

# CONNECTICUT RIVER GATEWAY COMMISSION

## REGULAR MEETING MINUTES

May 28, 2020

Present/Absent: [Excused absence (E); Unexcused absence (U)]

|                      |   |
|----------------------|---|
| <b>Chester:</b>      | <b>Margaret (Peggy) Wilson , Jenny Kitsen</b> |
| <b>Deep River:</b>   | <b>Jerry Roberts, Conal Sampson</b>           |
| <b>East Haddam:</b>  | <b>Crary Brownell, Joel R. Ide</b>            |
| <b>Essex:</b>        | <b>Claire Mathews, Misha Semenov</b>          |
| <i>Fenwick:</i>      | <i>Newton Brainerd, Borough Warden</i>        |
| <b>Haddam:</b>       | <b>Susan Bement, Mike Farina</b>              |
| <b>Lyme:</b>         | <b>J. Melvin Woody, Wendy Hill</b>            |
| <b>Old Lyme:</b>     | <b>Suzanne Thompson, Greg Futoma</b>          |
| <b>Old Saybrook:</b> | <b>Bill Webb, Tom Gezo</b>                    |
| <b>Regional Rep:</b> | <b>Raul Debrigard</b>                         |
| <b>DEEP:</b>         | <b>David Blatt</b>                            |
| <b>Staff:</b>        | <b>J H Torrance Downes</b>                    |
| <b>Guests:</b>       | Mr. Rich Snarski, Wetlands Biologist          |

### Call to Order

This meeting was convened using the Zoom online platform. The agenda was formally posted in all eight-member towns as required with information directing interested members of the public to join the meeting online. Chairman **Thompson** called the online regular meeting of the Connecticut River Gateway Commission to order at 7:05pm and introduced newest member, Jerry Roberts of Deep River. Thompson informed Rich Snarski that he would be involved in the discussion during Old Business later in the meeting.

### Approval of 3/23/20 and 4/28/20 Regular Meeting Minutes

Mathews, pag 3 2<sup>nd</sup> para Bylaws are “Rules of “procedure”, not bylaws. Use correct document name. Raul Rules of Procedure – annotate the changes of the changes in the ROP including a date of amending, as opposed to highlighting. Thompson – not “the Gateway”. CT River Gateway Commission, or “the Commission”. Motion Farina, Second Melvin. Unanimous.

### Request for Funding, Mr. Rich Snarski, Eradication of Hydrilla/Salinity Survey in Lords Cove

Mr. Snarski requested funding in the amount of \$9,800 for the eradication of hydrilla in Lords Cove through the use to two rakes of different design, and the conducting of a salinity study done at the same time. The two rake designs are proposed to see if one design works more effectively than the other. At the completion of the project, a report would be prepared and submitted.

Members of the Gateway Commission engaged in a long discussion with Mr. Snarski, asking him questions ranging from, what does “eradication” mean in terms of ridding the creeks of hydrilla (100%? 90%), will the hydrilla return annually, will there be follow up to determine whether or not there is growth after removal, what information will be added through the salinity study, will that study be applicable elsewhere in the river other than just this location (applicable in the more brackish and fresh water areas upstream or in the more saline areas downstream).

**Woody** opined that he didn’t think this project was consistent with the Gateway mission. **Webb** disagreed, stating that he felt it *was* consistent. **Webb** would also like to see letters of support from other organizations and asked if there was a Master Plan for Lords Cove. **Semenov** wasn’t convinced that the salinity study and the eradication project were closely related, with the salinity study perhaps not providing a lot of significant information related to hydrilla in this area of the river.

Snarski commented that this would be a chance to rid the creeks of Lords Cove of hydrilla and perhaps answer the question of whether or not the plant can be “managed” in a mechanical fashion (and not with chemicals).

After much discussion, **Thompson** summarized by stating that members of the Commission weren’t prepared to vote “yes” or “no” at this point in time and that they’d like more time to decide. The discussion would be placed on the

next agenda for the meeting to occur on Thursday, June 25, 2020.

#### Correspondence and Staff Report

Downes summarized the report, which is appended hereto and asked if there were any questions about the contents. He added a report about several tree removal inspections in which he participated in Essex, at the invitation of ZEO Joe Budrow.

#### Variance Applications, Special Permit Applications and Map/Regulation Change Petitions

There were no applications or petitions on which to report.

