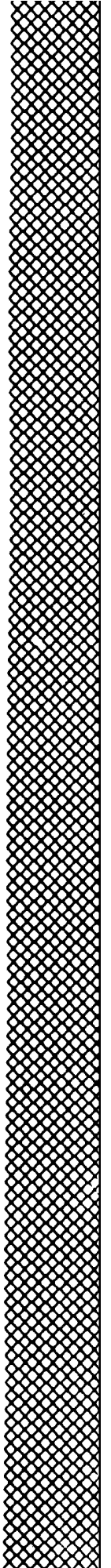


PART I

**ADMINISTRATIVE
LEGISLATION**



§ 1-1

GENERAL PROVISIONS

§ 1-1

Chapter 1

GENERAL PROVISIONS

ARTICLE I
General Penalty

§ 1-1. Amount of fine.

[HISTORY: Adopted by the Town of North Haven: Art. I, 7-27-82 Special Town Meeting. Amendments noted where applicable.]

ARTICLE I
General Penalty
[Adopted 7-27-82 STM]

§ 1-1. Amount of fine.

Any person violating the provisions of Parts I and II hereof shall be subject to a fine of not more than one hundred dollars (\$100.) for each offense.

§ 3-1

AMERICAN LEGION HALL

§ 3-1

Chapter 3

AMERICAN LEGION HALL

§ 3-1. Authority to furnish heat.

[HISTORY: Adopted by the Town of North Haven 3-2-31 Special Town Meeting. Amendments noted where applicable.]

§ 3-1. Authority to furnish heat.

The Selectmen be and are hereby authorized to furnish heat in the American Legion House for the American Legion.

Chapter 5

ASSESSOR

§ 5-1. Qualifications.

§ 5-2. Examinations; appointment.

§ 5-3. Reappointments.

[HISTORY: Adopted by the Town of North Haven 6-17-63 Special Town Meeting. Amendments noted where applicable.]

§ 5-1. Qualifications.

Pursuant to Section 604 of the Town Charter, the qualifications for the appointment of a full-time Assessor are established as follows: He shall have a minimum of five (5) years' professional experience in the assessing or appraisal field or an equivalent combination of experience and training sufficient to demonstrate competence and knowledge in the duties of assessing property for municipal tax purposes.

§ 5-2. Examinations; appointment.

The appointment shall be made by the Board of Selectmen after open competitive examinations, both oral and written, and according to merit and fitness as determined by said Board.

§ 5-3. Reappointments.

The Board of Selectmen may reappoint, for successive periods of two (2) years each and without further examination, any Assessor who has already served as a full-time Assessor in North Haven.

Chapter 9

BOARD FOR ADMISSION OF ELECTORS

§ 9-1. Membership.

[HISTORY: Adopted by the Town of North Haven 1-4-66 Special Town Meeting. Amendments noted where applicable.]

§ 9-1. Membership.

The Board for Admission of Electors of the Town of North Haven shall consist of the Town Clerk and registrars of voters, pursuant to the authority of Public Act No. 471 of the 1965 Special Session of the General Assembly, entitled "An Act Concerning Membership and Quorum of Boards for Admission of Electors."

Chapter 13**CEMETERY COMMISSION**

§ 13-1. Establishment.

§ 13-2. Membership; terms.

§ 13-3. Duties.

§ 13-4. Statutory authority.

[HISTORY: Adopted by the Town of North Haven 9-3-87 Special Town Meeting. Amendments noted where applicable.]

§ 13-1. Establishment.

In accordance with Sections 901 and 602 of the Charter of the Town of North Haven, the Town of North Haven hereby establishes, as of July 1, 1988, a Cemetery Commission.

§ 13-2. Membership; terms.

The Cemetery Commission shall consist of six (6) members, each of whom shall be appointed by a majority vote of the Board of Selectmen for two-year terms, which terms shall begin on July 1, except that the initial terms shall be as follows: three (3) members shall be appointed for one (1) year for a term to expire June 30, 1989, and three (3) shall be appointed for two (2) years for a term to expire June 30, 1990. The appointments shall be made in conformity with Section 203 of the Charter. The First Selectman shall be an ex officio member of the Cemetery Commission with the right to vote.

