

**CONSTITUTION AND BYLAWS  
QUASSETT LAKE DISTRICT  
WOODSTOCK, CONNECTICUT**

*This document (as of July 5, 2021) incorporates changes prepared by the By-Laws committee and voted into effect by the District membership at the annual meeting on May 22nd, 2021 and supersedes all previous drafts of by-laws prepared by the By-Laws committee.*

**Article I. Name and Description**

A. This organization shall be called the Quassett Lake District, which herein shall be referred to as the "District". This District shall have all the powers and duties available to legally chartered special districts under the provisions of Chapter 105 of the Connecticut General Statutes (CGS) as the same now or may hereafter exist. Such powers and duties shall apply to the property in the Town of Woodstock, Connecticut within the following boundaries:

**Northerly -- by the southerly line of West Quassett Road as the same exists now 1,870 feet more or less;**

**Easterly -- by the westerly half of East Quassett Road as the same now exists 6,050 feet more or less;**

**Southerly --by the Woodstock/Pomfret town line 1,810 feet more or less; and**

**Westerly -- by the easterly line of West Quassett Road as the same now exists and by a prolongation southerly of the said West Quassett Road to the said Woodstock/Pomfret town line 5,090 feet more or less.**

B. Nothing in this Article changes, nor shall it be construed to change, the boundaries of the District as they were established by vote of the District at the Special Meeting called to establish the District held on March 20, 1976.

**Article II. PURPOSE**

A. The purpose of this special District is to protect the interests of all owners of property within the boundaries of the Quassett Lake District by maintaining and improving Quassett Lake and its environs. Such protection may be provided by undertaking any or all of the actions enumerated in Section 7-326 of the Connecticut General Statutes:

1. Extinguish fires, light streets, plant and care for shade trees.
2. Construct and maintain roads, sidewalks, crosswalks, drains and sewers.
3. Appoint and employ watchmen or police officers.
4. Acquire, construct, maintain and regulate the use of recreational facilities.
5. Plan, lay out, acquire, construct, reconstruct, and manage a flood control or erosion control system.
6. Plan, lay out, acquire, construct, operate and regulate use of a community water system.
7. Collect garbage, ashes, and other refuse matter in any portion of such district and provide for the disposal of such matter.

**(Editors note: Note that all reference to establishment of a zoning commission and building department is removed since such provisions were superseded upon the adoption of such boards by the town of Woodstock).**

The district may contract with a town, city, borough or other district for carrying out any purposes for which the district was established.

## **Article III. MEMBERSHIP/VOTERS**

Only a person who meets the requirements of section 7-6 of the Connecticut General Statutes is a “voter” and eligible to vote. Pertinent paragraphs of Section 7-6 are reproduced here;

Sec. 7-6. Eligibility to vote. At any town meeting other than a regular or special town election or at any meeting of any fire, sewer or school district or any other municipal subdivision of any town incorporated by any special act, any person who is an elector of such town may vote and any citizen of the age of eighteen years or more who, jointly or severally, is liable to the town, district or subdivision for taxes assessed against him on an assessment of not less than one thousand dollars on the last-completed grand list of such town, district or subdivision, or who would be so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25) or (26) of section 12-81, may vote, unless restricted by the provisions of any special act relating to such town, district or subdivision.

See Sec. 9-1 for applicable definitions.

Sec. 9-1. Definitions. Except as otherwise provided, the following terms, as used in this title and sections 3-124, 7-5, 7-6, 7-7, 7-17, 7-20, 7-39, 7-157, 7-214, 7-275, 7-295, 7-343, 7-407, 8-1, 8-5, 8-19, 10-219, 11-36, 13a-11, 30-10, 30-11, 45a-18, 45a-19 and 51-95 shall have the following meanings:

(e) "Elector" means any person possessing the qualifications prescribed by the constitution and duly admitted to, and entitled to exercise, the privileges of an elector in a town;

(u) "Voter" means a person qualified to vote at town and district meetings under the provisions of section 7-6.