#### Chairman's Report

**Thompson** briefed Commission members on an ongoing development issue concerning 46 Crosstrees Hill Road on South Cove in Essex. She indicated that counsel has been consulted and she will keep Commission members posted.

#### Committee Reports

Financial/Treasurers Report. **Matthews** described the monthly treasurers report, including the breakdown of line items with the various categories, and asked members to look over the report and make suggestions of line items that could be eliminated or added. With the finance committee, this is an opportunity to have a fresh look at a new budget. A draft budget will be presented at the next Gateway meeting scheduled for June 25, 2020.

**Matthews** then presented the staffing bill in the amount of \$1,844.18 for payment and moved approval thereof.

**Matthews** made a motion to approve with **Bement** seconding the motion, which passed unanimously.

Land Committee. **Wilson** reported that she had two email communications and one phone conversation with David Brown of the Middlesex County Land Trust. Brown is obtaining new appraisals in the Haddam Neck area with Gateway support. **Wilson** reminded members that the Commission had previously voted for Commission support of the appraisal process in the amount of \$10,000. One property owner in the "Hillside" area of Haddam Neck is reportedly considering sale of their undeveloped lot. Asked about another property in the area, **Bement** replied that it is for sale but is not currently listed. Brown will include that property in the list of properties to be appraised. Finally, **Wilson** mentioned that she hasn't heard from Haddam Neck resident Jim McHutchison of late.

Governance Committee. **Webb** summarized a modification of the Commission's bylaws or Rules of Practice (ROP) proposed by the Governance Committee and noted that Finance and Governance Committees collaborated in formulating the proposed revision. He noted that the proposed modification, which is appended hereto, pertains to the Commission's income and used of funds.

**Webb** moved to replace the existing bylaw language in Article III, B(1)(iii) with the language proposed by the Governance Committee and included in the attached revised ROP. **Woody** seconded the motion. For the purposes of modifying the Rules of Practice, Article VII requires a role call of towns. The following role call vote resulted:

Old Lyme, AYE. Old Saybrook, AYE. Essex, AYE. Deep River, AYE. Chester, AYE. Haddam, AYE. East Haddam, AYE. Lyme, AYE. RiverCOG representative, AYE. Commissioner's Representative, AYE.

The motion to adopt the Government Committee proposal was thereby unanimously approved.

#### National Heritage Corridor Ad hoc Committee

**Woody** summarized the process of designating National Heritage Areas and commented that the next step is for RiverCOG executive director Sam Gold – who has expressed interest - to decide whether RiverCOG can coordinate an effort to establish a National Heritage Corridor in the region.

**Thompson** introduced Deep River resident Jerry Roberts, who was included in those attending the Commission Zoom meeting. Roberts reported that he would be honored to be involved with Commission efforts in the lower Connecticut River Valley

Public Outreach Committee. No report at present.

New Business: **Thompson** asked if members wanted to consider a vote on the funding of the project proposal presented by Rich Snarski earlier in the meeting. **Matthews** commented that she would prefer to discuss the project at the Commission's June meeting. Members concurred that that was a good path to take and the discussion will continue at the June 25, 2020 meeting.

Old Business:

**Debrigard** asked why the Commission annual meeting is held in October, to which **Matthews** responded that the annual meeting of an organization is often held when the fiscal year is completed with all reports being issued, which is usually several months after the end of the fiscal year.

Adjournment: **Bement** moved adjournment; **Farina** seconded the motion, which was approved unanimously. The meeting adjourned at 9:01 p.m

**CONNECTICUT RIVER  
GATEWAY COMMISSION**

**RULES OF PROCEDURE  
and  
POLICY MANUAL**

**Article I. Organization and Membership**

A. The Connecticut River Gateway Commission (the "Commission") is organized pursuant to the provisions of Chapter 477a of the Connecticut General Statutes, as amended, with all the powers, rights and obligations therein conferred upon it.

