

# BYLAWS OF THE TWIN HILLS WATER DISTRICT

*Revised 6/6/23*

## ARTICLE I GENERAL PURPOSE

The Twin Hills Water District was formed to acquire, maintain, and operate a community water system as set forth in Connecticut General Statutes, [Ch 105, Sec. 7-326](#) in order to provide an ample supply of safe, quality water to all its members at a reasonable price.

## ARTICLE II NAME AND LOCATION

Section 1. Name. The name of the District is The Twin Hills Water District.

Section 2. Location Of Office. The principal office of the District shall be located at such place within the Town of Coventry, State of Connecticut as the Board of Directors shall designate from time to time.

## ARTICLE III SEAL

The seal of the District shall have inscribed thereon the name of the District and words and figures showing that it was formed in the State of Connecticut in June, 1991.

## ARTICLE IV FISCAL YEAR

The fiscal year of the District shall begin on July first and shall end the following June thirtieth.

## ARTICLE V MEMBERSHIP

Section 1. Membership. Qualified voters are registered residents paying taxes on real property assessed in excess of \$1,000 in The Twin Hills Water District (the territorial limits of which are spelled out in the resolution of formation dated June 20, 1991 and in accordance with Connecticut General Statutes, [Ch. 105, §7-324.](#))

Section 2. Voting. Each member shall have one vote.

Section 3. Responsibility for Delinquent Accounts. Upon transfer of property, the District will not look to the successor in interest for payment of any past due accounts. The District

will seek collection only from the individual who incurred such charges or assessments, or from the property itself if a judgment lien had been duly perfected against such property.

## ARTICLE VI MEETING OF MEMBERS

Section 1. Annual Meeting. The Annual Meeting of the District shall be held on the second Monday of May each year; to be held for the purpose of adopting the annual budget, laying the tax and fixing the tax rate for the following fiscal year, for the election of officers and directors to serve until the next annual meeting, and to discuss and vote upon any other matters which may be properly considered.

Section 2. Special Meetings. Special meetings of the District may be called on the application of ten percent of the total number of persons qualified to vote in the meeting of the District or twenty of the voters of the District, whichever is less, or by the president or any three directors upon giving notice as hereinafter provided.

Section 3. Notice. Notice of the annual Meeting and all special meetings shall be given by publication of a notice of such meetings in a newspaper having general circulation in the District at least ten days before the day of such meetings, signed by the president or any three directors. The notice shall designate the time and place of such meetings and the business to be transacted. In addition, written notice of such meeting will be delivered to each household within the District.

Section 4. Referendum. Ten percent of the total number of persons qualified to vote in the meeting of the District may petition the recording secretary of the District, in writing, at least twenty four hours prior to any such meeting; requesting that any item or items on the call of such meeting be submitted to the persons qualified to vote in such meeting not less than seven nor more than fourteen days thereafter, on a day to be set by the District meeting or, if the District meeting does not set a date, by the Board of Directors, for a vote by paper ballots.

Section 5. Quorum. Not fewer than ten voters of the District shall constitute a quorum for the transaction of business of any meeting of the District.

Section 6. Election of Officers and Directors. The officers and directors shall be elected at the Annual Meeting of the District as provided in Article VII, Section 1. and Connecticut General Statute [Ch. 105, §7-327](#). A nominating committee will be appointed by the president to present a slate of officers at the annual meeting. Further nominations will be accepted from the floor at the Annual Meeting.

Section 7. Order of Business. Except to the extent modified by the presiding officer, the order of business at the Annual Meeting shall be:

1. Call to Order

2. Proof of Quorum
3. Reading of Unapproved Minutes of Prior Meetings
4. Reports of Officers and Committees
5. Adoption of the Budget
6. Election of Officers and Directors
7. Unfinished Business
8. New Business
9. Adjournment

## ARTICLE VII OFFICERS AND DIRECTORS

Section 1. Number, Election, and Term of Office. The voters shall elect from their number a president, a vice president, five (5) directors, a recording secretary, and a treasurer. All officers and directors shall be elected annually.

Section 2. Duties of Officers.

The president of the District shall be the chief executive officer thereof and shall be a member of the Board of Directors. He/she shall preside at all meetings of the voters of the District and at all meetings of the Board of Directors, and at all meetings where he/she presides, he/she shall vote to dissolve a tie when necessary. He/she shall designate the duties devolving upon each of the five directors, shall appoint all committees and designate their duties, shall approve all bills for payment by the treasurer and shall be, ex officio, a member of all committees and boards of the District.

The vice president shall be a member of the Board of Directors, and shall have all authority, power and duties of the president whenever the president vacates his/her office, is absent, or from any cause unable to perform his/her duties.

The recording secretary shall be a member of the Board of Directors, shall keep a record of the minutes of all meetings of the voters and the Board of Directors, and shall keep at all times a list of voters of the District.

The treasurer shall have charge of collection and payment of all moneys of the District, under such rules and regulations as shall be prescribed by the Board of Directors, and shall prepare the annual budget, which shall be reviewed by the Board of Directors, and transmitted with the Board's comments and recommendations to the Annual Meeting of the District for adoption.

Section 3. Vacancies. Any vacancy in officers and directors shall be filled by the remaining directors of the District, at a meeting duly warned and held for that purpose, and the person or persons so elected to fill said vacancy shall hold office until the next Annual Meeting.