## Article IV. OFFICERS

The officers shall consist of a President, Vice President, Clerk, and a Treasurer. They shall be elected at the annual meeting for a term of one (1) year by a majority vote. Each term of office begins and ends with the fiscal year.

## Article V. DUTIES OF OFFICERS

### A. The President

1. The president of the district shall be the chief executive officer thereof and shall be a member of the board of Directors.
2. The president shall preside at all meetings of the voters of the district and at all meetings of the directors, and at all meetings where (s)he presides (s)he shall vote to dissolve a ties when necessary.
3. The president shall designate the duties devolving upon each of the five directors, shall approve all bills for payment by the treasurer and shall be, ex officio, a member of all committees and boards of the district.

### B. The Vice President

1. The Vice President shall be a member of the Board of Directors and shall have all the authority, power and duties of the President

whenever the President vacates the office, is absent, or from any cause is unable to perform the duties of the office.

### C. The Clerk

1. The Clerk shall be a member of the Board of Directors, shall keep a record of the minutes of all meetings of the voters and of the Board of Directors and shall keep and maintain a current list of the voters of the district as received from the Assessor's Office of the Town of Woodstock.
2. The Clerk shall present at each meeting the minutes of the preceding meeting and submit at the annual meeting a written report of the activities during the preceding year.
3. The Clerk will maintain a current copy of the District By-Laws and any amendments thereto.
4. The Clerk must file an annual organizational report with the (OPM) Woodstock Town Clerk including the names of the officers and directors, by-laws or ordinance changes and any other information required by the Secretary of the State Office of Policy and management *{OPM}* (Secretary) concerning the District's organization and financial status. This annual report must be filed on or before July 31<sup>st</sup>.
5. The Clerk shall maintain and provide upon request information required by the Freedom of Information Act adopted in 1975 in accordance with Section 1-18a to 1-21k of the CGS.
6. In order to meet Freedom of Information Act ("FOIA") requirements concerning accessibility, a parallel set of the District's files will be maintained in the office of the Town Clerk of the Town of Woodstock, subject to the agreement of said Town clerk (per FOI Docket #FIC 1999-197).

### D. The Treasurer

1. The Treasurer shall be a member of the Board of Directors and shall have charge of the collection and payment(s) of all moneys of the District, under such rules and regulations established by the Board of Directors.
2. The Treasurer 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 budget meeting of the district for adoption.

3. The Treasurer shall obtain from the town of Woodstock Tax Assessor a copy of the Grand List and prepare a rate bill based on the budget approved at the annual meeting to be delivered to the District Treasurer for tax collection.
4. The district is a "reporting agency" as defined in CGS Section 7-391 of the Connecticut General Statutes. The Treasurer is responsible for providing a statement concerning the accounts and finances of the district with the Town Clerk of the Town of Woodstock. Such statement shall include, but shall not be limited to, a listing of major disbursements and sources of receipts and shall be filed not later than ninety days after the end of the fiscal year. Each treasurer or other officer who fails to file a statement required pursuant to subsection 7-392 shall be fined five hundred dollars for each statement not filed. The fine shall be levied and collected by the town clerk.
5. The Treasurer shall maintain the books of the District and shall issue checks in payment of legally incurred District expenses, charges and obligations, provided however, that all said checks shall be co-signed by either the District President or Vice President.
6. The Treasurer shall have the responsibility for the investment of and accounting for municipal funds, with the advice and consent of the Board of Directors in accordance with CGS.
7. The Treasurer shall be bonded by the District in an amount of not less than \$25,000.00 or the annual budget, whichever is greater.

## **Article VI. BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of five (5) members within the District and shall be elected at the annual meeting. The Board of Directors shall approve all contracts or other corporate action between the annual District meetings and their approval shall be required prior to any expenditure by the officers of \$500.00 or more.
- B. The Board of Directors shall choose committees who may or may not be members of the Board of Directors. Committees may be appointed as necessary. Such committees, in the aggregate, shall be limited to the expenditure during one (1) year, without prior approval of the District, of one hundred (\$100.00) dollars of otherwise uncommitted money from the District treasury.