B. Membership

The voting members of the Commission include:

- a. One member and one alternate selected pursuant to Section 25-102d by each town which voted to be governed by the provisions of Chapter 477a (the "member towns").
  - b. Two members and two alternates appointed by the Lower Connecticut River Valley Council of Governments, as the successor agency to the Midstate Regional Planning Agency and the Connecticut River Estuary Planning Agency, and  
(amended 7/01/13)
  - d. The Commissioner of the Department of Energy and Environmental Protection (DEEP) (the "Commissioner"), or the Commissioner's designee.
2. Except for the Commissioner (or designee) who shall not have a specified term, all members of the Commission shall serve for a term of two years, the initial term beginning on July 17, 1974. Subsequent terms shall begin on July 1 of even numbered years.
  3. Separate zoning entities within member towns, such as the Borough of Fenwick, shall be entitled to non-voting membership, and will be invited to appoint a regular and an alternate member to the Commission.  
(added 7/01/13)
  4. Any vacancy on the Commission shall be filled for the balance of the original term in the same manner as the original appointment.
  5. No member shall receive any compensation for his or her service, but may be entitled to reimbursement for necessary expenses in the performance of duties on the Commission.
  6. All members shall annually execute a Conflict of Interest Disclosure Statement.

**Article II. Authority and Duties**

A. Authority. The Commission has authority, under Chapter 477a, to

1. Establish its own Rules of Procedure and Policy Manual, which carries with it the right to amend such rules from time to time;

2. Employ expert, administrative, and such other assistance as it judges necessary, pursuant to written agreements, whether contracts or letters of agreement.
3. Accept funds designated to further the purposes of the Commission.

B. Duties. The Commission is authorized by Chapter 477a to

1. Confirm that that planning and zoning commissions of each member town have revised the town's zoning regulations, plan of development, and subdivision regulations to meet the minimum standards initially established by the Gateway Commission, and any subsequent revisions thereto that may be adopted by the Commission from time to time.
2. Review and approve or disapprove the adoption, amendment or repeal of plans of conservation and development and zoning and subdivision regulations of the member towns affecting property within the Conservation Zone as defined in Chapter 477a (the "Conservation Zone"), on the basis of compliance with the zoning standards set forth under the provisions of Chapter 477a with regard to classification of zoning districts according to types of land usage permitted therein, land coverage, frontage, setback, design, building height, the cutting of timber, burning of under-growth, removing soil or other earth materials and dumping or storing refuse in a manner that would detract from the natural riverway scene. In acting upon member town regulations affecting property within the Conservation Zone, the Commission shall follow the procedures set forth in Section 25-102g(b) of Chapter 477a.
3. Review and, when deemed necessary, revise the Standards adopted under Chapter 477a, after review by the planning, zoning, planning and zoning, and conservation commissions of the member towns, and following a public hearing held at least thirty-five days after:
  - a. written notice of such hearing to these aforementioned commissions and the Town Clerks of the member towns, and
  - b. presentation of a copy of such proposed standards to each of said commissions and Town Clerks.
4. Review applications to the zoning boards of appeal in the member towns to determine if the requested application is adverse to the protection and development of the Conservation Zone, and to appear, with the status of the aggrieved party, at hearings before the zoning board of appeals of any member town with respect to land within the Conservation Zone on the basis of compliance with the purposes of Chapter 477a and the standards adopted under it. The review may be conducted by staff under guidelines provided by the Commission, and staff may be authorized to represent the Commission at ZBA hearings.
5. Carry appeals to court, under Section 8-8 of the Connecticut General Statutes, when in the opinion of the Commission an action of the zoning board of appeals of a member town is adverse to the protection and development of the Conservation Zone in accordance with the purposes of Chapter 477a and the standards set forth under the provisions of said Chapter.
6. Approve or disapprove the acquisition by the State of Connecticut of interests less than fee, including scenic easements and development rights in the towns listed in Chapter 477a affecting up to 2500 acres, for which funds may be provided by the State.
7. Undertake initiatives to further Gateway's mission.

8. Report annually, on or before February 15<sup>th</sup>, to the General Assembly on the Commission's activities of the preceding year and on its finances.
9. It may by majority vote authorize staff to act on its behalf as noted below.

### **Article III. Connecticut River Gateway Conservation Fund**

A. Fund Establishment: The Commission hereby establishes a special fund to be known as the Connecticut River Gateway Conservation Fund, into which all funds received from private sources shall be placed. For the purpose of this article 'income' shall constitute any earnings, appreciation, proceeds, or contributions exceeding the original \$1 million corpus.