§ 13-3. Duties.

The Cemetery Commission shall be an advisory body which shall hold regular meetings and, under the direction of the Board of Selectmen, oversee the cemetery-related activities of the town and its various departments which become involved in the operation and maintenance of cemeteries to be owned, managed or controlled by the Town of North Haven, report to the Selectmen on the activities and performance of the various town departments relating to the town's cemeteries, suggest procedures for the care and maintenance of cemetery lots, review all reports, balance sheets and income statements of the Finance Department relating to cemeteries, investigate the collection of overdue accounts and the status of unused lots, review the budget relating to cemeteries prior to its submission by the Finance Director to the Selectmen and monitor the expenditures and receipts of any perpetual care funds.

§ 13-4. Statutory authority.

The Board of Selectmen is authorized to acquire, receive, own, manage and control cemeteries on behalf of the town in accordance with Section 19a-295 et seq. of the Connecticut General Statutes.

Chapter 15**CIVIL PREPAREDNESS AND DEFENSE AGENCY**

§ 15-1. **Establishment.**

§ 15-2. **Supervision.**

§ 15-3. **Composition; organization.**

§ 15-4. **Powers and responsibilities of Director; compensation.**

§ 15-5. **Procedures in case of disaster emergency.**

§ 15-6. **Limit of First Selectman's authority.**

[**HISTORY: Adopted by the Town of North Haven 4-23-84 Special Town Meeting. Amendments noted where applicable.**]

§ 15-1. **Establishment.**

The Town of North Haven, Connecticut, in accordance with Title 28, Chapter 517, of the General Statutes of the State of Connecticut, as amended, does establish hereby the North Haven Civil Preparedness and Defense Agency (hereinafter, the "Agency").

§ 15-2. **Supervision.**

The Agency shall be under the supervision of the Director of the Agency and All Disaster Emergency Functions, who shall be appointed by the chief executive officer (First Selectman) and may be removed by the First Selectman at any time, as provided in Title 28, Section 28-7(b).

§ 15-3. **Composition; organization.**

The Agency shall consist of its Director and an Advisory Council appointed by the First Selectman to advise him in matters of disaster emergency planning, preparedness and policy. The Council shall be composed ex officio

of the First Selectman, the Director, who shall also serve as Chairman, the Chairman of the Board of Police Commissioners, the Chief of Police, the Chairman of the Board of Fire Commissioners, the Fire Chief, the Public Works Coordinator, the Superintendent of Schools and the Town Attorney.

§ 15-4. Powers and responsibilities of Director; compensation.

- A. The Director shall report directly to the First Selectman and shall be responsible for the development and maintenance of current plans and programs that may be needed in response to an emergency caused by enemy attack upon this country or by any natural or man-made disaster.
- B. The Director will coordinate the activities of all town agencies in disaster emergency situations, but in no case will he assume command of any agency or department other than the Civil Preparedness and Defense Agency, unless directly ordered to do so by the First Selectman.
- C. The Director will organize and direct the activities of all civil preparedness and defense forces, both full-time and volunteer, and will be responsible for the recruitment and training of such personnel insofar as their civil preparedness and defense functions may extend.
- D. The Director shall, in accordance with applicable state and federal laws, statutes and regulations, organize the Agency into such subdivisions as may be necessary for the efficient conduct of the business of the Agency.
- E. The Director will prepare, at the direction of the First Selectman, the Town Emergency Operations Plan and Standard Operating Procedures, including such updates of the same as may, from time to time, be required.
- F. The Director will maintain contact with the Area II Office of State Civil Preparedness and will cooperate with the State Office of Civil Preparedness in the preparation of required reports, procedures and other necessary documents to ensure that the town receives all possible funding, equipment and other benefits available through state and federal agencies.

- G. The Director will perform such other civil preparedness and defense-related functions as may, from time to time, be assigned to him by the First Selectman.
- H. The Director shall receive such compensation for performance of his duties and reimbursement for such direct and indirect expenses as may be determined by the Board of Finance and the Annual Budget Town Meeting.
- I. The Director is empowered, subject to the budget appropriated by the Annual Budget Town Meeting, further approvals of the Board of Finance and, when necessary, the Town Meeting, to obtain needed supplies and equipment to fulfill the responsibilities of the Agency.

