DISABILITY ADVISORY BOARD

***DIVISION 9. DISABILITY ADVISORY BOARD*** <sup>(5)</sup>

Sec. 2-226. Established; membership.

Sec. 2-227. Function.

Sec. 2-228. Review of preliminary plans, specifications.

Secs. 2-229—2-280. Reserved.

**Sec. 2-226. Established; membership.**

A Disability Advisory Board consisting of six (6) members appointed by the First Selectman for a term of six (6) years is hereby established. The term of one (1) member shall expire each year. At least one (1) member of the Board shall be a person who is handicapped within the meaning of Title V, Section 504 of the United States Code.

(Code 1962, §§ 2.56-1, 2.56-2; Res. No. TC14-173, 6-7-93)

**Sec. 2-227. Function.**

The Disability Advisory Board shall be charged with the responsibility of reviewing municipal buildings, land, policies, programs and procedures to promote compliance with the requirements of Title V, Section 504 of the United States Code, and make such recommendations as it deems appropriate.

(Code 1962, § 2.56-3; Res. No. TC14-173, 6-7-93)

**Sec. 2-228. Review of preliminary plans, specifications.**

The Disability Advisory Board shall be consulted by any Building Committee prior to submission of preliminary plans and specifications to the Town Council, and shall render to the Building Committee any written comments or suggestion it deems appropriate.

(Code 1962, § 2.56-4; Res. No. TC14-173, 6-7-93)

**Secs. 2-229—2-280. Reserved.**

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FOOTNOTE(S):

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**PART II - MUNICIPAL CODE**  
**Chapter 2 - ADMINISTRATION**  
**ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES**

**DIVISION 9. DISABILITY ADVISORY BOARD**

**Editor's note**— Res. No. TC14-173, approved June 11, 1993, retitled the Handicap Compliance Board as the Disability Advisory Board. [\(Back\)](#)

**Cross reference**— Handicapped parking, § 12-27. [\(Back\)](#)

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 10. INLAND WETLANDS COMMISSION

***DIVISION 10. INLAND WETLANDS COMMISSION***

[Sec. 2-281. Established.](#)

[Sec. 2-282. Powers and responsibilities.](#)

[Sec. 2-283. Membership.](#)

[Sec. 2-284. Vacancies.](#)

[Secs. 2-285—2-295. Reserved.](#)

**Sec. 2-281. Established.**

There shall be an Inland Wetlands and Watercourses Commission established in accordance with an act concerning inland wetlands and watercourses (Public Act No. 155, 1972 Session of the General Assembly, State of Connecticut, amended Public Act 571, 1973 session).

(Code 1962, § 2-49(1))

**Sec. 2-282. Powers and responsibilities.**

The Inland Wetlands Commission shall have all the powers and responsibilities authorized under Public Act No. 155 and as the same may be amended from time to time.

(Code 1962, § 2-49(2))

**Sec. 2-283. Membership.**

- (a) The Inland Wetlands Commission shall be composed of seven (7) regular and two (2) alternate members, all of whom shall be appointed by the First Selectman with the approval of the Town Council. Minority representation shall be assured in accordance with the provisions of the Charter. The two (2) alternate members shall not both be members of the same political party.
- (b) One (1) member each shall be appointed from among the members of the Planning and Zoning Commission, the Flood and Erosion Control Board, and two (2) members from the Conservation Commission. The terms of office of the aforementioned four (4) Commission members shall be concurrent with their respective boards or commissions but in no case to exceed three (3) years except for those appointed prior to December 2, 1974, in which case their terms of office may extend until the first Monday of December, 1977.
- (c) The three (3) remaining regular and the two (2) alternate members shall be drawn from the citizens at large or from other applicable boards and commissions in the town. The first regular appointee shall serve until the first Monday of December, 1975; the second shall serve until the first Monday of December, 1976; and the third shall serve until the first Monday of December, 1977; thereafter, the terms of office of regular members-at-large shall be three (3) years. The first such alternate appointee shall serve until the first Monday of December, 1975; the second shall serve until the first Monday of December, 1976; thereafter, the terms of office of alternate members shall be two (2) years. The terms of one (1) regular member-at-large and one (1) alternate member shall expire each year.

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 10. INLAND WETLANDS COMMISSION

(Code 1962, § 2-49(3))

**Sec. 2-284. Vacancies.**

- (a) Any vacancy in the membership of the Inland Wetlands Commission which may occur through death, resignation or otherwise shall be filled for the unexpired term of such member by appointment of the First Selectman with the approval of the Town Council.
- (b) If a Commission member is absent from four (4) consecutive meetings of the Commission, the First Selectman may remove the member and fill the vacancy thus created in accordance with the provisions of this section.

(Code 1962, § 2-49(4))

**Secs. 2-285—2-295. Reserved.**

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DIVISION 11. BOARD OF DIRECTORS OF THE PUBLIC LIBRARY

***DIVISION 11. BOARD OF DIRECTORS OF THE PUBLIC LIBRARY***<sup>[6]</sup> *(S/B Library Board)*

Sec. 2-296. Established.

Secs. 2-297—2-310. Reserved.

**Sec. 2-296. Established.**

The Town shall have a Board of Directors of the Public Library as established in chapter VII, section 4 of the Charter.

**Secs. 2-297—2-310. Reserved.**

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FOOTNOTE(S):

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--- (6) ---

State Law reference— Directors of Town public libraries, G.S. § 11-21. [\(Back\)](#)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 12. LIBRARY EXPANSION FEASIBILITY STUDY COMMITTEE

***DIVISION 12. LIBRARY EXPANSION FEASIBILITY STUDY COMMITTEE***

Sec. 2-311. Established; composition.

Secs. 2-312—2-325. Reserved.

**Sec. 2-311. Established; composition.**

The Library Expansion Feasibility Study Committee is hereby established consisting of nine (9) members, three (3) of whom shall be members of the Library Board of Directors, appointed by the Town Council. The Feasibility Study Committee shall determine whether expansion of the library is warranted.

(Res. No. TC11-320, 10-5-87)

**Secs. 2-312—2-325. Reserved.**

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 13. MUNICIPAL BUILDINGS ROOF STUDY COMMITTEE

***DIVISION 13. MUNICIPAL BUILDINGS  
ROOF STUDY COMMITTEE <sup>(7)</sup>***

Sec. 2-326. Established; members.

Sec. 2-327. Function.

Secs. 2-328—2-340. Reserved.

**Sec. 2-326. Established; members.**

The Municipal Buildings Roof Study Committee is hereby established. The Committee shall consist of five (5) members appointed by the First Selectman and approved by the Town Council. One (1) member shall be a registered professional engineer. One (1) member shall have a building and construction background. The Director of Public Works shall be a member provided that he is an employee of the Public Works Department.

(Res. No. TC11-206, 3-2-87)

**Sec. 2-327. Function.**

The Municipal Buildings Roof Study Committee shall investigate the roofs on all municipal buildings (including Board of Education controlled buildings). After the Committee members identify roofs in need of repair, the Committee shall not engage consultants, architects or engineers but shall instead solicit requests for proposals for such repairs. The Committee shall report to the Council the condition of same and its recommendations regarding repair or renovation of the roofs by January 15, 1988.

(Res. No. TC11-206, 3-2-87)

**Secs. 2-328—2-340. Reserved.**

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FOOTNOTE(S):

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--- (7) ---

Cross reference— Buildings and building regulations, Ch. 5. [\(Back\)](#)

PART II - MUNICIPAL CODE  
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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 14. LAND ACQUISITION COMMITTEE

***DIVISION 14. LAND ACQUISITION COMMITTEE*** <sup>(8)</sup>

Sec. 2-341. Established; members.

Secs. 2-342—2-355. Reserved.

**Sec. 2-341. Established; members.**

The Town Council authorized a five-member commission to be known as the Land Acquisition Committee to recommend to the Council parcels of land to be acquired by the Town.