B. Fund Uses

1. The Commission shall hold the income it receives from the CT River Gateway Conservation Fund separate and reserved from any proceeds or appropriations from the state of CT and shall disperse it in accordance with the following guidelines:
  - a. Income shall be used:
    - i. to the fullest extent possible, for the direct acquisition of property rights or for providing grants to conservation organizations to acquire property rights wholly or partly within the Conservation Zone, and costs associated therewith;
    - ii. for operating expenses of the Commission;
    - iii. to promote the restoration, enhancement, preservation and scientific study of and education regarding natural resources within or ecologically connected to the Conservation Zone. Such natural resources shall include land, air and water resources, the plant and animal life thereon, and unique scenic and historic sites.  
(amended 5/28/20)
  - b. The Commission shall seek in all land transactions to make the most of available resources by cooperating with the State of Connecticut, member towns, local land trusts and other recognized non-profit conservation organizations in sharing the cost of protecting selected areas.
  - c. In spending income from the Connecticut River Gateway Conservation Fund the Commission shall decide on a parcel-by-parcel basis the most advantageous method of acquisition. Property rights acquired may be transferred to the State of Connecticut, a member town, local land trust or other recognized non-profit organizations. When the Commission acquires an interest in property which is adjacent to an existing protected open space area, the Commission may offer its acquired parcel first to the organization owning the contiguous parcel to supplement the permanently protected open space within the river corridor.
  - d. Whenever the Commission transfers a title, development rights or makes a grant, it shall first find that it has moved to further the purposes of Chapter 477a and record in its minutes the public purposes for which it has acted. Any agreement between the Commission and an entity receiving development rights, fee title or a grant shall cite the public purposes for which the Commission has acted and reserve to the Commission the right to enforce these purposes.
  - e. In selecting parcels for acquisition the Commission shall be guided by the following:
    - i. Properties identified by the original Gateway Committee under subsection (a) of Section 25-102d of Chapter 477a;

- ii. Properties which will supplement existing recreational and open space areas now owned by the State of Connecticut, municipalities, local land trusts or other recognized non-profit conservation organizations;
  - iii. Properties listed in the Connecticut Natural Areas Inventory as identified by the Department of Energy and Environmental Protection;
  - iv. Properties identified for open space protection in the Connecticut Plan of Conservation and Development, Regional Plans and Town Plans of Conservation and Development;
  - v. Properties which will be managed and operated to permit public use for limited non-intensive recreational purposes such as interpretative nature trails, fishing access, boat access, scenic viewing or outdoor classroom uses.
2. The fund shall be self supporting to the extent that any fees required for the investment management of the fund shall be paid by the fund.

C. Safeguards

- 1. Two signatures shall be required for all checks. Authorized signatories shall be the Chairman, Vice-Chairman, Treasurer, and Secretary. (added 7/01/13)
- 2. Investment Management: The Finance Committee shall make recommendations to the Commission regarding financial advisors, with no change in advisors to be made without Commission approval. However, the Finance Committee has the authority to make changes to the investments themselves. (added 7/01/13)

**Article IV. Meetings**

- A. Regular: The Commission shall meet at least once a month on a regular date and at a place fixed by vote of the membership, except there may be a combined meeting for November/December. All meetings shall be open to the public. The current meeting date is the fourth Thursday each month, except there shall be no meeting in November and the December meeting shall be held on the first Thursday of December. (amended 7/01/13)
- B. Annual Meeting: The annual meeting of the Commission shall be the October meeting of each year. The Agenda shall include, but not be limited to:
  - 1. Election of Officers (even years only)
  - 2. Reaffirmation vote regarding operating expenses as provided in Article III.B.1.a above.
  - 3. Vote on any actions as required below. (amended 7/01/13)
- C. Special: Special meetings shall be held upon call of the Chairman or Vice Chairman or on written request of any three regular members.
- D. Notices
  - 1. Notices of all meetings shall be given to each member and alternate, stating the date, time, place and business to be transacted. Notices of all regular meetings shall be given by mail or electronic means, as designated by each individual member, at least ten days prior to the meeting. Notices of all special meetings shall be given in the same way or by telephone at least five days prior to the meeting.
  - 2. On or before January 31<sup>st</sup> of each year the Commission shall file with the Office of the Secretary of the State and with the Town Clerks of each member town the schedule of

regular meetings of the Commission for the ensuing year, and no such meeting shall be held fewer than thirty days after such filing.

3. Notice of any special meeting of the Commission shall be posted in the office of the Secretary of the State and of the Town Clerks of each member town not less than twenty-four hours prior to the meeting; this requirement may be omitted in cases of emergency if a copy of the minutes of such meeting adequately describing the emergency and proceedings of such meeting is filed in each such place within seventy-two hours after the meeting.

