



WCC BYLAWS

Conservation Commissions are authorized in 24 V.S.A. (Vermont Statutes Annotated) Chapter 118, Sections 4501 to 4506 provides guidance to Conservation Commissions for protection and preservation of all natural resources. The Waterbury Conservation Commission (WCC), "The Commission" shall be governed by all applicable state statutes, local laws, and rules.

II MISSION STATEMENT:

The mission of the Commission is for the long term to preserve, protect, and enhance Waterbury's biodiversity, natural, scenic, and recreational resources and other lands which have historic, educational, cultural, scientific, architectural, or archeological values in which the public has an interest and to assist in planning for the continuing benefit of the townspeople.

III PRINCIPAL FUNCTIONS & RESPONSIBILITIES

The Commission shall function as an advisory body to various Waterbury municipal bodies, reporting ultimately to the Town Select Board, and will foster the protection of water, wetlands, sensitive natural areas, prime agricultural and forest land, and other open lands, plant and animal life, and especially rare and endangered species, consistent with its mission. In performing this function, the Commission may:

- A. Prepare and maintain an inventory of the natural resources of the town.
- B. Propose plans and regulations for the development and use of property which are consistent with the protection and preservation of the Town.
- C. Organize educational activities pertaining to local natural resources. It will make information available to the public regarding these resources, especially those relating to public lands.
- D. Make recommendations to any organization, municipal, regional, state or federal body which it determines are needed to implement the mission of the Commission.
- E. Recommend to the town Select Board the purchase of, or the receipt of as a gift, specific land and/or property rights (including easements) or other properties. The Commission may also solicit or suggest sales or donations of specific interests from landowners.
- F. Represent the public interest in any matter which it determines may have a significant impact on the natural resources of the Town.

- G. Initiate recommendations for consideration by the Town to amend or revise Town plans, ordinances, subdivision regulations, road plans, etc. that might affect the natural resources of the town.
- H. Take any other action authorized by 24 V.S.A. Section 4505 required to further the Commission's mission.

IV OPERATING PROCEDURES

- A. The Commission shall operate in accordance with the Vermont Open Meeting Law 1 V.S.A. Section 310-314.
- B. The Commission will develop work programs and assign specific tasks to its sub-committees which will then make recommendations to the Commission for approval.
- C. The Commission will present approved recommendations and/or plans to the Town Select Board and/or Planning Commission for consideration, endorsement, and/or implementation.

V COMMISSION MEMBERSHIP

A. Members At Large

- 1. The Commission shall consist of nine (9) members, appointed by the Town Select Board in April of each year.
- 2. The term of each member shall be for four (4) years.
- 3. A member appointed to fill a vacancy shall be appointed to fill the remainder of that vacant term.
- 4. Members are expected to attend and participate in Commission meetings. Any member who, without good cause, fails to attend two consecutive meetings or fewer than fifty percent (50%) of meetings in a twelve-month period shall receive written notice from the Chair. Continued non-participation may result in the Commission, by majority vote, recommending removal to the Selectboard, which shall make the final determination in accordance with 24 V.S.A. (Vermont Statutes Annotated) Chapter 118, Sections 4503.
- 5. The Select Board may remove any member if just cause is stated to the member in writing and after a public hearing on the matter, if that member requests one.
- 6. Any member of the Conservation Commission may resign by submitting written notice to the Chair and the Selectboard. Vacancies, whether due to resignation, removal, or any other cause, shall be filled by the Selectboard for the remainder of the unexpired term, in accordance with 24 V.S.A. Chapter 118, Sections 4503.

B. Officers

In the absence of an Officer, the Commission may select another officer to assume all duties and powers of the absent officer.

Chair

- 1. Shall preside at all meetings of the Commission and direct the work of the Commission.

2. Shall submit a brief annual report and budget for inclusion in the annual town report.
3. Shall monitor WCC email and respond accordingly.
4. Shall work as a liaison with the Town Manager and Selectboard Chair re: WCC priorities.
5. Shall in an advisory capacity liaise with the Town Planning Commission re: Unified Development Bylaws revisions.
6. Shall participate in SHWC meetings and events.

Vice Chair

1. Shall provide back-up support to the Chair.
2. Shall help draft the annual WCC report with the Chair and submit it to the Commission members for final review before submitting it to the Town Clerk for inclusion in the Town Annual Report.

Clerk

1. Shall keep minutes of all meetings and proceedings, record any planned actions to be taken by the Commission, and post notices of Commission meetings.
2. Shall review notices of intent and/or other filings and documents for accuracy and completeness.

Treasurer

1. Shall recommend action on all bills received by the Commission and submit the same to the Chair for final review.
2. Shall prepare an annual financial statement for approval by the Commission for submission to the Municipality.
3. Shall research, pursue, and coordinate grants and other funding opportunities; writes proposals and manages grants.

VI COMMITTEES

- A. The Chair of the Commission may appoint subcommittees to assist in the completion of the Commission's work.
- B. All subcommittees shall function in a role as determined by the Commission.
- C. A quorum of the Commission may authorize a subcommittee to take specific action or make decisions within its described scope.

VII MEETINGS

- A. The Commission will conduct an organizational meeting in April after Town Meeting, to confirm procedures and Officer appointments.
- B. Commission meetings shall be open to the public and will be held at 6:00 PM on the second Tuesday of each month unless otherwise warned. Special and emergency meetings may be held at other times in accordance with Vermont Open Meeting Law.

- C. Minutes of any Commission meeting shall be available to the public through the Town of Waterbury website.
- D. The Chair shall develop an agenda for each meeting.
- E. A quorum, five (5) members, must be present to hold a meeting and conduct business.

VIII ADMINISTRATION

- A. The Commission shall have the authority to request appropriations from the Town of Waterbury for operating expenses, land management, inventory management, education, and information expenses.

IX AMENDMENTS

- A. The bylaws of the Commission may be amended at any regular or special meeting of the Commission by a two-thirds vote of the Commission members.

X. DISSOLUTION

- A. The duration of the Waterbury Conservation Commission is intended to be perpetual.

Date Amended: November 18, 2025