Members of the committee shall be appointed by the First Selectman and approved by the Town Council, with terms as follows:

- (1) One (1) member shall be appointed for a term expiring the first Monday in December, 2000.
- (2) One (1) member shall be appointed for a term expiring the first Monday in December, 2001.
- (3) One (1) member shall be appointed for a term expiring the first Monday in December, 2002.
- (4) One (1) member shall be appointed for a term expiring the first Monday in December, 2003.
- (5) One (1) member shall be appointed for a term expiring the first Monday in December, 2004.

Upon expiration of each original term, the term of office shall become five (5) years for all members, with one term expiring each year.

(Res. No. TC18-13; 2-14-2000)

**Secs. 2-342—2-355. Reserved.**

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FOOTNOTE(S):

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--- (8) ---

**Editor's note**— Res. No. TC18-13, adopted Feb. 14, 2000, was not specifically amendatory to the Code, hence; inclusion as § 2-341 was at the editor's discretion. ([Back](#))

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 15. PLANNING AND ZONING COMMISSION

***DIVISION 15. PLANNING AND ZONING COMMISSION*** <sup>[9]</sup>

[Sec. 2-356. Panel of alternate members.](#)

[Secs. 2-357—2-370. Reserved.](#)

**Sec. 2-356. Panel of alternate members.**

- (a) There is hereby created a panel of alternate members of the Planning and Zoning Commission consisting of three (3) members, which shall exercise the powers and duties granted to them by section 8-1B of the General Statutes.
- (b) The alternate members of the Planning and Zoning Commission shall be electors in the Town and shall not be members or alternate members of the Zoning Board of Appeals. Not more than four (4) members of the panel of alternate members shall be of the same political party.
- (c) The alternate members of the Planning and Zoning Commission shall be appointed by resolution of the Town Council.
- (d) The terms of office of the alternate members of the Planning and Zoning Commission shall be as follows:
  - (1) One (1) member shall be appointed for a term expiring on the first Monday of December, 1970; one (1) member shall be appointed for a term expiring on the first Monday of December, 1971; and one (1) member shall be appointed for a term expiring on the first Monday of December, 1972; such terms shall be known as the original terms.
  - (2) Upon the expiration of each of the aforementioned original terms, a member shall be appointed for a three-year term.
- (e) Any vacancy on the panel of alternate members of the Planning and Zoning Commission shall be filled by the Town Council for the unexpired portion of such term in the same manner as set forth in subsection (c) above.
- (f) An alternate member shall act for a regular member if a regular member is absent and has designated the alternate to act. If no designation has been made, a majority vote of the regular members present and voting shall designate the alternate to act.
- (g) If a regular member of the Commission is disqualified, the Chairman of the Commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.
- (h) In the event of disqualification of any member of the Planning and Zoning Commission or Zoning Board of Appeals, in accordance with the provisions of Section 8-11 of the Connecticut General Statutes such facts shall be entered on the records of the Commission or Board and an elector appointed by agreement of the majority and minority leaders of the Town Council no later than ten (10) days after disqualification shall be designated in writing to act as a member of such Commission or Board and the hearing and determination of any such matter upon which said disqualification has occurred, except that replacement shall first be made from alternate members pursuant to the provisions of Sections 8-1b and 8-5a of the Connecticut General Statutes and Article VII, Sections 5

PART II - MUNICIPAL CODE  
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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 15. PLANNING AND ZONING COMMISSION

and 6 of the Trumbull Town Charter and subsection (a) through (g) above. Designees shall have the same political party affiliation, if any, as the member they replace.

(Code 1962, §§ 2-38—2-42.1; Res. No. TC13-162, 11-8-90)

**Secs. 2-357—2-370. Reserved.**

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FOOTNOTE(S):

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--- (9) ---

Charter reference— Planning and Zoning Commission, Ch. VII, § 5. [\(Back\)](#)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 16. RESERVED

***DIVISION 16. RESERVED*** <sup>[10]</sup>

Secs. 2-371—2-385. Reserved.

**Secs. 2-371—2-385. Reserved.**

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FOOTNOTE(S):

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--- (10) ---

Editor's note— Res. No. TC14-66, adopted May 4, 1992, repealed Div. 16, §§ 2-371—2-372, which pertained to the recycling commission. See the Code Comparative Table. [\(Back\)](#)

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 17. REGIONAL PLANNING AGENCY

***DIVISION 17. REGIONAL PLANNING AGENCY***

Sec. 2-386. Adoption of state act.

Sec. 2-387. Town representatives—Number, appointment.

Sec. 2-388. Same—Terms of office.

Secs. 2-389—2-400. Reserved.

**Sec. 2-386. Adoption of state act.**

The Town hereby adopts Public Act No. 613 of the 1959 Session of the General Assembly entitled "Act Concerning Regional Planning."

(Code 1962, § 2-48(a))

**Sec. 2-387. Town representatives—Number; appointment.**

The Town shall have such number of representatives on the Regional Planning Agency as is provided by statute. One (1) of such representatives shall be appointed by the Planning and Zoning Commission of the Town as provided in section 8-31A of the General Statutes and the other representatives shall be appointed by the Chief Executive of the town.

(Code 1962, § 2-48(b))

**Sec. 2-388. Same—Terms of office.**

The term of the Town Representative to the Regional Planning Agency appointed by the Planning and Zoning Commission shall expire on July 1, 1963, and the term of the representatives appointed by the Chief Executive Officer of the Town shall expire on July 1, 1964. Thereafter appointments shall be for four-year terms as existing terms expire.

(Code 1962, § 2-48(c))

**Secs. 2-389—2-400. Reserved.**

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 18. SENIOR CITIZENS COMMISSION

***DIVISION 18. SENIOR CITIZENS COMMISSION*** <sup>[11]</sup>

Sec. 2-401. Created; members; filling vacancies; officers.

Sec. 2-402. Compensation of members.

Sec. 2-403. Purposes and duties.

Sec. 2-404. Panel of alternate members.

Sec. 2-405. Funding; participation in state, federal, private programs.

Secs. 2-406—2-420. Reserved.

**Sec. 2-401. Created; members; filling vacancies; officers.**

- (a) There is hereby created a Commission to be known as the Commission on Senior Citizens.
- (b) The Commission shall be composed of eight (8) members, to be appointed by the Chief Executive Officer. The members so appointed shall be persons interested in the consideration and solution of the problems of the senior citizens. All appointments to the Commission shall be for a term of two (2) years, except for the first appointment, when four (4) members shall be appointed for one (1) year. Each year Commissioners shall be appointed by the Chief Executive Officer to replace those whose terms have expired. In the event of death or resignation, a successor shall be appointed to serve for the unexpired term for which such member had been appointed. Each member shall serve until his successor is duly appointed and qualified.
- (c) The Commission shall select a Chairman, a Vice-Chairman and a Secretary from within its ranks, and fill such other offices as it may determine.

(Code 1962, § 2-30)

**Sec. 2-402. Compensation of members.**

The members of the Senior Citizens Commission appointed pursuant to this division shall serve without compensation.

(Code 1962, § 2-31)

**Sec. 2-403. Purposes and duties.**

The Senior Citizens Commission shall have as its purpose the continuous study of the conditions and of the needs of elderly persons in the community in relation to housing, economics, employment, health, recreational and other matters. It shall analyze the services for the aged provided by the community, both by public and private agencies, and shall make recommendations to the Chief Executive Officer regarding the development and integration of public and private agencies, in cooperation with state and other services to the extent possible.