E. Quorum. At all meetings a quorum shall consist of six voting members with at least five representing member towns. For purposes of a quorum, members representing the Lower Connecticut River Valley Council of Governments may represent their town of residence in the absence of both the member and alternate from that town. (amended 12/7/06)

F. Executive Session. The Commission may enter into executive session by a vote of two-thirds of the members present and voting to do so at any public session for the following purposes and no other:

1. personnel appointments, evaluation and dismissals;
2. strategy and negotiations regarding pending claims and litigation;
3. security matters;
4. real estate acquisitions;
5. discussion that would result in the disclosure of a public record which is legally exempted from disclosure requirements.

G. Voting

1. Alternates shall be entitled to attend and participate in the discussion at all meetings but shall not be entitled to vote except in the absence of the regular member for whom they act as alternate.
2. All matters upon which a vote is required shall be adopted by a vote of a majority of the voting members present at a duly called meeting of the Commission at which a quorum is present unless otherwise provided herein.
  - a. Any adoption of standards or amendment to existing standards shall be by affirmative vote of members (or alternates) representing no fewer than five member towns and at least one other member organization.
  - b. Any adoption of Rules of Procedure or amendment to existing Rules shall be by affirmative vote of members (or alternates) representing no fewer than five member towns and at least one other member organization.
3. Polling by electronic means may be used for any matter other than those regarding Standards or Rules of Procedure.
4. Proxy voting is not permitted.

H.. Freedom of Information. The Commission shall comply with all requirements of the Freedom of Information act as it might be amended.

## **Article V. Officers and Committees**

## A. Officers

1. The officers of the Commission shall be a chairman, vice chairman, secretary, treasurer and such other officers as the Commission may from time to time designate. They shall be elected at the Annual Meeting of the even numbered years. The term of each officer shall begin with the next scheduled meeting after the Annual Meeting, and shall be for a two (2) year period and until his or her successor is elected. Officers may succeed themselves. No two offices may be held by the same individual at any one time. Alternates may serve as officers. (amended 7/01/13)
2. Any vacancy in an office shall be filled by vote of the Commission for the unexpired term of such office.

## B. Committees

1. There shall be a **Finance Committee** whose duties shall include, but not be limited to all accounting/bookkeeping, investment management, financial reporting, and auditing functions.
  - a. Audit. The Finance Committee shall review the need for an Annual Audit at least every five years, but more often should circumstances so warrant, and shall present its recommendation to the Commission at its Annual or other meeting for action. (added 7/01/13)
  - b. Investments and Investment Policy. The Finance Committee shall review the Investment Policy at least every three years, but more often should circumstances so warrant, and shall present its recommendation to the Commission at its Annual or other meeting for action. (added 7/01/13)

Furthermore, inasmuch as it is the responsibility of the Finance Committee to oversee investments for Commission funds, the Finance Committee shall regularly meet with any investment advisor and shall conduct an investment advisor review at least every five years but more often should circumstances warrant. Any recommendation regarding a change in investment advisor shall be made to the Commission for action. (added 7/01/13)

2. The members at a regular or special meeting may create any other committees as deemed necessary or advisable, and define the powers and duties of such committees. These committees may include:
  - a. **Community Relations/Communications Committee.** Responsibilities shall include
    - i. Outreach and education programs to inform the public and/or local officials in member towns,
    - ii. Preparation of educational and publicity materials, and
    - iii. Oversight of Gateway's website ensuring timely posting of the following items: Governing statutes and by-laws, names of Commission members and staff, Commission meeting schedule, Gateway committees and their members, agendas and minutes, Annual Report, and any other items as the Commission may require. (amended 7/01/13)
  - b. **Land Committee.** Responsibilities shall include
    - i. Stewardship of any properties or easements held by the Commission,
    - ii. Disposition of any properties or easements held by the Commission to

- appropriate parties,
- iii. Making recommendations to the Commission regarding potential land or easement acquisitions or the financial participation of Gateway in such acquisition by a member town or a land trust. (added 7/01/13)

- c. **Rules & Procedure Committee.** Responsibilities shall include
  - i. Membership, such as contacting member towns regarding upcoming expirations of term for a current member/alternate, continued absence of a town's representative, etc.
  - ii. Legal matters
  - iii. Gateway Standards, amendments, additions, etc.
  - iv. Oversight of the Lower Connecticut River Land Trust.
  - v. Regular review of Commissions Rules of Procedure and Policy Manual, making recommendations for updates to the Commission for action.

