

MOUNT HOLLY CONSERVATION COMMISSION

POLICIES AND PROCEDURES

- I **AUTHORIZATION.** The Mount Holly Conservation Commission (the Commission) shall be governed by all applicable state statutes, local laws and these policies and procedures. Vermont Conservation Commissions are authorized in 24 V.S.A., Chapter 118, and Sections 4501 to 4506.
- II **PURPOSE.** The mission of the Mount Holly Conservation Commission is to conserve the Town's natural, recreational and cultural resources. Conservation is achieved through:
- a. The documentation and study of natural and other resources.
 - b. Advice and education of the Town's governmental agencies, community organizations, and the public regarding resource conservation.
 - c. Action by agencies and/or the public for conservation.
- III **PRINCIPAL FUNCTIONS.** The Commission is responsible for overseeing the development and update of an inventory pertaining to local natural and other resources. The Commission will make information available to the public regarding these resources, especially those related to public lands. In addition, the Commission works to:
- a. Help enhance and protect the natural, historic, recreational, and cultural resources of Mount Holly.
 - b. Create useful and meaningful inventories of those resources to assist in conservation, planning and land use decisions.
 - c. Act as a resource for residents and property owners who seek information and guidance regarding land use or help navigating State regulations associated with those matters.
 - d. Seek input from the community and all interested parties on environmental resources, stormwater control and flood protection, wildlife habitat, and the use and conservation of our agricultural, forest, waters, historical, cultural, scientific and educational resources.
 - e. Study and advise the Town Select Board and residents regarding reducing our contribution to and improved preparation and resilience for climate change.
 - f. Advise the Select Board and Planning Commission regarding policies or actions to conserve the town's resources.
 - g. Provide educational resources for town residents and visitors regarding the environmental, natural, historic, recreational, and cultural resource conservation.
 - h. Accept and disburse money, grants, or private gifts for conservation purposes.
 - i. May establish and administer a Fund to assist with conservation of Mount Holly's valued resources.
 - j. Maintain membership in the Association of Vermont Conservation Commissions.
- IV **MEMBERSHIP.**
- a. The Mount Holly Conservation Commission is appointed by the Town of Mount Holly legislative body, its Select Board.
 - b. The Commission consists of a minimum of 3 and a maximum of 9 members.
 - c. Each member shall be a full or part-time resident of the municipality.

- d. An appointment shall be for a four-year term, except for staggered terms from the time of the Commission's appointment or as decided by the Select Board. Appointments to fill a vacancy shall be for the remainder of the vacated term.
- e. The Select Board may remove any member for just cause, stated in writing and after a public hearing if requested. Just cause shall include an unexcused absence from 25% of Commission meetings over a 12 month period.

V **OFFICERS.** The Commission shall elect the following officers at the annual meeting or at a regular meeting where a quorum is in attendance. Those elected at a regular meeting shall serve until the next annual meeting.

- a. A Chair who shall preside at all meetings of the Commission at which s/he is present and shall coordinate the work of the Commission. S/he shall submit a brief annual report to the Town of Mount Holly legislative body, which shall include the Commission's activities for the past year and present the Commission's plans and prospects for the coming year.
- b. A Vice-chair who shall support the Chair and perform all duties of the Chair in case of absence or need.
- c. A clerk, who shall keep minutes of all meetings of the Commission and record any action taken by the Commission. The Clerk shall post public notices of Commission meetings in accordance with the Vermont Open Meeting Statutes.
- d. A Treasurer, who shall recommend action on all bills received by the Commission. The Treasurer shall maintain records in conjunction with the Town Treasurer, shall report monthly to the Commission members, and submit an annual financial statement, approved by the Commission, to the Town of Mount Holly Annual Report.
- e. The Commission may elect other officers it deems appropriate.
- f. All Officers shall be elected for a one-year term and may be reelected for successive terms in the same office.

VI **MEETINGS.**

- a. Commission meetings shall be open to the public and be held at 7:00 p.m. on the First Tuesday of each month, unless otherwise advised.
- b. The Annual Organizational Meeting will be the first meeting in October.
- c. All meetings will be governed by Vermont Open Meetings: [1 V.S.A. §§ 310–314](#) which generally entails:
 - 1. Provide at least a 48 hour advance public notice of regular meetings or 24 advance notice of a special meeting, including meeting agendas. Notice shall be posted on the town website plus at the Town Hall and 2 other public locations in Mount Holly.
 - 2. Discuss all business and take all actions in open meeting, unless an exception in statute applies.
 - 3. Allow members of the public to attend and participate in meetings.
 - 4. Record meeting minutes. Minutes shall be posted no later than five (5) calendar days from the date of the meeting to the Mount Holly Town Website.
- d. All records and minutes of any Commission meeting or action shall be filed with the Town Clerk as required by the Vermont Open Meeting law; shall be available to the public on the Town Website and shall be distributed to the members of the Commission.
- e. A quorum shall consist of a majority of the members.
- f. It is incumbent upon each member to avoid any act which constitutes a conflict of interest established in law and to avoid any act that gives the appearance of an undue special privilege or a conflict of interest. If such acts occur, the member with the conflict of interest or

appearance of an undue special privilege or a conflict of interest shall withdraw from all participation in any matter, including formal and informal discussion and voting.

- VII **COMMITTEES.** The Commission may establish committees as it deems necessary. Committee membership shall be open to the public.
- VIII **ADMINISTRATION.** The Commission shall have the authority to request appropriations from the Town of Mount Holly for its activities as described in this document. Any other funds appropriated or donated to the Commission shall be carried in a separate account. This fund shall be under the Trustee of Public Funds and the Treasurer of the Town of Mount Holly. This fund shall accrue from year to year for the use of the Commission solely for the purposes set out in Article II of these Policies and Procedures. The Commission shall have the authority to receive gifts, grants or money from any sources for these purposes. Any funds from private, state or federal sources which impose any obligation on the Town of Weston shall be accepted only by consent of the Town of Mount Holly.
- IX These Policies and Procedures may be amended at any regular or special meeting of the Commission by a majority vote of the Commission.
- X **DISSOLUTION.** The duration of the Mount Holly Conservation Commission is intended to be perpetual. In the event that dissolution is necessary, all existing public trust funds of the Commission remaining after payment of appropriate expenses shall be distributed to tax-exempt organizations emphasizing the same purposes as the Commission. Remaining funds originating from the Town of Mount Holly appropriations revert back to the Town of Mount Holly's general fund.

Adopted this _____ day of _____, 2022
Mount Holly Conservation Commission

Names:

J. Corven
P. Crane
F. Devine
F. Garrow
P. Leonard
D. Martin
R. Metcalfe
P. Smith