(Code 1962, § 2-32)

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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 18. SENIOR CITIZENS COMMISSION

**Sec. 2-404. Panel of alternate members.**

- (a) There is hereby created a panel of alternate members of the Senior Citizens Commission consisting of two (2), which shall have the powers and duties granted under this division.
- (b) Such members shall be electors of the town.
- (c) Such members shall be appointed by the First Selectman.
- (d) The terms of office shall be two (2) years. One (1) member shall be appointed to a term terminating on the first Monday of December, 1985. Upon expiration of each of the terms, a member shall be appointed for a two-year term.
- (e) Any vacancy shall be filled by appointment by the First Selectman for the unexpired term.
- (f) If a regular member of the Senior Citizens Commission is absent or disqualified, such absent or disqualified member shall designate an alternate. If the absent or disqualified member shall fail to designate an alternate, the majority of the regular members not absent or disqualified may designate an alternate to so act for the absent or disqualified member.

(Code 1962, §§ 2-32.1—2-32.6)

**Sec. 2-405. Funding; participation in state, federal, private programs.**

The Town may make appropriations for the expenses of the Senior Citizens Commission. The Commission is authorized and empowered to participate in the state, federal and private programs concerning the elderly.

(Code 1962, § 2-33)

**Secs. 2-406—2-420. Reserved.**

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FOOTNOTE(S):

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--- (11) ---

Cross reference— Tax exemption for the elderly, § 18-31. ([Back](#))

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 19. ARTS COMMISSION

***DIVISION 19. ARTS COMMISSION***

[Sec. 2-421. Established.](#)

**Sec. 2-421. Established.**

The Town shall have an Arts Commission as established in chapter VII, [section 23\(19\)](#) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 20. BOARD OF EDUCATION

***DIVISION 20. BOARD OF EDUCATION***

Sec. 2-422. Established.

**Sec. 2-422. Established.**

The Town shall have a Board of Education as established in chapter VII, section 3 of the Charter.

PART II - MUNICIPAL CODE  
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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 21. BOARD OF HEALTH

***DIVISION 21. BOARD OF HEALTH***

[Sec. 2-423. Established.](#)

**Sec. 2-423. Established.**

The Town shall have a Board of Health as established in chapter VII, section 10 of the Charter.

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Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 22. BOARD OF TAX REVIEW

***DIVISION 22. BOARD OF TAX REVIEW(S/B Board of Assessment Appeals)***  
Sec. 2-424. Established.

**Sec. 2-424. Established.**

The Town shall have a Board of Tax Review as established in chapter VII, section 2 of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 23. BUILDING CODE BOARD OF APPEALS

***DIVISION 23. BUILDING CODE BOARD OF APPEALS***

[Sec. 2-425. Established.](#)

**Sec. 2-425. Established.**

The Town shall have a Building Code Board of Appeals as established in chapter III, section 14D of  
the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES  
DIVISION 24. RESERVED

***DIVISION 24. RESERVED*** <sup>[12]</sup>  
Secs. 2-426—2-430. Reserved.

**Secs. 2-426—2-430. Reserved.**

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FOOTNOTE(S):

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--- (12) ---

**Editor's note**— Res. No. TC14-203, approved Aug. 5, 1993, disbanded the Convention and Visitors' Commission Hill and Harbor District; hence, Div. 24, § 2-426 has been repealed at the discretion of the editor. ([Back](#))

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 25. TRUMBULL YOUTH AND FAMILY SERVICES BOARD

***DIVISION 25. TRUMBULL YOUTH AND FAMILY SERVICES BOARD***

Sec. 2-431. Established; members; terms.

Sec. 2-432. Powers and duties.

Secs. 2-433—2-435. Reserved.

**Sec. 2-431. Established; members; terms.**

The Town shall have a Youth and Family Services Board consisting of seven (7) members appointed by the First Selectman. Six (6) members shall have a term of six (6) years each and the term of one (1) member shall expire every year. One (1) member shall be associated with the Trumbull School System; one (1) member shall be associated with the Trumbull Police Department; one (1) member shall be a person who shall be a service consumer as defined in 17-433, subsection 1.4 of the state regulations.

(Code 1962, § 2.59; Res. No. TC13-241, 6-3-91)

**Sec. 2-432. Powers and duties.**

The Youth and Family Services Board shall have full powers and duties to develop policies, procedures and plans for the operation of the Trumbull Counseling Center; monitor progress and programs of the Trumbull Counseling Center; serve as an advocate of Services for Youth at Risk of the Town acting in an advisory capacity to the First Selectman on the administration of programs and policies concerning Youths at Risk and evaluate the performance of the Counseling Center Director. The Youth and Family Services Board shall have the authority to design, develop, administrate, manage and control all programs and policies directed at programs concerning Services for Youth at Risk within the town.

(Code 1962, § 2.59; Res. No. TC13-241, 6-3-91)

**Secs. 2-433—2-435. Reserved.**

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 26. CIVIL SERVICE BOARD

***DIVISION 26. CIVIL SERVICE BOARD***

[Sec. 2-436. Established.](#)

**Sec. 2-436. Established.**

The Town shall have a Civil Service Board as established in chapter VII, [section 20\(15\)](#) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 27. DATA PROCESSING REVIEW BOARD

***DIVISION 27. DATA PROCESSING REVIEW BOARD***

Sec. 2-437. Established; composition.

Sec. 2-438. Terms of members; vacancies.

Sec. 2-439. Powers and duties.

Sec. 2-440. Bond required for Director.

Secs. 2-441—2-446. Reserved.

**Sec. 2-437. Established; composition.**

There is hereby established, a Data Processing Review Board which shall consist of nine (9) members to be appointed by the First Selectman.

(Code 1962, § 2.58)

**Sec. 2-438. Terms of members; vacancies.**

The appointment to the Data Processing Review Board shall be for a term of seven (7) years, the term of one (1) member shall expire each year. The First Selectman shall fill any vacancy on the Data Processing Review Board for the unexpired term. The term of office of each member appointed after June 1984 shall be three (3) years.

(Code 1962, § 2.58)

**Sec. 2-439. Powers and duties.**

The Data Processing Review Board shall meet quarterly and shall have the power and duty to review the data processing requirements, procedures, and facilities of the town's Data Processing Department and to make such recommendations to the First Selectman.

(Code 1962, § 2.58)

**Sec. 2-440. Bond required for Director.**

Pursuant to chapter III, section 15 of the Charter, the Data Processing Director shall be required to post a bond for the faithful performance of his duties.

(Code 1962, § 2.58)

**Secs. 2-441—2-446. Reserved.**

PART II - MUNICIPAL CODE  
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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 28. DEVELOPMENT COMMISSION

***DIVISION 28. DEVELOPMENT COMMISSION(S/B Economic and Community Development Commission)***

Sec. 2-447. Established.

**Sec. 2-447. Established.**

The Town shall have a Development Commission as established in chapter VII, section 12(10) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 29. ENERGY AND TRANSPORTATION COMMISSION

***DIVISION 29. ENERGY AND TRANSPORTATION COMMISSION***

Sec. 2-448. Established.

Sec. 2-449. Composition; terms of members; vacancies.

Sec. 2-450. Powers and duties.

Secs. 2-451—2-457. Reserved.

**Sec. 2-448. Established.**

There is hereby created for the Town commission to be known as the Energy and Transportation Commission.

(Code 1962, § 2.55)

**Sec. 2-449. Composition; terms of members; vacancies.**

- (a) The Energy and Transportation Commission shall be composed of seven (7) members, five (5) of whom shall be appointed by the Town Council and two (2) of whom shall be the town's representatives on the Board of Directors of the Greater Bridgeport Transit District.
- (b) The individuals presently serving as members of the Energy Commission shall serve until the expiration of the terms they are now serving. Upon expiration of such term, each appointment to the Energy and Transportation Commission shall be for a term of five (5) years. The Town Council may fill any vacancy in the Energy and Transportation Commission for the unexpired term.

(Code 1962, § 2.55)

**Sec. 2-450. Powers and duties.**

The Energy and Transportation Commission shall plan, promote, organize and supervise programs and policies with reference to the use, management and control and conservation of energy within the town. The Energy and Transportation Commission shall study the transportation needs of the town, particularly the availability of mass transportation services, and the future needs of the citizens of the Town for various forms of mass transportation. It shall also perform any duties which may from time to time be established by action of the Town Council.