(added 7/01/13)

3. The members at a regular or special meeting shall designate members on the several committees and each representative or alternate shall serve on at least one committee. The members may also authorize the Chairman to appoint committees. (amended 7/01/13)
4. Each committee, by majority vote of its membership, may designate a chairman, vice chairman, and secretary, who shall keep the minutes of its meetings and file such minutes with the permanent records of the Commission with the understanding that minutes may vary as to the degree of detail.
5. Each Committee shall submit a written report for consideration at the Commission's Annual Meeting.

#### C. Power and Duties of Officers

1. The Chairman shall
  - a. Preside at all meetings of the Commission;
  - b. Have general supervision of the affairs of the Commission, including any staff
  - c. Execute all papers and documents on behalf of the Commission as authorized by the Commission;
  - d. Be a member ex-officio of all committees except a Nominating Committee;
  - e. Represent the Commission as directed by the Commission;
  - f. Have the power to co-sign checks and investment instruments with the Vice Chairman, Secretary or Treasurer with two signatures needed for all transactions authorized by the Commission.
2. The Vice Chairman shall
  - a. Assume the office and duties of the Chairman in the event of the absence, resignation, or incapacity of the Chairman, or in the event the Chairman shall be unable to act;
  - b. Perform any such duties and other functions designated by the Chairman or by the Commission;
  - c. Have the power to co-sign checks and investment instruments with the Chairman, Secretary, or Treasurer with two signatures needed for all transactions authorized by the Commission.

3. The Secretary shall
  - a. Give notice of, and make, keep and maintain a record of the proceedings of all meetings of the Commission; such task may be assigned to staff by the Secretary upon approval of the Commission.
  - b. Carry on such correspondence of the Commission as the Chairman or the Commission shall request; such task may be assigned to staff by the Secretary upon approval of the Commission.
  - c. Perform such other duties as may be required by his or her office;
  - d. Inform Town Clerks, the Commissioner of DEEP, and the Lower Connecticut River Valley Council of Government (LCRCOG), prior to March 31 of the even numbered years, of the necessity to elect representatives and alternates to the Gateway Commission. Such task may be assigned to staff by the Secretary upon approval of the Commission. (amended 7/01/13)
  - c. Have the power to co-sign checks and investment instruments with the Chairman, Vice-Chairman, or Treasurer with two signatures needed for all transactions authorized by the Commission. (added 7/01/13)
4. The Treasurer shall chair the Finance Committee and
  - a. Take in all monies, make all disbursements and have charge of all funds of the Commission. He or she is authorized to co-sign checks and investment instruments with the Chairman or Vice Chairman with two signatures needed for all transactions authorized by the Commission. All instructions regarding investments and deposits are to be in writing with co-signatures of the Chairman or Vice Chairman or as may be confirmed in accepted minutes of the Finance Committee.
  - b. Keep a full and complete record of all funds, securities, evidences of indebtedness and other assets at all times belonging to the Commission and of all money received or paid by him or her on its account; he or she shall prepare, present and file such financial reports, which might include an audit, as from time to time are requested by the Commission; such task may be assigned to staff by the Treasurer upon approval of the Commission.
  - c. Authenticate all requests for payment or reimbursement before payment;
  - d. Prepare for review and approval at the Commission's June meeting a proposed operating budget for the coming fiscal year and, upon approval by the Commission, the Treasurer shall submit any Commission's appropriation request to the Commissioner of DEEP for inclusion in the State's next fiscal year's budget prior to September 1 of each year.
5. In addition to the powers and duties hereinabove enumerated, each officer shall have such powers and duties as the Commission may from time to time prescribe.

**Article VI. Fiscal Year.**

The fiscal year of the Commission shall run from July 1 of each year through June 30 of the following year.

**Article VII. Amendments**

These Rules of Procedure may be amended from time to time by affirmative vote of members (or alternates) representing no fewer than five member towns and at least one other member organization present at the meeting next following the introduction of the amendment, provided notice of the complete text of the proposed amendment shall have been mailed with the call of the earlier meeting to all members.

Adopted: October 18, 1974

Amended: February 24, 1983

July 28, 1983

August 22, 1991

December 7, 2006

May 27, 2010

July 1, 2013

May 28, 2020 [addition of Section III(B)1(a)(iii)]