§ 15-5. Procedures in case of disaster emergency.

- A. In the event of a disaster emergency, the First Selectman, as the chief executive officer, is empowered to assume complete command of all local governmental functions and facilities, including public school facilities and personnel, and all equipment of the town, including that of the Department of Education. The Director shall act as his principal advisor in coordinating the town's activities in response to the disaster emergency.
- B. In a disaster emergency, all available resources will be brought to bear on the situation in an effort to protect and preserve human life and property of the community to the fullest extent possible.
- C. If a disaster should occur, whether by natural or other causes, the First Selectman is empowered hereby to make application to the state and also through the state to the federal government for any financial or other assistance that may be available.

§ 15-6. Limit of First Selectman's authority.

The authority of the First Selectman shall be limited only by the Governor of the State of Connecticut in state-declared emergencies or the President of the United States in a declared national or local federal disaster emergency.

Chapter 17

COMMISSION ON AGING

- § 17-1. Establishment; membership.
- § 17-2. Duties and responsibilities.
- § 17-3. Terms; compensation.
- § 17-4. Administration of appropriations.

[HISTORY: Adopted by the Town of North Haven 3-18-70 Special Town Meeting. Amendments noted where applicable.]

§ 17-1. Establishment; membership. [Amended 7-25-72 STM]

There shall be a Commission to study the needs of and coordinate programs for the aging for the Town of North Haven, consisting of nine (9) members to be appointed by the Board of Selectmen, one (1) of whom shall be a member of the clergy of the town and one (1) of whom shall be a representative of the age group concerned, who shall be an elector of the town. The First Selectman and the Director of Public Health shall be members ex officio of such Commission without the right to vote. The members so appointed shall be persons interested in the consideration and solution of the problems of aging.

§ 17-2. Duties and responsibilities.

The Commission shall study continuously the conditions and needs of elderly persons in the community in relation to housing, employment, health, recreational and other matters. It shall analyze services for the aged provided by the community, both public and private agencies, and shall make recommendations to the First Selectman or chief executive regarding the development and integration of public and private agencies and cooperate with the state and other services to the extent possible.

§ 17-3. Terms; compensation. [Amended 7-19-74 STM]

The members of the Commission so appointed shall serve for terms of three (3) years from the date of appointment, without compensation, but shall be reimbursed for their necessary expenses.

§ 17-4. Administration of appropriations.

All appropriations in present or future budgets concerning advisory committees on elderly or senior citizens of North Haven are hereby administered by the Commission.

Chapter 19**COMMUNITY SERVICES COMMISSION**

- § 19-1. Establishment.
- § 19-2. Membership; terms.
- § 19-3. Duties.
- § 19-4. Director to be responsible to First Selectman.
- § 19-5. Filling of Director's vacancy.

[HISTORY: Adopted by the Town of North Haven 9-1-81 Annual Town Meeting. Amendments noted where applicable.]

§ 19-1. Establishment.

In accordance with Section 602 of the Charter of the Town of North Haven, there is hereby created, as of January 1, 1982, a Community Services Commission.

§ 19-2. Membership; terms.

The Community Services Commission shall consist of nine (9) members, each of whom shall be appointed by the Board of Selectmen for a three-year term, which term shall begin on January 1, except that the initial terms shall be as follows: Three (3) members shall be appointed for one (1) year for a term to expire December 31, 1982, three (3) shall be appointed for two (2) years for a term to expire December 31, 1983, and three (3) shall be appointed for a term of three (3) years to expire December 31, 1984. The appointments shall be made in conformity with Section 203 of the Charter.

§ 19-3. Duties.

The Community Services Commission shall be an advisory authority which shall hold regular meetings, oversee the activities of the Community Services Department, report to the Selectmen on the activities and performance of the Community Services Department and its Director, study the needs in the community for programs which might be administered by the Community Services Department, suggest the addition or removal of programs conducted by the Department, review the budget prior to its submission by the Director to the Selectmen and monitor the expenditures, receipts and operations of the Department.

§ 19-4. Director to be responsible to First Selectman.