(Code 1962, § 2.55)

**Secs. 2-451—2-457. Reserved.**

PART II - MUNICIPAL CODE  
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ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 30. HOUSING AUTHORITY

***DIVISION 30. HOUSING AUTHORITY***

[Sec. 2-458. Established.](#)

**Sec. 2-458. Established.**

The Town shall have a Housing Authority as established in chapter VII, [section 19\(14\)](#) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 31. HOUSING BOARD OF APPEALS

***DIVISION 31. HOUSING BOARD OF APPEALS***

Sec. 2-459. Established.

**Sec. 2-459. Established.**

The Town shall have a Housing Board of Appeals as established in chapter III, section 14E of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 32. INSURANCE COMMISSION

***DIVISION 32. INSURANCE COMMISSION***

Sec. 2-460. Established.

Sec. 2-461. Composition; terms of members.

Sec. 2-462. Powers and duties.

Secs. 2-463—2-469. Reserved.

**Sec. 2-460. Established.**

There is hereby established an Insurance Commission for the town.

(Code 1962, § 2.60)

**Sec. 2-461. Composition; terms of members.**

- (a) The Insurance Commission shall consist of five (5) members appointed by the First Selectman, with the approval of the Town Council.
- (b) The terms of each member of the Insurance Commission shall be for five (5) years. The term of one (1) member shall expire each year.

(Code 1962, § 2.60)

**Sec. 2-462. Powers and duties.**

The Insurance Commission shall have the power and duty to:

- (1) Review all insurance coverages presently in effect covering the Town and its agents and employees;
- (2) Review all bid specifications for new contracts of insurance to be awarded;
- (3) Make whatever recommendations it deems appropriate to the First Selectman which will improve the town's insurance protection and minimize the cost thereof.

(Code 1962, § 2.60)

**Secs. 2-463—2-469. Reserved.**

PART II - MUNICIPAL CODE  
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DIVISION 33. JURY COMMISSION

***DIVISION 33. JURY COMMISSION***

[Sec. 2-470. Established.](#)

**Sec. 2-470. Established.**

The Town shall have a Jury Commission as established in chapter VII, [section 16](#) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 34. PARK COMMISSION

***DIVISION 34. PARK COMMISSION***

[Sec. 2-471. Established.](#)

**Sec. 2-471. Established.**

The Town shall have a Park Commission as established in chapter VII, section 13(11) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 35. PENSION BOARD

***DIVISION 35. PENSION BOARD***

[Sec. 2-472. Established.](#)

**Sec. 2-472. Established.**

The Town shall have a Pension Board as established in chapter VII, [section 21\(16\)](#) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 36. PERSONNEL APPEALS BOARD

***DIVISION 36. PERSONNEL APPEALS BOARD***

[Sec. 2-473. Established.](#)

**Sec. 2-473. Established.**

The Town shall have a Personnel Appeals Board as established in chapter VII, section 8 of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 37. POLICE COMMISSION

***DIVISION 37. POLICE COMMISSION***

[Sec. 2-474. Established.](#)

**Sec. 2-474. Established.**

The Town shall have a Police Commission as established in chapter VII, section 9(8) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 38. RECREATION COMMISSION

***DIVISION 38. RECREATION COMMISSION***

[Sec. 2-475. Established.](#)

**Sec. 2-475. Established.**

The Town shall have a Recreation Commission as established in chapter VII, section 14(11) of the Charter.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 39. WATER POLLUTION CONTROL AUTHORITY

***DIVISION 39. WATER POLLUTION CONTROL AUTHORITY***

[Sec. 2-476. Established.](#)

**Sec. 2-476. Established.**

The Town shall have a Water Pollution Control Authority as established in chapter VII, [section 18\(13\)](#) of the Charter.

(Res. No. TC17-163, § A, 10-12-99)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 40. VOLUNTEER ACTIVITIES COMMISSION

***DIVISION 40. VOLUNTEER ACTIVITIES COMMISSION***

Sec. 2-477. Established.

Sec. 2-478. Composition; terms of members.

Sec. 2-479. Powers and duties.

Sec. 2-480. Report of recommendations.

Secs. 2-481—2-486. Reserved.

**Sec. 2-477. Established.**

The Volunteer Activities Commission is hereby established.

(Code 1962, § 2.63-1)

**Sec. 2-478. Composition; terms of members.**

The Volunteer Activities Commission shall consist of seven (7) members appointed by the First Selectman and approved by the Town Council. The terms of two (2) members shall expire December 4, 1989, the terms of two (2) members shall expire December 3, 1990, the terms of three (3) members shall expire December 1, 1991. Thereafter members will be appointed for two-year terms.

(Code 1962, § 2.63-2)

**Sec. 2-479. Powers and duties.**

The Volunteer Activities Commission shall be charged with:

- (1) Establishing a Volunteer Coordinator's position;
- (2) Considering whether or not a paid position is necessary and if so, to draft a job description;
- (3) Formulating a proposed budget for that position;
- (4) Identifying public services that could be enhanced through volunteer services; and
- (5) Developing incentives for volunteer participation and continuation.

(Code 1962, § 2.63-3)

**Sec. 2-480. Report of recommendations.**

The Volunteer Activities Commission should report its recommendations and findings no more than six (6) months after its establishment.

(Code 1962, § 2.63-3)

**Secs. 2-481—2-486. Reserved.**

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DIVISION 41. YOUTH COMMISSION

***DIVISION 41. YOUTH COMMISSION***

[Sec. 2-487. Established.](#)

**Sec. 2-487. Established.**

The Town shall have a Youth Commission as established in chapter VII, [section 25](#) of the Charter.

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DIVISION 42. ZONING BOARD OF APPEALS

***DIVISION 42. ZONING BOARD OF APPEALS***

Sec. 2-488. Established.

Secs. 2-489—2-495. Reserved.

**Sec. 2-488. Established.**

The Town shall have a Zoning Board of Appeals as established in chapter VII, section 6 of the Charter.

**Secs. 2-489—2-495. Reserved.**

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DIVISION 43. ROUTE 25 ADVISORY COMMITTEE

***DIVISION 43. ROUTE 25 ADVISORY COMMITTEE***

[Sec. 2-496. Established.](#)

[Sec. 2-497. Membership.](#)

[Sec. 2-498. Purpose.](#)

[Sec. 2-499—2-505. Reserved.](#)

**Sec. 2-496. Established.**

A special committee, to be known as the Route 25 Advisory Committee, consisting of six (6) members, is hereby established.

(Res. No. TC13-3, 1-18-90)

**Sec. 2-497. Membership.**

The membership of this committee shall be composed of:

- (1) The First Selectman;
- (2) The Director of Public Works;
- (3) A member of the Planning and Zoning Commission;
- (4) The State Representative from the 123rd District;

Additionally, there shall be:

- (1) A resident of Voting District 3 as defined on this date and;
- (2) A member at large,

both of whom shall be appointed by the Town Council.

(Res. No. TC13-3, 1-18-90)

**Sec. 2-498. Purpose.**

The Committee shall work in conjunction with the Greater Bridgeport Regional Planning Agency and the State Department of Transportation. The purpose of this Committee shall be to offer input as well as to advise the people of the Town of all attempts to extend Route 25 through Trumbull. The Committee shall keep the Council fully advised, at least on an annual basis, and shall submit reports, in writing, whenever state activity suggests present or future impact upon the town.

(Res. No. TC13-3, 1-18-90)

**Sec. 2-499—2-505. Reserved.**

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DIVISION 44. PEQUONNOCK VALLEY MANAGEMENT COMMITTEE

***DIVISION 44. PEQUONNOCK VALLEY MANAGEMENT COMMITTEE***

[Sec. 2-506. Established.](#)

[Sec. 2-507. Purpose; reports.](#)

[Secs. 2-508—2-520. Reserved.](#)

**Sec. 2-506. Established.**

A Pequonnock Valley Management Committee is established consisting of nine (9) members for terms extending to December 7, 1992. Thereafter five (5) members shall be appointed by the First Selectman with the approval of the Town Council and four (4) members shall be appointed by the Town Council with the approval of the First Selectman. The term of each member shall be three (3) years with three (3) terms to expire each year. No member appointed herein shall be precluded from serving on other permanent boards, commissions or committees of the Town for this initial term of office.