## Article VII. BUDGET PREPARATION

- A. The budget, as prepared by the treasurer, and approved by the Board of Directors will be presented to the voters for action at the annual budget meeting of the District. The agenda for the annual budget meeting shall include the fixing of the tax rate and the laying of the tax in accordance with Section 7-327(b) of the CGS.
- B. The fiscal year of the District is in conformance with the Uniform Fiscal Year of July 1<sup>st</sup> to June 30<sup>th</sup>. District budget adoption must be a minimum of 30 days prior to the beginning of the fiscal year in accordance with Section 7-327(c) of the CGS.
- C. Taxes, Assessments, and Bonds
  - 1. Districts must use the property tax levied on the same “assessed valuation” basis as municipal property taxes.
  - 2. Property valuation for taxation purposes is performed for the District by the town tax assessor with the District Grand Lists prepared for and available to the District Clerk. The Clerk will prepare a rate bill and deliver it to the District Treasurer for tax collection. District taxes are collectible as a lien on the property in the same manner as town taxes.
  - 3. The District may levy special benefit assessments to pay for drains, sewers, sidewalks, curbs, or gutters. Flood or erosion control systems can be assessed in accordance with the same rules as for the municipal assessments for similar projects in accordance with Section 7-328 of the CGS.
  - 4. Bonds for any public works projects, which the District is authorized to construct under Chapter 105, may be issued by the District. The procedure for the issuance of such bonds must be in accordance with the statutory Municipal Bonding Act (CGS 7-369 – 7-380a) and their indebtedness will be considered as an underlying debt of their host municipality by municipal credit rating agencies.
- D. Expenditures – The statute requires that all moneys received on behalf of the District by Directors and its officers must be paid over to the Treasurer. Specific approval by a vote of the District is required for any individual expenditure in excess of \$10,000.00

- E. District Termination – If the District is terminated, the officers are directed to pay off all outstanding indebtedness and turn over the balance of the assets to the town, if authorized by the town legislative body. No district may be terminated without paying all outstanding indebtedness unless the legislative body of the municipality agrees in writing to assume the indebtedness in accordance with Section 7-329 of the CGS.

## **Article VIII. MEETING AND NOTICE REQUIREMENTS**

- A. The place of all meetings of the District shall be within the territorial limits of said District or such other place as the board of directors may determine or via ZOOM or other virtual meeting software. Notice of the holding of the annual meeting and all special meetings shall be given by publication of a notice of such meetings in a newspaper having a general circulation in such district at least ten {10} days before the day of such meetings, signed by the president or any three directors.
- B. Notice of time and place of the annual and special meetings shall be mailed to all voters of the district at the address last provided by the town assessor at least ten days prior to the meeting. Such notice shall also be posted at the public signpost located at the beach between lot #98 and lot#99 at least ten days prior to the meeting.
- C. District meeting notices shall designate the time and place of such meetings and the business to be transacted thereat. Special meetings of the district may be called on the application of 10% of the total number of persons qualified to vote in the meeting of a district, or twenty voters of such district, whichever is less, or by the President or any three Directors upon giving notice as provided herein. Any special meeting called on application of the voters shall be held within twenty-one (21) days after receiving such application in accordance with Section 7-327 of the CGS.
- D. Not fewer than fifteen (15) voters of the district shall constitute a quorum for the transaction of business at any meeting of the district; and if fifteen voters are not present at such meeting, the president of the district or, in his absence, the vice president may adjourn such meeting from time to time, until at least fifteen voters are present; and all meetings of the district where a quorum is present may be adjourned from time to time by a vote of a majority of the voters on the question.

- E. No district property can be sold or transferred without approval of the district voters at an annual or special meeting.

## **Article IX. REFERENDA**

In any case in which an action for a vote by the voters of a district is to be initiated by the petition of such voters, in addition to such other requirements as the general statutes or any special act may impose, such petition shall be on a form prescribed or approved by the clerk of such district, and each page of such petition shall contain a statement, signed under penalties of false statement, by the person who circulated the same, setting forth such circulator's name and address, and stating that each person whose name appears on said page signed the same in person in the presence of such circulator, that the circulator either knows each such signer or that the signer satisfactorily identified himself to the circulator and that all the signatures on said page were obtained not earlier than six months prior to the filing of said petition. Any page of a petition, which does not contain such a statement by the circulator, shall be invalid. Any circulator who makes a false statement in the statement hereinbefore provided shall be subject to the penalty provided for false statement. No petition shall be valid for any action for a vote by the voters at any regular or special district meeting unless such petition shall be circulated by a person resident or eligible to vote in such district.

