

# **TOWN BOARDS, COMMITTEES AND COMMISSIONS**

## **1) APPOINTMENT**

- a. The New Boston Select Board 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 Select Board member  
Conservation Commission – 7 plus unlimited Alternates  
(Open Space Committee- 7 plus two alternates- Sub Committee of Conservation Commission)
  - ii. Climate and Energy Commission- 5 and 1 Select Board member
  - iii. Highway Safety Committee - 7 Automatically includes the Chief of Police\*, Fire Chief\*, Highway Dept. Head and one Select Board member.  
\*or designated person assigned by the Chief
  - iv. Zoning Board of Adjustment – 5 and 2 Alternates
  - v. Solid Waste Advisory Committee – 5 plus 2 Alternates and Manager of Transfer Station and 1 Select Board member
  - vi. Road Committee – 3 plus Road Agent and 1 Select Board member
  - vii. Forestry Committee- 5 plus unlimited alternates
  - viii. Recreation Commission- 4 plus Director
  - ix. Planning Board - 4 plus 1 Select Board ex-officio member and 3 Alternates  
(C.I. P. Committee- 6, Jurisdiction under Planning Board bylaws and RSA's)
- b. The New Boston Select Board shall appoint ad-hoc committees.
- c. The Select Board 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.
- d. The Select Board 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.
- e. 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 Select Board. Each shall elect a chairman, vice-chairman, secretary and treasurer where applicable.
- b. However, the Select Board 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 sit in on a few meetings to determine if they are interested in becoming part of the Committee and submit a formal letter and/or application in order to be considered for appointments. The particular Board, Committee or Commission will provide feedback to the Select Board on the potential candidate. All requests for appointment shall be received no later than March 15<sup>th</sup>, or when vacancies occur, in order to be considered for positions that are open. The candidate will appear before the Select Board for an introduction.

- 4)** Any volunteer applications received after the regular annual April 1<sup>st</sup> appointment period shall be saved for the future consideration of the Select Board, as vacancies may occur.

**5) 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 Select Board.
- b. Any Board, Committee or Commission member who fails to attend three consecutive meetings or five meetings within the annual period of April 1<sup>st</sup> through March 31<sup>st</sup>, 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 Select Board.
- c. The Select Board 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 Select Board 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.

**6) ADMINISTRATION – Appointments - Including Reappointments**

- a. All Board, Committee and Commission appointments shall end, unless otherwise determined by the Select Board, 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 Select Board for appointment.

- d. The Town Administrator shall communicate with the respective chairperson of each Board, Committee and Commission about the Select Board'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 Select Board.
- 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 Select Board.

## **7) OTHER REQUIREMENTS**

- a. The Select Board 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 Select Board's office. The Select Board'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: Draft 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 Select Board's Office for proper posting and permanent record keeping.

\*Final meeting minutes must be approved at the next scheduled meeting via a vote of the committee members. Once approved, minutes are to be submitted for posting.

**Adopted: June 4, 2012**

**Reviewed: June 26, 2023**

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**Reviewed: December 16, 2024**

**Revised: December 16, 2024**

**New Boston Select Board**