(Res. No. TC13-75, 4-16-90)

**Sec. 2-507. Purpose; reports.**

The Committee shall work to develop a resource management plan between and among the State of Connecticut, Department of Environmental Protection and the Town to cooperatively manage the Pequonnock Valley. The Committee shall also study and propose regulations for the use or non-use of firearms in the Pequonnock Valley. Prior to Town approval of any plan as an official Town position, the plan shall be submitted to the First Selectman and the Town Council for their approvals. Semi-annual reports shall be submitted to the Town Council.

(Res. No. TC13-75, 4-16-90)

**Secs. 2-508—2-520. Reserved.**

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**ARTICLE IV. CODE OF ETHICS** <sup>[13]</sup>

DIVISION 1. - GENERALLY

DIVISION 2. - ETHICS COMMISSION

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FOOTNOTE(S):

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--- (13) ---

Charter reference— Official conduct, Ch. VII, § 28. [\(Back\)](#)

State Law reference— Municipal authority to adopt a code of ethical conduct, G.S. § 7-148(c)(10)(B).  
[\(Back\)](#)

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DIVISION 1. GENERALLY

***DIVISION 1. GENERALLY***

[Sec. 2-521. Definitions.](#)

[Sec. 2-522. Purpose.](#)

[Sec. 2-523. Applicability.](#)

[Sec. 2-524. Standards of service.](#)

[Sec. 2-525. Use of Town resources.](#)

[Sec. 2-526. Treatment of public.](#)

[Sec. 2-527. Conflicts of interest.](#)

[Sec. 2-528. Disclosure of confidential information.](#)

[Sec. 2-529. Gifts, gratuities, favors.](#)

[Sec. 2-530. Employment incompatible with Town duties.](#)

[Sec. 2-531. Political activities.](#)

[Sec. 2-532. Sanctions.](#)

[Secs. 2-533—2-545. Reserved.](#)

**Sec. 2-521. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commission* shall mean the Ethics Commission referred to in chapter VII, [section 22](#), Town Charter and sections 7-148(c)(10)(B) and 7-148(h) of the General Statutes.

*Officers and/or employees* means the persons enumerated in [section 2-523](#) and shall include officers.

*Town* shall mean the Town of Trumbull.

In all references herein to any parties, persons, entities or corporations the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the test of the within instrument may require.

(Code 1962, § 2-54.1(II)(B); Ord. No. TC12-4, 11-9-88)

**Cross reference**— Definitions and rules of construction generally, § 1-2.

**Sec. 2-522. Purpose.**

- (a) This article is adopted for the Town pursuant to chapter VII, [section 22](#) of the Charter and sections 7-148(c)(10)(B) and 7-148(h) of the General Statutes. It is established with the purpose of setting forth ethical standards of conduct, prohibited activities and sanctions that may be imposed for violation of this Code, and/or the Charter, all of which shall be consistent with the best interests of the Town.

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- (b) The proper operation of representative government requires that public officials, employees and other persons involved in the governmental process and in the services rendered by government be independent, impartial and responsible to the people; that government decisions be made in the proper channels of governmental structure; that public office not be used for personal gain. Public interest must be the foremost concern of those included within the scope of this article.

(Code 1962, § 2-54.1(I); Ord. No. TC12-4, 11-9-88)

**Sec. 2-523. Applicability.**

Persons, hereinafter referred to as officials and/or employees, bound by this article are:

- (1) Elected or appointed Town officials, either paid or unpaid, including the Board of Education.
- (2) All Town employees, which shall include paid consultants of the Town and of all boards, commissions, committees and authorities, including the Board of Education.
- (3) Town officials and employees for a period of one (1) year following termination of such official position or employment for actions taken while serving as an official or employee.

(Code 1962, § 2-54.1(II)(A))

**Sec. 2-524. Standards of service.**

- (a) This article specifies and designates ethical standards of conduct required of all elected and appointed Town officials and all Town employees. Officials and employees have a responsibility by virtue of the trust vested in them by their employment or oath of office to discharge their duties conscientiously, impartially and to the best of their ability, placing the good of the Town above any personal or partisan considerations.
- (b) Officials and employees have an obligation to act morally and honestly in discharging all assigned responsibilities.
- (c) No official or employee, shall while serving as such have any interest, personal, financial or otherwise, direct or indirect, or engage in any business, employment or professional activity, or incur any obligation which is in conflict with the proper discharge of his duties or employment or which would be in conflict with any state statutes.
- (d) Officials and employees will conduct themselves with propriety, discharge their duties impartially and fairly, and make continuing efforts toward attaining and maintaining the highest standards of performance.

(Code 1962, § 2-54.1(III); Ord. No. TC12-4, 11-9-88)

**Sec. 2-525. Use of Town resources.**

- (a) Town property and resources are entrusted to officials and employees for the use and benefit of residents and taxpayers of the Town.
- (b) No Town officer or employee shall request or permit the use of Town-owned vehicles, equipment, facilities, materials or other property for personal convenience or profit, except when such are available to the public generally or are expressly provided for the use of such Town officer or employee in the interest of the Town.

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- (c) No Town officer or employee shall grant any special consideration, treatment, favor or advantage to any person beyond that which is generally available to residents and taxpayers of the Town.
- (d) The abuse or misuse of Town property or resources is an unethical practice. Town property which is legitimately placed in the trust of an official or employee will be preserved and cared for to the best of his ability.
- (e) Requests for Town reimbursement for travel, lodgings or any other expenses incurred in connection with nonofficial business, or for family members of officials or employees or others who are not on official business, represents a breach of ethical behavior.

(Code 1962, § 2-54.1(IV); Ord. No. TC12-4, 11-9-88)

**Sec. 2-526. Treatment of public.**

- (a) Officials and employees represent the Town and reflect the relationship between Town government and the public. When relating to the community, officials and employees must bear in mind their roles as public servants. Every person is entitled to courteous, impartial, fair and equal service. Each person is entitled to all of the benefits and services available to each and every other individual in like circumstances.
- (b) Officials and employees shall make every reasonable effort to inform the public of its rights to Town services.
- (c) Officials and employees will treat the public with tact and courtesy and give proper and expeditious consideration to the public's needs.
- (d) Should an official or employee be requested to perform an unethical or illegal act, it must be declined and also should be reported to his superior officer, First Selectman, Chief of Police or the Ethics Commission whichever is appropriate.
- (e) Officials and employees shall not grant preferential treatment to any person.