The Director of the Community Services Department shall report directly to the First Selectman and the Community Services Commission on a regular and continuing basis.

§ 19-5. Filling of Director's vacancy.

In the event of a vacancy in the position of the Director of the Community Services Department, the Commission shall screen and interview the applicants and make recommendations to the First Selectman with respect to candidates for the position.

Chapter 21**CONSERVATION COMMISSION**

§ 21-1. **Establishment; purpose.**

§ 21-2. **Membership.**

§ 21-3. **Terms.**

[HISTORY: Adopted by the Town of North Haven 8-22-68 Special Town Meeting. Amendments noted where applicable.]

§ 21-1. **Establishment; purpose.**

Pursuant to Section 7-131a of the Connecticut General Statutes, the Town of North Haven hereby establishes a Conservation Commission for the development and conservation of natural resources, including water resources, within its territorial limits. Said Commission shall have all the powers and rights as provided in said Section 7-131a.

§ 21-2. **Membership.**

Said Commission shall consist of seven (7) members, who shall be appointed in the manner provided by said statute within thirty (30) days.

§ 21-3. **Terms.**

From and after the adoption of this ordinance, the members of the Commission shall serve for terms of four (4) years, except that the initial terms shall be as follows: One (1) member shall be appointed for one (1) year, two (2) shall be appointed for two (2) years, two (2) shall be appointed for three (3) years and two (2) shall be appointed for four (4) years.

Chapter 26**ECONOMIC DEVELOPMENT COMMISSION**

- § 26-1. Establishment; membership; terms.
- § 26-2. Filling of vacancies.
- § 26-3. Removal of members.
- § 26-4. Powers, duties and responsibilities.
- § 26-5. Designation as development agency.

[HISTORY: Adopted by the Town of North Haven 3-29-78 Special Town Meeting. Amendments noted where applicable.]

§ 26-1. Establishment; membership; terms.

There shall be in the Town of North Haven an Economic Development Commission, which shall consist of nine (9) members, each of whom shall be appointed by the Board of Selectmen, who shall be chosen as follows: The said nine (9) Commissioners shall be appointed for a term ending January 1, 1979, at which time three (3) such Commissioners shall be appointed for a term of three (3) years, three (3) shall be appointed for a term of two (2) years and three (3) shall be appointed for a term of one (1) year, and, at the expiration of such tenure, appointments shall be made for a term of three (3) years each.

§ 26-2. Filling of vacancies.

Any vacancy in the membership of the Commission shall be filled for the unexpired portion of the term by the Board of Selectmen.

§ 26-3. Removal of members.

Any member of said Commission may be removed by the Board of Selectmen for cause and, on request of such member, after public hearing.

§ 26-4. Powers, duties and responsibilities.

The powers, duties and responsibilities of the Commission shall be those set forth under Chapter 97 of the General Statutes of the State of Connecticut and amendments thereto.

§ 26-5. Designation as development agency.

The Economic Development Commission is hereby designated as the development agency of the Town of North Haven, through which agency the Town of North Haven may exercise the powers granted under Chapter 132 of the Connecticut General Statutes and amendments thereto.

ELECTIONS

Chapter 28

ELECTIONS

**ARTICLE I
Election Officials**

§ 28-1. Shifts to be established.

**ARTICLE II
Voting Districts**

[HISTORY: Adopted by the Town of North Haven: Art. I, 6-30-83. Amendments noted where applicable.]

**ARTICLE I
Election Officials
[Adopted 6-30-83]**

§ 28-1. Shifts to be established.

The Town Meeting of the Town of North Haven, in accordance with Section 9-258a of the Connecticut General Statutes, hereby authorizes the establishment of two (2) shifts of election officials, with the exception of the moderator, for each polling place at all elections. The two (2) shifts of election officials for any election shall only be established after both registrars of voters agree that the establishment of two (2) shifts is warranted and advisable.

NORTH HAVEN ORDINANCES

ARTICLE II
Voting Districts

[Voting district descriptions are periodically updated. The most recent district descriptions are on file in the office of the Town Clerk, Town Meeting Volume 5, pages 8 and 9, 3-30-71 STM.]