Section 4. Powers. The Board of Directors shall have the general management and control of the property, business and affairs of the District and may exercise all the powers that may be exercised or performed by the District under Connecticut law, and the District's bylaws. Those powers shall include, but not limited to, the following:

- a) To borrow, up to \$500, from any source money, goods, or services and to make and issue notes and other negotiable or nonnegotiable instruments evidencing indebtedness of the District.
- b) To prescribe, adopt and amend, from time to time, such equitable uniform rules and regulations as essential or convenient for the conduct of the business and affairs of the District and the guidance and control of its officers and employees.
- c) To recommend rates and charges to be paid by each member for services rendered by the District to the members. To set connection or reconnection fees where such are deemed to be necessary by the Board of Directors, and to fix and alter the method of billing time of payment, manner of connection, and penalties for late or nonpayment of the same.

Any household within the District not using the services of the District on June 20, 1991 shall not be assessed any fee even if water lines go or near their property. If, however, in the future a non-user within the District wishes to avail themselves of the services of the District they would be required to pay all costs incurred in connecting them to the water system. The fee for water usage would be the same as for other users within the District boundaries. Households outside the boundaries of the District wishing to purchase water from the District will be required to pay all costs incurred in connecting them to the water system. In addition, they will be subject to rates which will not penalize District users and may in fact benefit District users.

- d) To enforce collection of assessments by the interruption of water service or other legal methods. All accounts more than 30 days overdue shall be assessed a late fee in addition to interest at a rate not to exceed 1.5% per month. All accounts more than six (6) months overdue will be subject to periodic shut off and a lien will be placed against any real property of record owned by the delinquent account. All expenses incurred by the District to collect delinquent fees shall be paid by the delinquent member.
- e) To maintain reserves which are adequate for the District's projected needs, but which are no more than adequate.
- f) To enforce conservation of resources and levy additional charges if necessary to protect adequate supply of water to remaining customers; and if necessary, revert to Article VII Section 4(d).

Section 5. Place of Meeting. The Board of Directors may hold its meetings at such place or places within the State of Connecticut as it may from time to time designate.

Section 6. Regular Meetings. Regular meetings of the Board of Directors Shall be held at such time as shall be designated by the president of the District.

Section 7. Special Meetings. Special meetings of the Board of Directors may be held whenever the president or a majority of the directors deem it advisable, notice thereof to be given or mailed to each director at least three days prior to such meeting, Such notice shall state the time, place and general purpose of the meeting.

Section 8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors. The act of the majority of the directors present at a meeting at which a quorum is present at the time of the act shall be the act of the Board of Directors.

Section 9. Disqualification. A director shall be disqualified from participation in any decision by the Board of Directors or a committee thereof which may result directly or indirectly in a material benefit to him/her, a relative, or any organization of which he/she or a member of his/her immediate family is an officer, director, employee, member, partner, trustee or major stockholder. Each director shall be responsible for determining whether he/she should disqualify him/herself; provided, however, that the Board of Directors may by majority vote disqualify a director who refuses to disqualify him/herself if the Board believes such action appropriate.

Section 10. Committees. All committees will fulfill the duties assigned by the president and report to the Board of Directors with their recommendations.

## ARTICLE VIII INDEMNIFICATION OF DIRECTORS, OFFICERS, AND AGENTS

In accordance with Connecticut General Statute [Ch. 105, Sec. 7-325](#), the tax district is a body corporate and politic and, as such, the tax district shall indemnify all petitioners, officers, directors, and agents of the Twin Hills Water District in the same manner and to the same extent as provided in Connecticut General statutes, [Ch. 599, Sec. 33-320a](#). The District will carry insurance to protect itself, officers, directors, and agents as long as they have acted in good faith to carry out the duties and responsibilities of their office.

## ARTICLE IX EXPANSION OF THE DISTRICT

The District may enlarge or reduce its territorial limits only in accordance with Connecticut General Statute, [Ch. 105, Sec. 7-325\(b\)](#) after the Board of Directors has taken a vote of the present membership on change of territorial limits.

## ARTICLE X TERMINATION

Whenever the officers of the district vote to terminate its corporate existence and whenever a petition signed by ten per cent of the total number of persons qualified to vote in the meeting of the District or twenty of the voters of the District, whichever is less, applying for a special meeting to vote on the termination of the District is received by the clerk; the clerk shall call a special meeting of the voters residing within the district, the notice of which shall be signed by the officers thereof by advertising the same in the same manner as is provided in [Section 7-325](#). Not later than twenty-four hours before such meeting, two hundred or more voters or ten per cent of the total number of voters, whichever is less, may petition the clerk of the District, in writing, that a referendum on the question of whether the District should be terminated be held in the manner provided in [Section 7-329](#). If, at such meeting, a two-thirds majority of the voters present to terminate corporate existence of the District, or, if a referendum is held, two-thirds of the voters casting votes in such referendum vote to terminate the corporate existence of the District, the officers shall proceed to terminate the affairs of the District. The members will be reimbursed for any reserve funds previously assessed to them. The District shall pay all outstanding indebtedness and turn over the balance of the assets of such District to the Town of Coventry, if the Town Council authorizes such action.

## ARTICLE XI AMENDMENTS

These Bylaws may be amended by a vote of the majority of the members present at any annual meeting of the District, or any special meeting of the District called for that purpose, except that the members shall not have the power to change the purpose of the District so as to decrease its rights and powers under the laws of the State, or to waive any requirements of bond or other provisions for the safety and security of the property and funds of the District or its members.