(Code 1962, § 2-54.1(V); Ord. No. TC12-4, 11-9-88)

**Sec. 2-527. Conflicts of interest.**

- (a) Town officials and employees shall be acutely sensitive to possible conflicts of interest and shall carefully avoid such conflicts. Attention is called to chapter VII, section 28(A) of the Charter, which states that disclosure is required.
- (b) A conflict of interest is declared to exist when the vote or other official act of any official or employee may result in the personal advantage or financial gain, or otherwise affect the financial interest of:
  - (1) That official or employee;
  - (2) The following relatives of that official or employee, or of the relatives of the spouse of that official or employee; spouse, child, grandchild, parent, grandparent, sibling, aunt, uncle, niece, nephew, cousin;
  - (3) A member of the immediate household, residing with that official or employee;
  - (4) An individual, partnership, association or corporation with whom that official or employee has, or within one (1) year of the taking of the vote or official action in question had, financial or business dealings; provided, that financial or business dealings shall not include routine,

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insubstantial or commonplace business transactions of a *de minimus* nature or those shared or engaged in by the public at large;

- (5) A corporation of which a person described in subsections (b)(1), (2) or (3) above is an officer, director, employee or the owner or controller of more than five (5) percent of any of the capital stock;
- (6) A partnership of which a person described in subsections (b)(1), (2) or (3) above is a partner.
- (c) There is specifically excluded from the definition set forth in subsection (b) a financial gain or advantage incident to a program or project in the nature of a public work or improvement, which financial gain or advantage is common to or shared by a class of residents of the Town, which class is restricted only by geographical proximity to the location of such public work or improvement; nor shall an official be prevented from voting upon the annual Town budget. An official shall not be prevented from voting upon any matter involving any class of residents of the Town or group of municipal employees only if the vote of that official may result in the financial gain or personal advantage or otherwise effect the financial interest of that official's spouse, parent, grandparent, child, grandchild, sibling, aunt, uncle, niece, nephew, cousin or any other person who shares the same home with the official to the exclusion of other members of the class.
- (d) When a conflict or the possibility of a conflict exists, the interested official or employee shall, as soon as such conflict or possible conflict becomes evident or reasonably should have become evident to him, make full disclosure of such conflict to the appropriate governmental body including but not limited to the board or commission on which the particular person sits.
- (e) Such interested official or employee shall not thereafter vote or participate in any deliberations or proceedings on such matter.
- (f) An official or employee shall not use his public position to obtain or attempt to obtain a special advantage in official matters for himself, a client or for any of the individuals set forth in subsection (b); nor shall he use his public position to influence, or attempt to influence the Town Council or any board, commission, committee, authority or paid consultant of the Town, to act in favor of himself, a client or for any of the individuals set forth in subsection (b).

(Code 1962, § 2-54.1(VI); Ord. No. TC12-4, 11-9-88)

**Sec. 2-528. Disclosure of confidential information.**

- (a) Confidential information is any information not then in the public record or which is exempt from the public record or disclosure by law including section 1-19(b) of the General Statutes and which is obtained only by reason of an official's or employee's position.
- (b) No official or employee shall willfully and knowingly disclose to any other person confidential information acquired by him in the course of and by reason of his official duties or employment or use any such information for the purpose of anyone's personal or pecuniary gain.
- (c) No official or employee shall accept other employment which will require him, or induce him, to disclose confidential information acquired by him in the course of and by reason of his official duties.

(Code 1962, § 2-54.1(VII); Ord. No. TC12-4, 11-9-88)

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**Sec. 2-529. Gifts, gratuities, favors.**

- (a) If officials and employees, because of their positions in Town, are offered gifts, loans or privileges in the expectation of influencing their actions and/or decisions, then such offerings are bribes, and the acceptance of them is unethical. Attention is called to chapter VII, section 28(B) of the Charter.
- (b) Officials and employees shall not solicit or accept gifts, either in goods or services, loans or privileges offered them because of their positions in Town government except that dinners, banquets and the like given by civic, charitable, fraternal, nonprofit or political organization shall be permitted.
- (c) It is unethical for an official or employee to give preferential treatment in response to gifts, loans or privileges offered to an official, employee, family member or business associates.
- (d) Subsections (b) and (c) do not preclude the acceptance of reasonable gifts at the time of retirement or at public occasions held to honor an official or employee. The public honoring of an individual makes reasonable gifts appropriate and acceptable.

(Code 1962, § 2-54.1(VIII); Ord. No. TC12-4, 11-9-88)

**Sec. 2-530. Employment incompatible with Town duties.**

- (a) Unpaid officials may have regular employment and Town employees may have employment additional to Town positions unless otherwise provided by law or collective bargaining agreement. Officials and employees have a responsibility to perform Town duties unencumbered by conflicting demands placed upon them by virtue of their commitment to other employment.
- (b) No official or employee shall engage in or accept private or other public employment or render services for private interests when such employment or services are incompatible with the proper discharge of official duties.
- (c) Officials and employees shall disqualify themselves from all discussions, attempts at influencing the view of others and decision-making with respect to any issues in which their private or other employment may conflict with their Town positions.
- (d) No official or employee shall accept other employment that will impair his independence of judgment as to his official duties or employment or conflict with his ability to perform such duties.

(Code 1962, § 2-54.1(IX); Ord. No. TC12-4, 11-9-88)

**Sec. 2-531. Political activities.**

- (a) Recognizing that political activity is an integral part of the democratic process, all officials and employees are free to engage in political activity to the widest extent consistent with the proper discharge of their official Town duties and fair and equal treatment of all townspeople.
- (b) Officials and employees shall not allow partisan politics and political activities to materially interfere with the proper discharge of their official duties.
- (c) No official or employee shall use the power or influence of his position to coerce participation in political activity or contributions to same.

(Code 1962, § 2-54.1(XI); Ord. No. TC12-4, 11-9-88)

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**Sec. 2-532. Sanctions.**

Sanctions imposed by the Ethics Commission shall be:

- (1) A public reprimand filed with the Town Clerk;
- (2) A recommendation to the hiring authority to take such disciplinary or removal proceedings as may be appropriate or warranted;
- (3) A recommendation to the Town Attorney or State's Attorney that further action be taken in accordance with the laws of the state.

(Code 1962, § 2-54.1; Ord. No. TC12-4, 11-9-88)

**Secs. 2-533—2-545. Reserved.**

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DIVISION 2. ETHICS COMMISSION

***DIVISION 2. ETHICS COMMISSION*** <sup>[14]</sup>

[Sec. 2-546. Officers.](#)

[Sec. 2-547. Meetings.](#)

[Sec. 2-548. Quorum.](#)

[Sec. 2-549. Public presence.](#)

[Sec. 2-550. Case procedure.](#)

[Sec. 2-551. Findings and recommendations.](#)

[Sec. 2-552. Advisory opinions.](#)

[Sec. 2-553. Amendments.](#)

[Secs. 2-554—2-570. Reserved.](#)

**Sec. 2-546. Officers.**

- (a) The officers of the commission shall be a Chairman, a Vice-Chairman and a Secretary.
- (b) The Chairman shall preside at all meetings.
- (c) The Vice-Chairman shall perform the duties of the Chairman in the event of the Chairman's absence, death, resignation or inability for any other reason to act.
- (d) The Secretary shall cause to have taken minutes of all meetings and issue all notices required.
- (e) The members of the Commission shall elect their officers at the first meeting of the Commission after appointment of members to expired terms. Such organization meeting shall be held not later than sixty (60) days after such appointments.

(Code 1962, § 2-54.1(Art. I))

**Sec. 2-547. Meetings.**

The Commission may meet monthly if it has business to transact or as soon as seen as reasonably possible after receipt of a complaint or at such other time that the Chairman shall deem necessary.

(Code 1962, § 2-54.1(Art. II); Ord. No. TC12-4, 11-9-88)

**Sec. 2-548. Quorum.**

The presence of three (3) members shall be required to conduct the Commission's business. A majority of the members present may act upon any matter for the Commission except for a finding of an ethics code violation and/or the imposition of sanctions which shall require a majority vote of the membership of the Commission. Any hearing on a complaint shall require the continued presence of at least three (3) members of the Commission. A member of the Commission who fails to attend the entire hearing on any complaint shall not be entitled to vote thereon.

(Code 1962, § 2-54.1(Art. III); Ord. No. TC12-4, 11-9-88)

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**Sec. 2-549. Public presence.**

- (a) Meetings concerning operating administrative affairs shall be open to the general public.
- (b) Meetings involving specific complaints or investigations shall be open to the public only after the Commission has decided to accept the complaint and proceed with an investigation.

