

TOWN BOARDS, COMMITTEES AND COMMISSIONS

1) APPOINTMENT

- a. The New Boston Board of Selectmen shall appoint the following Standing Boards, Committees or Commissions, with the following maximum number of members.
 - i. Finance Committee – 6 plus 2 Alternates and 1 Selectman
Conservation Commission – 7 plus unlimited Alternates
(Open Space Committee- 7 plus two alternates- Sub Committee of Conservation Commission)
 - ii. NH Climate and Energy Commission- 3
 - iii. Highway Safety Committee - 7 Automatically includes the Chief of Police, Fire Chief, Highway Dept. Head and one Selectman.
 - iv. Zoning Board of Adjustment – 5 and 2 Alternates
 - v. Solid Waste Advisory Committee – 5 plus 2 Alternates and Manager of Transfer Station
 - vi. Road Committee – 4 plus Road Agent and 1 Selectman
 - vii. Forestry Committee- 5 plus unlimited alternates
 - viii. Recreation Commission- 4 plus Director
 - ix. Planning Board - 4 plus 1 Selectman ex-officio and 3 Alternates
(C.I. P. Committee- 6, Jurisdiction under Planning Board bylaws and RSA's)
- b. The Board of Selectmen shall generally appoint members of Boards, Committees or Commissions to three year terms or for the balance of the term held by a member who has resigned or been removed. The terms of Zoning Board of Adjustment and Planning Board members shall be as prescribed in RSA 673:5.
- c. The Board of Selectmen shall generally appoint members of Boards, Committees or Commissions so that approximately one-third of the membership terms expire in each of three consecutive years.
- d. All appointments shall be validated by the appointed member being officially sworn in by the Town Clerk or Deputy.

2) COMMITTEE ORGANIZATION

- a. Each Board, Committee or Commission shall organize promptly after it is established, and annually, as required by the Board of Selectmen. Each shall elect a chairman, vice-chairman, secretary and treasurer where applicable.
- b. However, the Board of Selectmen may appoint the chairman of a Board, Committee or commission when it feels that it is desirable.
- c. A majority of the members of a Board, Committee or Commission shall constitute a quorum thereof.
- d. This Section shall not apply to the Zoning Board of Adjustment or Planning Board, which are governed by NH RSA ch. 673.

3) RECRUITMENT OF NEW MEMBERS

- a. The Town Administrator shall publicly advertise all anticipated or known Board, Committee and Commission openings and solicit volunteer applications for these openings. The advertisements will aim for the widest local circulation possible including the Town’s web site
- b. Persons interested in volunteering for service on Boards, Committees or Commissions shall submit a formal letter and/or application in order to be considered for appointments. All requests for appointment shall be received no later than March 15th in order to be considered for positions that are open.
- c. Any volunteer applications received after the regular annual April 1st appointment period shall be saved for the future consideration of the Board of Selectmen, as vacancies may occur.

4) RESIGNATIONS - REMOVAL

- a. Any member of a Board, Committee or Commission shall submit his or her resignation to the Chair of their Board, Committee or Commission. The Board, Committee or Commission shall forward the notice of resignation along with their recommendation for action to the Board of Selectmen.
- b. Any Board, Committee or Commission member who fails to attend three consecutive meetings or five meetings within the annual period of April 1st through March 31st, without being excused by the Chair of the Board, Committee or Commission, shall be deemed to have resigned and an automatic vacancy will be declared. Persons who believe that they have acceptable reasons for reinstatement may request reconsideration by the Board of Selectmen.
- c. The Board of Selectmen may, by majority vote and for just cause, remove any member of a Board, Committee or Commission whom it has appointed to the committee or board.
- d. The Board of Selectmen may, by a majority vote, disband any Board, Committee or Commission.
- e. This section shall not apply to the Zoning Board of Adjustment or Planning Board, which are governed by NH RSA ch. 673. Further, paragraph (d) shall not apply to the Conservation Commission.

5) ADMINISTRATION – Appointments - Including Reappointments

- a. All Board, Committee and Commission appointments shall end, unless otherwise determined by the Board of Selectmen, on March 31 of their term expiration year.
- b. Each year, the Town Administrator shall notify all Board, Committee and Commission members whose terms are due to expire that if they desire to seek **reappointment** they must file a written request for reappointment no later than March 1.
- c. Alternate members of any Board, Committee or Commission shall apply for any openings as a full member, in writing, to the Chair of their Board, Committee or Commission, as vacancies may occur. The Board, Committee or Commission shall forward their recommendation to the Board of Selectmen for appointment.
- d. The Town Administrator shall communicate with the respective chairperson of each Board, Committee and Commission about the Board of Selectmen's action on resignations, candidates to fill vacancies, vacancies created by absenteeism and the elevation of an

alternate member to a full membership and the Town Administrator would inform the chairperson of the Board, Committee or Commission when new appointments or re-appointments are made.

- e. The Town Administrator shall provide each chairperson with an opportunity to make recommendations, on a timely basis, to the Board of Selectmen.
- f. Resignations, requests for reinstatement and applications for membership on Boards, Committees and Commissions shall be forwarded to the Town Administrator for consideration of the Board of Selectmen.

6) OTHER REQUIREMENTS

- a. The Board of Selectmen expects that members of any Town Board, Committee or Commission shall treat its representatives in a civil manner.
- b. Notice of Meetings: All Board, Committee and Commission meetings shall be posted at least 24 hours prior to meeting, in two public places. Such notice may be in the form of an Agenda or Meeting Notice and shall be submitted to the Selectmen's office. The Selectmen's office shall post the notice/agenda on behalf of the committee. Chairs should ensure that notices/agendas are submitted in a timely fashion to allow for posting, normally one to two weeks in advance. This section shall not apply to the Planning Board whose notice requirements are governed by RSA 676:4, 675:7, and 91-A. Nor shall it apply to the Zoning Board of Adjustment whose notice requirements are governed by RSA 676:4.
- c. Minutes and record keeping: Minutes of all Board, Committee and Commission meetings shall be made available to the public within five business days of such meeting. All minutes, agendas and meeting notices shall be copied to the Selectmen's Office for proper posting and permanent record keeping.

Adopted: June 4, 2012

New Boston Board of Selectmen