

TABLE OF ELECTED OFFICIALS AND APPOINTED BOARDS & COMMISSIONS

OFFICE	NO.	TERM	ELECTED/APPOINTED	MEETING SCHEDULE	POWERS AND DUTIES
Town Council	9	2 years Expires first Monday after election of new council in odd years.	Elected. A maximum of 5 candidates nominated by each party. Vote for 5. The 9 receiving the most votes win.	1st & 3rd Monday each month.	Chief policy-making body. Enacts ordinances, creates boards and commissions and preserves good order, peace, health, and safety. Submits a budget each year to citizens at the annual Town Meeting held on the second Monday in May.
Board of Education	9	2 years Expires first Monday after election of new Board of Education in odd years	Elected. Same as Town Council	3rd Tuesday each month (except July & August)	Receives its power and duties from the State through the General Statutes. Policy-making body for Windsor public school system.
Probate Judge	1	4 years Expires at end of Governor's term	Elected. 1 candidate nominated by each party.		The Judge has jurisdiction over the settlement and administration of estates of deceased, guardianships and conservatorships, commitments to state hospitals, and adoptions.
Constables	3	2 years Expires first Monday after election of new constables in odd years	Elected. 2 candidates nominated by each party. Vote for 2. The 3 receiving the most votes win.		Collect unpaid taxes and serve simple process.
Registrars of Voters	2	2 years Expires Wednesday after the first Monday in January of odd years.	Elected. 1 candidate nominated by each party. 1 Deputy appointed by each Registrar.		Supervise the election process. Register new voters and maintain voting lists.
Board of Assessment Appeals	3 3 alt.	4 years (OT) Expire November 30 odd years	Appointed by Town Council	Upon call of the chair during months following completion of Grand List	Considers appeals from owners concerning the value placed on their property by the Town Assessor.
Board of Ethics	5	5 years (OT) Expire July 31	Appointed by Town Council	Quarterly – 2 nd Tuesday of the month	A fact-finding body which renders advisory opinions concerning violations of the Code of Ethics.
Capital Improvements Committee	3 1 alt.	3 years	Appointed by Town Council	Upon call of the Chair	Established for the purpose of advising and assisting the Town Manager in preparing the capital improvements program for the second through sixth year of the program.
Commission on Aging & Persons with Disabilities	5 2 alt.	3 years (OT) Expire January 31 2 years Expires first Monday after election of new Council	Appointed by Town Council	1st Tuesday each month	To receive and study older adult and handicapped problems and to receive and refer complaints of discrimination to the proper agency.
Conservation Commission	9 3 alt.	5 years (OT) Expire November 30	Appointed by Town Council	last Tuesday of each month	Protects and improves the environment including the development, conservation, and regulation of natural land and water resources within the town.
Economic Development Commission	9	5 years (OT) Expire Jan 31	Appointed by Town Manager	Third Wednesday every other month	Promotes and develops the business and industrial resources of the Town.
Fair Rent Commission	7 3 alt.	3 years (OT) 3 years Expire March 31	Appointed by Town Council	Fourth Wednesday every month	Acts on complaints of excessive rental charges.
Hartford Area Cable Television Advisory Council	4	2 years	Appointed by Town Council	Upon call of Chair	Seeks input, provides information and offers advice on ways the cable franchise can better service its customers.

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Historic District Commission	5 3 alt.	5 years (OT) Expire second Monday of October 2 years Expire second Monday of October	Appointed by Town Council	One meeting in January all others upon call of Chair	Decide requests to build, remodel, enlarge, or demolish buildings and structures within the historic district. Grants variances from the strict requirements of the State Statutes.
Housing Code Board of Appeals	5	5 years (OT) Expire October 31	Appointed by Town Council	Upon call of Chair	Considers appeals from decisions regarding the Town Housing Code or State Building Code.
Human Relations Commission	9 4 alt	3 years (OT) 3 years (OT) Expire May 31	Appointed by Town Council	2nd Wednesday each month except July & August	Promotes understanding and respect among various racial, religious, and ethnic groups and individuals.
Inland Wetlands and Watercourses Commission	9 2 alt.	4 years (OT) Expire March 31	Appointed by Town Council	1st Tuesday each month	Preserves and protects the wetlands and watercourses from random, unnecessary, undesirable and unregulated uses in town.
Insurance Commission	5	4 years (OT) Expire October 31 in even years	2 by Town Council; 2 by Board of Education; 1 is elected by 4 other members	2nd Wednesday each month	Reviews and make recommendations concerning insurance and bonding programs for the town.
Library Advisory Board	9	3 years (OT) Expire April 30	Appointed by Town Council	Upon call of Chair	Makes policy and program recommendations to the Town Manager designed to promote the progress of the Windsor Public Library.
Public Building Commission	5 2 alt.	3 years (OT) Expire November 30	Appointed by Town Council	2nd and 4th Tuesday each month.	Studies public building needs and formulates programs for the alteration, expansion, or modification of existing public buildings and the construction of new public buildings.
Redevelopment Agency	5 2 alt.	3 years 5 years	Appointed by Town Manager with approval of Town Council	Upon call of Chair	Prepares and/or approves plans for redevelopment and urban renewal and other projects. Plans are then reviewed by the Town Planning & Zoning Commission and forwarded to the Town Council for final approval.
Town Planning & Zoning Commission	5 3 alt.	5 years (OT) 2 years Expires first Monday after election of new council	Appointed by Town Council	2nd Tuesday each month DO NOT MEET IN AUGUST	Guides the development of the community through zoning regulations and subdivision regulations.
Wilson/Deerfield Advisory Committee	9	3 years Expire April 30	Appointed by Town Council	4 th Wednesday of every other month	Acts in an advisory capacity to the town relative to the Wilson neighborhood.
Windsor Housing Authority	5	5 years (OT) Expire July 31	Appointed by Town Council	last Monday each month	Provides safe, decent, sanitary, and affordable housing for low and moderate income families.
Youth Commission	11 3 alt.	3 years (OT) 2 years Expire September 30	9 appointed by Town Council, 1 Police representative appointed by Town Manager, 1 youth (under 21) appointed by Recreation, 3 alternates appointed by Town Council.	4 th Tuesday of each month	Promotes positive youth development through education, programs, activities, counseling and other youth oriented services.
Zoning Board of Appeals	5 3 alt.	4 years (OT) 2 years Expires first Monday after election of new council	Appointed by Town Council	3rd Wednesday of each month	Hears appeals from the strict requirements of the Zoning Ordinance.

OT: Overlapping Terms

Note: Meeting schedule subject to change during summer months and holidays <g:\data\town mgr office\boards & commissions\boardtbl>

November 2021