VILLAGE OF LARCHMONT
PARKS AND TREES COMMITTEE CHARTER
Resolution

Whereas, the total area of the Village of Larchmont (the Village) is approximately one square mile and the Town of Mamaroneck-Village of Larchmont Coastal Zone Management Commission *Open Space Inventory Report (March 2004)* identified nine publicly owned Village Parks to be Addison Park, Constitution Park, Flint Park, Kane Park, Lorenzen Park, Parkway (Playhouse) Park, Pine Brook Park, Woodbine (Willow) Park, and Vanderburgh (Turtle) Park (collectively, Parks);

Whereas, several of the Village’s Parks are in or adjacent to three Critical Environmental Areas so designated by New York State for their aesthetic beauty, important coastal fish and wildlife habitat, and/or protection of water and natural area, and such designations are respected and these attributes protected;

Whereas, the Village Board of Trustees (the Board) is charged with setting policy by which the Village parks and tree canopy is managed and such policy has been set by Village Resolution dated 12-21-2020;

Whereas, the Village created the Parks and Trees Committee to assist the Board in an advisory capacity and in other areas as requested by the Board and the Board seeks to clarify the operation of this volunteer committee;

Now, therefore, be it resolved that the following is the Charter of the Parks and Trees Committee.

VILLAGE OF LARCHMONT
PARK AND TREES COMMITTEE CHARTER

Section One. Mission. The Village of Larchmont created a Parks and Trees Committee (P&TC) which serves in an advisory capacity to the Board of Trustees (the Board), the Village Engineer, the General Foreman of the Department of Public Works, and the Village Administrator with respect to parks and the planting of trees within the Village and “when requested by the Village Board, shall consider, investigate, make findings and report and recommend upon any special matter or question coming within the scope of its work.” (Section 263-5 and 263-7.)
Section Two. Composition, Requisite Skills, and Term of Membership.

A. The P&TC shall consist of up to 14 persons, who shall be nominated and appointed by the Board (Section 263-6.) Members should have a passion for the natural environment and the Village’s parks and trees. A background in natural sciences, landscape design, horticulture, etc. would be helpful, but is not necessary. Members must be Village residents.

B. Each member of the P&TC shall be appointed for a three-year term (Section 263-6) by the Mayor upon approval by the Board. Members may not serve more than three consecutive three-year terms (nine years). Members may be reappointed by the Mayor upon approval of the Board at the completion of their first or second terms. Members completing a third term shall rotate off the P&TC. Former members of the P&TC are eligible to be reappointed after one calendar year from the completion of their term has elapsed.

C. A three-year term commences with a member’s appointment at the Annual Reorganization Meeting and expires at the Annual Reorganization Meeting (three years later) unless reappointed. Notwithstanding the previous sentence, all members serve at the request of the Mayor and can be removed at any time. Where a member is appointed mid-year to fill a vacant position, that member fills the remainder of the departing member’s term.

D. One member (or two members) of the P&TC will be appointed by the Mayor upon approval of the Board to act as P&TC Chair (or Co-Chairs) Section 263-8. The term of the Chair (or Co-Chairs) shall be one year.

Section Three. Membership Responsibilities. The membership responsibilities of the P&TC include the following:

A. Good Faith – Members of the P&TC shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Village as a whole with such care as a generally prudent person in a similar position would use under similar circumstances.

B. Advisory Status - Members are not to give direction to or manage Village employees. There are limited circumstances where P&TC members may need to work with Village employees and such circumstances are to be with the express knowledge of the Mayor and the direct involvement of the Trustee liaison to the P&TC.

C. Independence – An individual may not serve on the P&TC if he or she is on the board of an organization whose express purpose is to fundraise for Village park projects.

D. Confidentiality – During the exercise of their duties and responsibilities, the P&TC
members may have access to confidential information. The P&TC members shall have an obligation to the Village to maintain the confidentiality of such information.

E. **Specific Responsibilities** – In addition to its advisory role, the P&TC has specific responsibilities in two areas:

   a. Supporting the Village in the implementation of the Arbor Day Foundation’s Tree City USA program.
   b. Working with the Planning Board as allowed by Section 381-68-N “Work in anticipation of a site plan application; trees; penalties for tree removal” (see C. 1.).

**Section Four. Meetings and Notification.**

A. The P&TC shall meet as frequently as necessary to provide timely and thoughtful guidance to the Village. The Trustee Liaison to the P&TC should be apprised of P&TC meetings. Committee meetings should be noticed to the community via the Village calendar.

B. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

C. The Chair (or Co-Chair) shall call meetings, set the agenda and ensure distribution of all relevant material to all P&TC members. The Chair (or Co-Chair) shall be the lead in conveying the guidance and advice from the P&TC, though need not be the exclusive voice of the P&TC.