(Code 1962, § 2-54.1(Art. IV); Ord. No. TC12-4, 11-9-88)

**Sec. 2-550. Case procedure.**

- (a) No complaint shall be accepted by the Commission unless it is reduced to writing, dated, signed and sworn to by the complainant before a notary public or Commissioner of the Superior Court. The complaint shall contain a statement of the underlying facts and identify, to the extent possible, the names and individuals involved, the nature of the alleged violation, and the date or dates of such violation.
- (b) Such complaint shall be mailed or delivered to the Chairman of the Ethics Commission in care of the Town Clerk, Town Hall, Trumbull, Connecticut. The Town Clerk will advise the Chairman of the receipt of such mail and hold it unopened for delivery to the Chairman.
- (c) Each request for Commission action shall be assigned a file number by the Commission and be identified by same. A cover sheet shall record the official date of receipt, dates of all required notices, meetings on same and action taken.
- (d) Except where a complaint is filed by the Commission, upon receipt of a complaint, the Commission shall meet in executive session and decide whether to dismiss the complaint for lack of jurisdiction or lack of probable cause or to accept the complaint and to proceed with any necessary investigation. In the event that the Commission proceeds with the complaint, the Commission shall promptly notify the person charged with any violation in writing by sending to the person charged a copy of the complaint. Any person charged may be represented by counsel and all hearings shall be recorded by stenographic recording or tape. The Commission shall have the power to require the attendance of any witness by subpoena. Any person charged shall be notified in writing at least ten (10) business days prior to any hearing regarding the complaint. At the beginning of the hearing, the Commission may, in its discretion, ask for clarification of the issues involved after which the complaining party or his attorney, shall present his claims, proofs and witnesses who shall submit to questions or other examination by the party charged or his attorney, the Commission or its attorney, and counsel for the complaining party, if any. Thereafter, the party charged, or his attorney, shall present his defenses, proofs and witnesses who likewise shall submit to questions from the complaining party or his attorney, the Commission or its attorney or counsel for the party charged. Exhibits, when offered by either party, may be received in evidence including affidavits sworn to under oath, to afford a full and equal opportunity for the presentation of any material or relevant proofs. The Commission may in its discretion vary the foregoing procedure where in the interest of fairness it deems it appropriate. The Commission may proceed in the absence of any person charged with a complaint, the charging party or any witnesses but shall make every effort to receive sufficient competent evidence in order to render a just and final decision.
- (e) After hearing and within one hundred twenty (120) days of the filing of the complaint, the Commission shall notify the complainant, the person charged, and the Town Clerk of its final action in writing and the sanction, if any, imposed. Any such action shall be deemed final. The Commission shall have the right to reject any complaint or request for advisory opinion if it determines, by majority vote, that the matters presented have been previously heard by the Commission and appropriate action has been taken.

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- (f) The Commission may be guided by the advisory opinions of the Ethics Commission of the state (See: Conn. Gen. Stat. S1-81), and the opinions of the Connecticut Bar Association with respect to the code of professional responsibility, and shall abide by the laws of the state.

(Code 1962, § 2-54.1; Ord. No. TC12-4, 11-9-88)

**Sec. 2-551. Findings and recommendations.**

Any findings and recommendations of the Ethics Commission arrived at after a full hearing shall be recorded with the Town Clerk.

(Code 1962, § 2-54.1(Art. VI))

**Sec. 2-552. Advisory opinions.**

The Commission may render advisory opinions of a general nature, without reference to any specific case, to guide officials and employees with respect to the application and interpretation of the code of ethics, but no such opinion shall be rendered unless approved by the majority of the membership of the Commission.

(Code 1962, § 2-54.1(Art. VII); Ord. No. TC12-4, 11-9-88)

**Sec. 2-553. Amendments.**

The Commission may, from time to time, in its discretion, suggest amendments to the Code of Ethics for approval by the Town Council by ordinance.

(Code 1962, § 2-54.1(Art. VIII); Ord. No. TC12-4, 11-9-88)

**Secs. 2-554—2-570. Reserved.**

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FOOTNOTE(S):

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Charter reference— Ethics Commission, Ch. VII, § 22. [\(Back\)](#)

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ARTICLE V. EMERGENCY MANAGEMENT

**ARTICLE V. EMERGENCY MANAGEMENT**

[Sec. 2-571. Definitions.](#)

[Sec. 2-572. Authority; established; supervision.](#)

[Sec. 2-573. Appointment; powers and duties of the director.](#)

[Sec. 2-574. Responsibilities of departments, agencies and offices of Town government.](#)

[Sec. 2-575. Emergency management responsibilities and powers of the First Selectman.](#)

[Sec. 2-576. Advisory council.](#)

**Sec. 2-571. Definitions.**

The definitions of emergency management and related terms used in this article shall be the same as the definitions provided in Section 28-1, Chapter 517 of the Connecticut General Statutes.

(Res. No. TC13-128, 8-6-90)

**Sec. 2-572. Authority; established; supervision.**

- (a) By authority of Section 28-7 of the Connecticut General Statutes, an organization of Town government to be known as the Office of Emergency Management is hereby established.
- (b) The established Office of Emergency Management is to be under the direction and supervision of a Director of Civil Defense (hereinafter referred to as the Emergency Management Director). The Director shall be responsible for the organization, administration and operation of the local organization.

(Res. No. TC13-128, 8-6-90)

**Sec. 2-573. Appointment; powers and duties of the director.**

- (a) The Emergency Management Director shall be appointed by the First Selectman of the Town, and shall serve at the will of the First Selectman. The Director may be removed from office at any time by the First Selectman.
- (b) The Director shall report directly to the First Selectman.
- (c) The Director shall advise the First Selectman on all emergency matters and related laws, rules, regulations and requirements of [Title 28](#) and Public Act 87-535 of the Connecticut General Statutes, the Federal Civil Defense Act of 1950, and the Federal Natural Disaster Relief Act of 1974.
- (d) The Director shall develop, organize, direct and coordinate the Town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to and recover from any emergency or disaster.
- (e) The Director shall develop and organize the Emergency Management Program in accordance with local, state and federal emergency management requirements.

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- (f) The Director shall coordinate the activities of all Town departments, agencies and offices and the activities of all volunteer organizations, but in no instance shall assume direction and control of any Town department, agency or office unless directed by written authority from the First Selectman.
- (g) The Director shall be responsible for the development and maintenance of the Town's Emergency Operations Plan.
- (h) The Director shall be responsible for the coordination of training and exercises required to maintain adequate emergency management and emergency response capabilities in Town.
- (i) The Director shall be responsible for the recruitment and training of volunteer emergency management personnel.
- (j) The Director shall maintain continuous contact with the State Office of Emergency Management, and shall prepare and submit reports and all paperwork necessary to ensure that the Town qualifies and receives all possible funding, equipment and other benefits or assistance available from the state and/or the federal Emergency Management Program. All requests for outside funding and/or assistance shall be in accordance with established local procedures.
- (k) The Director shall brief the First Selectman and the Town Council within thirty (30) days after their commencement of office.

(Res. No. TC13-128, 8-6-90)

**Sec. 2-574. Responsibilities of departments, agencies and offices of Town government.**

- (a) Each department, agency and office of Town government required to have an annex to the Town's Emergency Management Operations Plan shall develop and maintain such annex in accordance with local, state and federal emergency management requirements.
- (b) Each department, agency and office of Town government shall cooperate with the Emergency Management Director to the fullest extent possible in the development and maintenance of the local Emergency Management Program.

(Res. No. TC13-128, 8-6-90)

**Sec. 2-575. Emergency management responsibilities and powers of the First Selectman.**

- (a) The First Selectman of the Town is responsible for the protection of the health and safety of all residents and all people in town, the protection of property, and the preservation of the local government organization and structure.
- (b) The First Selectman of the Town shall ensure that the local Emergency Management Organization develops and maintains the capability of local government necessary to respond to any emergency or disaster that may affect the Town.
- (c) During emergency or disaster situations the First Selectman has the power and authority to issue emergency and/or disaster declarations and exercise any and all powers granted by the Town Charter deemed reasonable and necessary for the protection of residents and people in town, the protection of property and the preservation of local government.