## **Article X. VOTING RIGHTS**

A. Article III defines persons eligible to vote in annual and special meetings of the district.

B. The voting at all meetings may be viva voce (by the living voice) or standing vote Any voter may demand a count whereupon such vote shall be taken by ballot. The Clerk shall prepare a complete list of persons entitled to vote at any meeting, arranged in alphabetical order. All voters must register with the Clerk upon entering the annual meeting or any special meeting.

C. The order of business at the annual meeting shall be as follows:

1. MEETING CALLED TO ORDER
2. READING OF LEGAL MEETING NOTICES



3. INTRODUCTION OF BOARD AND OFFICERS

4. INTRODUCTION OF SPECIAL GUESTS

5. SECRETARY'S REPORT:

A. Minutes of previous meeting.

B. Business arising from minutes action

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

C. Correspondence action

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

6. TREASURERS REPORT

7. OTHER COMMITTEE REPORTS, COMMITTEE CHAIR REPORTING:

A. Water Quality\_\_\_\_\_

B. Roads\_\_\_\_\_

C. By-Laws\_\_\_\_\_

D. Master Plan\_\_\_\_\_

E. Other

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8. ELECTION OF OFFICERS AND BOARD MEMBERS

9. PRESENTATION OF BUDGET AND SETTING OF CHARGES TO BE SET

10. DETERMINE AMOUNT AND DATES TO LOWER LAKE

11. OLD BUSINESS

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

12. NEW BUSINESS

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

13. ANNOUNCEMENTS

A. Next Directors Meeting \_\_\_\_\_

B. Next General Meeting \_\_\_\_\_

C. Next Special Meeting \_\_\_\_\_

14. ADJOURNMENT

**Article XI.**

In the event that any provision of these By-Laws is held to be invalid under Connecticut General Statutes or federal law, such provisions shall

be void and Connecticut General Statutes shall govern. All other provisions of these By-Laws shall remain in full force and effect until they are modified or repealed by the District at an annual meeting or a special meeting called for that purpose.

## **Article XII. LOWERING THE LAKE**

A. The lake will be lowered after Labor Day each year on a date and to the amount determined at the annual meeting. Three exceptions to the procedure may occur without prior notification.

They are:

1. If, in an emergency, the State of Connecticut requests drainage, the District must comply.
2. If repair or maintenance work to the dam must be performed which cannot be deferred, and which requires partial or complete drainage of the lake.
3. When determined by a two-thirds vote of the Board of Directors for the purpose of water quality treatments.

## **Article XIII. AMENDMENTS TO BY LAWS (NEW SECTION)**

1. These by laws may be amended only by action of the voters at any annual meeting or special meeting providing such revision was presented at the immediate previous annual or special meeting as a proposed revision by the president or any three directors, or by referendum under Article IX.
2. Upon presentation of such a proposal at an annual or special meeting the Board of Directors will prepare a Notice of Call announcing the subsequent Annual or Special Membership Meeting at which such change will be submitted to the voters. Said Notice of Call must state the nature of amendment or amendments to be discussed at the meeting, including the recommendation of the board and the exact wording of the proposed amendment.
3. An affirmative vote of two thirds of the voters present will constitute passage of the amendment. The minutes of the meeting must include the number of affirmative and negative votes.

## **Ordinance I. THE ANNUAL MEETING**

The annual meeting of the District shall be held at 10:00 AM on the third Saturday in the month of May.

## **Ordinance II. CONCERNING DRIVEWAY APPROACHES**

### **Section A.**

Driveway approach shall include vehicle driveways, or any construction, removal, or alteration of grade or pitch within the taking lines of any Quassett Lake District Road.

