TOWN OF PLAINFIELD
ECONOMIC DEVELOPMENT COMMISSION

BY-LAWS

1.1 Membership; term.

The Economic Commission of the Town of Plainfield shall consist of seven (7) members who shall be appointed by the First Selectman. One member shall serve for a term of one (1) year, one for a period of two (2) years, one for a period of three (3) years, two for a period of four (4) years, and two (2) for a period of five (5) years and may be reappointed at the end of the term by the First Selectman.

1.2 Vacancies.

Any vacancy in the membership of the Commission shall be filled for the unexpired portion of such vacant term by appointment of the First Selectman.

1.3 Removal.

Any member may be removed for cause by the First Selectman. If the member so requests, removal may occur only after public hearing held by the Board of Selectmen.

1.4 Organization; meetings; powers.

The Commission shall elect a Chairperson and Vice Chairperson, who shall be elected annually at the Commission's first regular meeting of each calendar year. The Commission shall hold regular meetings at least six (6) times per year. The Chairman may call a special meeting at such other times and dates as the duties of the Commission may require. The Commission may adopt bylaws not inconsistent with the Economic Development Commission enabling ordinance, effective June 29, 1972, as amended or §7-1c of the Town's Charter.

a. Three (3) members of the Commission shall constitute a meeting for the transaction of all business to come before the Commission. The vote of a majority of the Commissioners present at the time of the vote shall be required to constitute valid action by the Commission. A majority to the Commissioners present, whether or not a quorum is present, may adjourn any meeting to another time or place. Subject to compliance with the notice provisions of the FOIA, notice of the adjournment shall be given to all Commissioners who were absent at the time of the adjournment and,
unless such time and place are announced at the meeting, to the other Commissioners.

i. The order of business at all meetings shall be as follows:
   a. Call to Order
   b. Approval of Minutes of Previous Meeting(s)
   c. Public Participation (3 minute time limit)
   d. Reports
   e. Old Business
   f. New Business
   g. Executive Session (if needed)
   h. Adjournment

2.1 Compensation.

Members of the Commission may receive no compensation for their services but may be reimbursed for the necessary expenses incurred in the performance of their office and duties.

3.1 Duties. The Commission shall:

   a. Conduct research into the economic conditions and trends in the municipality, which at a minimum shall include monitoring and updating a plan that promotes the retention and expansion of existing businesses and attraction of new businesses;
   b. Make recommendations to appropriate officials and agencies of the municipality regarding action to improve its economic condition and development, including changes to public policy, regulations or incentives;
   c. Seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development;
   d. May advertise and may prepare, print and distribute books, maps, charts and pamphlets which, it its judgment, will further its official purposes;
   e. Encourage businesses to maintain and improve the vitality and environment of the business community and shall recommend and report on policies, infrastructure improvements and other considerations that relate to business activity; and
   f. Implement the use of its resources to encourage compatible businesses to move to become established in Plainfield.
   g. The Commission may designate from among its members and executive and other committees, each consisting of two (2) or more Commissioners. Each such committee shall perform such functions as shall be designated by the Commission and shall serve at the pleasure of the Commission. Each committee shall have and may exercise the powers of the Commission in the management of the business and affairs of the Commission. Each committee shall keep regular minutes of its meetings and report the same to the Commission when required.

4.1 Annual report.

The Commission shall annually prepare and transmit to the Board of Selectmen a report of its activities and of its recommendations for improving economic conditions and development in the town.

5.1 Preparation of budget.
The Commission shall, not less than 120 days before the end of the fiscal year, file with the First Selectman, on forms prescribed and provided by the First Selectman, detailed estimates of proposed expenditures to be made at the request of the Commission for the ensuing fiscal year. Such budget shall not exceed one-twentieth (1/20) of one percent (1%) of the last completed grand list of taxable property.

6.1 Additional duties.

a. The Commission may review all proposals for new development and redevelopment submitted to, and forwarded by, any town official, agency, board, committee or commission and make a report and recommendations on such proposals based upon the impact such proposals will have on the economic growth and development of the community. Said report may recommend, oppose or propose modification to such proposed activity.

b. The Commission may assume a role in evaluating economic development incentive applications as prescribed by the Board of Selectmen.

7.1 Adoption and Changes

These By-Laws shall be and be deemed to be effective upon filing with the Town Clerk. The By-Laws may be amended, repealed or adopted by vote at a Regular Meeting of the Commission.

ADOPTED at the October 18, 2018
Meeting of the Commission

Respectfully submitted,

[Signature]

Steve Martin, Chairman