(Res. No. TC13-128, 8-6-90)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION

ARTICLE V. EMERGENCY MANAGEMENT

**Sec. 2-576. Advisory council.**

- (a) An Emergency Management Advisory Council shall be established by appointment from the First Selectman of the Town which Council shall advise the First Selectman on emergency management issues and shall work with the Director to develop, maintain and coordinate the Emergency Management Plan.
- (b) The Emergency Advisory Council shall be composed of twelve (12) members. The members of the Emergency Advisory Council shall be designated as follows:
  - (1) The Chief of each of the three (3) Fire Districts;
  - (2) The Chairman of the Police Commission and Police Captain/Traffic;
  - (3) The Director of Trumbull Emergency Medical Services and the Chairman of the Emergency Medical Services Commission;
  - (4) The Director of Civil Defense;
  - (5) The Superintendent of Schools;
  - (6) Director of Public Works;
  - (7) Fire Marshal;
  - (8) Chief of Police.
- (c) The Chairperson of the Advisory Council shall be elected by the Council from the members.
- (d) Members of the Emergency Management Advisory Council shall be exempted from the provision of Chapter 8, Section 1 of the Charter, as regards serving on Emergency Management Advisory Council.
- (e) The Chief of Police, Fire Marshal, Public Works Director and Superintendent of Schools may send their designated representatives.

(Res. No. TC13-128, 8-6-90)

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 8. GOLF COURSE COMMISSION

***DIVISION 8. GOLF COURSE COMMISSION*** <sup>141</sup>

Sec. 2-211. Tashua Knolls Golf Course.

Sec. 2-212. Responsibility for golf course clubhouse.

Secs. 2-213—2-225. Reserved.

**Sec. 2-211. Tashua Knolls Golf Course.**

- (a) The confines of the golf course shall be defined as all property under the jurisdiction of the Golf Course Commission inclusive of the golf course practice and parking areas, buildings, structures and bodies of water.
- (b) The golf course shall be defined as the playing areas of holes one (1) through eighteen (18) inclusive of trees, greens, fairways, traps, roughs, cart paths, brooks, streams, ponds and wooded areas dividing or bordering the playing area that are within the confines of the golf course.
- (c) Every person on the golf course with the exception of caddies must purchase a permit (ticket). Such permit (ticket) shall be evidenced by a receipt (ticket) showing that the person using the course has paid the appropriate fees for such use.
- (d) No person shall engage in any unauthorized activity, sport or game upon the golf course other than the playing of the game of golf. Such unauthorized activities shall include but are not limited to the following:
  - (1) Bathing, wading or swimming in any waters located on the golf course;
  - (2) Using or operating a boat, canoe, inflated float or raft in any waters located on the golf course;
  - (3) Coasting with hand or bob sled, skis, skimobile, skateboard, cart or other vehicle on the confines of the golf course unless specifically authorized by the Golf Course Commission;
  - (4) Skating, sledding, walking or going upon any ice on any pond, brook or waterway on the confines of the golf course unless specifically authorized by the Golf Course Commission.
- (e) No permit (ticket) other than one which is available for purchase by residents of the Town shall be issued to any member of the Golf Course Commission. The identical qualifications and fee structure as are required of all residents of the Town shall be required of members of the Golf Course Commission applying for any class of permit (rate of play) and for the use of golf carts and/or tee-off arrangements. The class of permit purchased shall determine the fee to be paid for each use of the golf course. Any commissioner who elects not to purchase a permit (ticket) of any class shall pay the customary nonresident fee for each use of the golf course. Neither the Golf Course Commission or any person shall waive the provisions of this subsection. A copy of this subsection shall be posted in a conspicuous place in the pro shop located at the Tashua Knolls Golf Course. Any person who violates any part of this subsection shall be fined in accordance with section 1-7. For the purposes of this section "use of the golf course" shall mean the playing of one (1) or more holes of golf. "Use of golf carts" shall mean riding in and/or carrying golf equipment in a golf cart while using the golf course.
- (f) No person, group or organization shall solicit alms or contributions on the confines of the golf course for any purpose without the permission of the Golf Course Commission.

PART II - MUNICIPAL CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

DIVISION 8. GOLF COURSE COMMISSION

- (g) No person shall cause or permit any animal owned by him, in his custody or under his control to enter or remain on the confines of the golf course and each such animal so found at large may be seized and disposed of as provided by state law or local ordinance covering the disposal of stray animals on highways or public property.
- (h) No person shall hunt, fish, carry or discharge firearms or use any kind of weapon on the confines of the golf course except that the Golf Course Commission shall have the authority to authorize the use and discharge of blank ammunition in efforts to control vermin.
- (i) The salvaging of golf balls from the ponds or the practice areas located on the confines of the golf course with the exception of a player retrieving his own ball is prohibited without the written permission of the Golf Course Commission.
- (j) Spectators will not be permitted to accompany players onto the playing area of the golf course except for special tournaments or exhibitions as designated by the Golf Course Commission.
- (k) No person shall play golf on the golf course at any time other than the designated hours during the golf season or at any time the golf course is closed unless specifically authorized by the Golf Course Commission.
- (l) Fireworks are prohibited on the confines of the golf course.
- (m) No vehicle other than golf carts shall be permitted on the golf course without the permission of the Golf Course Commission.
- (n) No person shall commit any nuisance on the confines of the golf course.
- (o) Any person who violates any provision of this section shall be fined in accordance with section 1-7

(Code 1962, § 2-50.1)

**Sec. 2-212. Responsibility for golf course clubhouse.**

Pursuant to the provisions of chapter VII, section 15(12)(B) of the Charter, the Golf Course Commission of the Town shall have the sole responsibility and obligation for the care, control, maintenance, operation and supervision of the Tashua Knolls Clubhouse.

(Code 1962, § 2-50.2)

**Secs. 2-213—2-225. Reserved.**

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FOOTNOTE(S):

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1 Golf Course Commission, Ch. VII, § 15(12). [\(Back\)](#)

any person who occupies the whole or a part of such building or land, whether alone or with others.

*Tense.* Words used in the past or present tense include the future as well as the past and present.

*Town.* The words "the town" mean the Town of Trumbull in the County of Fairfield, in the State of Connecticut.

*Written, in writing.* The words "written" or "in writing" include any representation of words, letters or figures, whether by printing or otherwise.

*Year.* The word "year" means a calendar year. (Code 1962, § 1-2)

*State law reference—*Rules of construction for terms used in the General Statutes, G.S. § 1-1.

**Sec. 1-3. Severability of parts of Code.**

If any part, section, subsection, sentence, clause or phrase of this Code is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Code.

(Code 1962, § 1-3)

*State law reference—*Similar provisions, G.S. § 1-3.

**Sec. 1-4. Catchlines, history notes and references.**

(a) The catchlines of the several sections of this Code are intended as mere catchwords to indicate the contents of the section and shall not be deemed or taken to be titles of such sections nor as any part of the section nor, unless expressly so provided, shall they be so deemed when any of such sections, including the catchlines, are amended or reenacted.

(b) The history notes appearing in parentheses after each section and the references and notes scattered throughout the Code are for the benefit of the user of the Code and shall have no legal effect.

(Code 1962, § 1-4)

**Sec. 1-5. Repeal does not revive former ordinance.**

When an ordinance which has repealed another shall itself be repealed, the previous ordinance

shall not be revived without express words to that effect.

(Code 1962, § 1-5; Res. No. TC13-100, 10-7-91)

*State law reference—*Similar provisions, G.S. § 1-1.

**Sec. 1-6. Certain rights, penalties, suits, etc., not affected by repeal of ordinance.**

The repeal of an ordinance shall not affect any punishment, penalty or forfeiture incurred before the repeal takes effect, or any suit, prosecution or proceeding pending at the time of the repeal, for any offense committed, or for the recovery of a penalty or forfeiture incurred under the ordinance repealed.

(Code 1962, § 1-6)

*State law reference—*Similar provisions, G.S. § 1-1.

**Sec. 1-7. Reserved.**