### **Section B.**

All specifications for any such driveway approach must conform to the following requirements:

1. Any driveway approach shall be so graded that it will not be necessary to change the established grade of the adjacent Quassett Lake District Road.
2. No part of any driveway approach shall extend beyond the road line in such manner as to change the grade of the road or obstruct the free flow of water draining off the road.
3. Where a driveway approach crosses an open ditch or where such construction will interfere with the drainage of storm water along the side of the road, a culvert of such size and of such material as determined by the Board of Directors shall be installed.
4. The driveway approach shall be so constructed that there will be no drainage from the driveway onto the Quassett Lake District Road.
5. If in the opinion of the Board of Directors, protection is required for the shoulder and/or edge of the Quassett Lake District Road, an apron of bituminous concrete or other suitable material shall be installed.
6. All required construction shall be at the property owner's expense.

### Section C.

1. The Board of Directors of the Quassett Lake District shall from time-to-time cause the construction of such driveway approach to be inspected to make sure that such construction conforms to the requirements of Section C.
2. Upon completion of such construction, the Board of Directors shall cause final inspection to be made and accept or reject, in writing, such construction. In the event of rejection, the owner shall be given thirty (30) days to bring such construction into compliance with Section C. of this ordinance. No such driveway approach shall be utilized after such thirty (30) day period shall have expired unless such driveway approach has been brought into compliance with Section C. of this Ordinance.

### Section D.

The Board of Directors of the Quassett Lake District shall have the authority to require that any changes or alterations to an existing driveway conform to the requirements of Section B.1

### Section E.

Any violation of this Ordinance shall be punishable by a fine of not more than twenty-five (\$25.00) dollars to be assessed against the owner of record of the land, and each day's failure to comply with the provisions hereof shall constitute a separate violation.

### Section F.

This Ordinance shall rescind upon its passage all previous ordinances regarding driveway approaches to the Quassett Lake District Roads in the Quassett Lake District.

### Section G.

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance, which shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared severable.

## **Ordinance III. ROAD REGULATIONS**

Section A.

There shall be no parking permitted on District roads or cul de sacs. Any hindrance preventing safe passage on District roads or cul de sacs will result in violators having their vehicle(s) towed and fines levied at the owner's expense. All road and cul de sacs must be kept free of parked vehicles to allow free access for ambulance, fire and/or emergency service. Vehicles parked on District roads or cul de sacs for loading or unloading purposes must be removed immediately upon completion of said loading and unloading.

Section B.

No motorized vehicle shall travel on District roads in excess of fifteen (15) miles per hour.

Section C.

Snow shall not be plowed onto or deposited upon District roads or cul de sacs, which may pose a hazard or constraint to the traffic flow. Any person or property owner found in violation of this Ordinance may be fined no more than ninety -nine (\$99.00) dollars.

Section D.

Brush, raked leaves, grass cuttings, or other debris shall not be placed on District roads or cul de sacs or dumped in the District road drainage ditches or other District property. Fines of no more than ninety -nine (\$99.00) Dollars plus the cost of cleanup will be levied upon any one violating this Section of Ordinance III.

## Ordinance IV. **BOATING REGULATIONS**

Section A.

For the purpose of this Ordinance the term "property owner" shall include member of the owner's household unit, i.e. the property owner(s), partner/spouse and children, ONLY. The term "boat" as used in this section includes powerboats, canoes, kayaks, pedal boats, sailboats, rubber boats, windsurfers, sailboards, and paddleboards and any non-motorized water vessels. In order to register a boat and obtain a QLD sticker, proof of ownership through title or registration must be shown to the appointed boating representative in addition to completing the registration form.

1. All state of Connecticut boating laws will be enforced.
2. Only the following boats may be operated on Quassett Lake:
  - a. A boat owned by a property owner, which bears a District sticker and has been registered with the Clerk.
  - b. A boat owned by a person renting a dwelling for a year or more in the District must display a QLD sticker that is registered annually with the appointed boating representative. The sticker date will match the end lease date.
  - c. Short-term renters, less than one year, are limited to the use of the property owners boat.

