

Final
7/20/11

Charge to the Council on Public Facilities

1. Establishment: Purpose

The Council on Public Facilities (the "Council") is created and charged by the Board of Selectmen (the "Board" or the "Selectmen") to provide advice and recommendations to the Selectmen on capital projects referred to it by vote of the Selectmen.

2. Composition

The Council shall be composed of seven (7) members who are electors of Wilton. Majority limitation rules shall apply. The First Selectman is an ex-officio member of the Council without voting rights but with the right to attend all meetings and deliberations of the Council, including Executive Sessions. The Council shall elect from its membership a Chairman, a Vice-Chairman, and a Secretary.

Members of the Council may be elected or appointed members of another Town of Wilton Board, Council, Committee, or Commission. Town employees may not be members of the Council, but may be called upon to participate in its activities in areas of their expertise.

No member of the Council may be remunerated, except for re-imbusement of expenses incurred in furtherance of the Council's work.

3. Appointment of Members

The Board of Selectmen shall appoint members of the Council.

4. Terms of Office

All Council memberships shall be for a term of four years, beginning December 1 and expiring the fourth succeeding November 30. There shall be one term beginning December 1 of each leap year, and two terms beginning December 1 of each other year.

Term limits as set out in the Charter of the Town of Wilton shall apply to members of the Council.

5. Vacancies

In the event of a vacancy on the Council, the Board of Selectmen shall appoint a new member to fill the vacancy for the unexpired portion of the term.

6. Voting Rights

Each member of the Council shall have full voting rights. All votes must be in person, no proxies are allowed. All votes must be in a public session of the Council.

7. Meetings

Regular meetings of the Council shall be held on the third Thursday of each month if there are projects to be reviewed. Special meetings shall be called by the Chairman or by application of two members of the Council. All meetings shall be noticed and minuted in accordance with Connecticut and Wilton Freedom of Information regulations.

Attendance of four members, excluding the ex-officio member, shall constitute a quorum for the purpose of conducting business. All votes shall require the approval of a majority of members in attendance.

8. Duties of Council; Relationship to Wilton Capital Projects Process

The duties of the Council on Public Facilities are to assist, advise, and make recommendations to the Board of Selectmen on projects, referred to it by prior vote of the Board of Selectmen, consistent with the Wilton Bonded Capital Project Process.

The Council on Public Facilities will receive reports on referred matters from advocacy groups, steering committees, building committees, the town facilities management and staff, and project consultants. It will review these matters and then recommend and advise the Selectmen on a course of action.

The Council shall have the power to require participation of the other entities just emunerated, in person and through receipt of their work product, in its meetings and deliberations so that it may be fully informed on their activities.

Duties of the Council are further detailed in the document "Wilton Bonded Capital Projects Process" adopted by the Board of Selectmen August 6, 2007 and incorporated by reference.

Approved by the Board of Selectmen on 7/18/11