#### Section B.

All boats on Quassett Lake without being registered with the Clerk will be dealt with as trespassers.

1. Powered boats on Quassett Lake are limited to two (2) per lot, only one of which may be operating greater than five (5) miles per hour on the lake at one time. If a property owner owns more than one lot, the maximum number of powered boats they can register is two (2).
2. Boats may be launched only from a District boat launch or from the lot on which it is registered.
3. There shall be no motor boating in excess of five (5) mph between the hours of 7:00 P.M. and 10:00 A.M.
4. There shall be no motor boating in excess of five (5) mph within one hundred (100) feet of any shore except for the purpose of initiating or concluding a ski run.
5. No ski run shall be initiated, conducted or concluded within twenty-five (25) feet of persons swimming or playing in the water. Ski run includes water skiing, wakeboarding, tubing and similar activities.
6. Except for initiating or concluding a ski run, all skiing shall be confined to the center half of the lake and shall be done in a counterclockwise direction.

7. Boat speed on the lake is restricted to a maximum of forty (40) mph.
8. Personal water craft (PWC) such as, but not limited to Jet skis and Seados, as well as houseboats, airboats, and hover crafts are prohibited.
9. All motor boating shall be in a counterclockwise direction, i.e. fishing, skiing, boating.
10. Ramps, jumps, and similar items are prohibited within Quassett Lake.
11. Marking of courses, paths, or other means of designating all or any portion of the lake for a particular use such as with flags, buoys, or other means is prohibited except by special permit as issued by the Board of Directors on a "per event" basis.
12. Power boats racing is prohibited on Quassett Lake. Any reckless boating practices may result in revocation of boating privileges on Quassett Lake.
13. Association members are held responsible for violation of these regulations by family members or quests.

Section C.

Anyone found in violation of this Ordinance is subject to fine by the Quassett Lake District and/or Officer having jurisdiction.

## **Ordinance IV. FISHING AND SWIMMING**

Section A.

No raft shall be allowed more than seventy-five (75) feet from shore.

Section B.

All swimmers shall stay within one hundred (100) feet from shore unless accompanied by a boat. Scuba divers shall have a flag.

Section C.

Swimming off the dam is not allowed at any time.

Section D.



Fishing in Quassett Lake is limited to the following persons:

1. Property owners.
2. A person other than the property owner while such person or member of his family is renting a dwelling in the District.
3. Guests of a property owner, but only while such property owner(s) are present on his/her property or on the lake.

Section E.

All fishing in Quassett Lake will follow Connecticut State regulations regarding fishing licenses, number of fish caught by species, number of lines and/or tip-ups per person.

Section F.

Fishing off the dam is not allowed at any time.

Section G.

Fishing is not allowed off the public beach and/or right-of-ways when there is someone swimming.

Section H.

Fishing paraphernalia is not to be discarded in Quassett Lake at any time including live bait.

Section I.

Lines and/or tip-ups are to be attended to at all times, i.e. no one shall leave a line out overnight.

Section J.

Unwanted dead fish shall be discarded in the trash.

Section K.

Any one found in violation of this Ordinance is subject to fine by the Quassett Lake District and/or Officer having jurisdiction.

## **Ordinance V. NUISANCE LAWS**

### Section A.

No dogs will be allowed to roam freely within Quassett Lake District.

### Section B.

No aircraft shall land on the lake except in an emergency.

### Section C.

There shall be no public disturbances within the Quassett Lake District.

1. No person(s) shall create a public nuisance within the District.
2. No consumption of alcoholic beverages will be permitted on property owned by the District.
3. Drunken/Disorderly conduct will not be allowed on District property.
4. No littering is permitted on District property.

### Section D.

1. No person shall construct a dock within the lake, which extends more than twenty five (25) feet from the natural shoreline.
2. Any existing dock, which exceeds the twenty five (25) foot limit, shall be registered with the Board of Directors.

## **DEED RESTRICTIONS**

Properties in the district are subject to deed restrictions filed by Baxter Corporation under the name of Baxter Realty. Baxter Realty conveyed all rights to the Quassett Lake Association, later known as the Quassett Lake District.