

II.4. Town Committees and Boards

Adopted August 2, 2005. Revised September 2, 2008; September 15, 2009; May 12, 2010; July 20, 2010; August 17, 2010; Feb. 15, 2011; July 19, 2011.

1. APPOINTMENT

- (a) The following standing committees/Boards, and special committees (with set end dates), with the following maximum number of members, shall be appointed by the Henniker Board of Selectmen. Those committees with an asterisk (*) will include a member of the Board of Selectmen:
- i. **Athletic Committee for Youth** - 20* (standing)
 - ii. **Azalea Park / Riverwalk Committee** – 5 (special, expires 9/1/2011)
 - iii. **Budget Advisory Committee** – 11 (standing)
 - iv. **Byway Advisory Committee*** - (standing*, to include member of business community, NEC rep, selectman, planner and/or land use coord., planning bd. member, conservation comm. member, historical society or historic district comm. member, highway safety comm. member, & paper mill restoration committee member)
 - v. **Capital Improvements Program Committee** - 11* (standing; to include Planning Board, Budget Committee, School Board, Selectman and residents)
 - vi. **Combined Water-Sewer Commissioners Study Committee** – 5* [special; Report to Selectmen due 12/1/2009; Committee to include Water Superintendent, Sewer Superintendent, Water Commissioner, Selectman (Sewer Commissioner) and Citizen]
 - vii. **Community Center Activities Committee** - 11* (standing)
 - viii. **Community Concerts Committee** – 5 (standing)
 - ix. **Conservation Commission** - 7* + 3 Alternates (standing)
 - x. **Contoocook River Local Advisory Committee** – 1 (standing)
 - xi. **Economic Development** - 7* + 3 Alternates (standing) Selectperson, Planning Board Member, Conservation, Commission Member, Chamber of Commerce Rep, New England College Rep, & Two Citizen Reps. (to be nominated by the Town Moderator), and Three Alternates with the primary advisor (non-voting) being the Town Planning Consultant
 - xii. **Energy Committee** – 5* (standing)
 - xiii. **Fair Hearings Authority** – 3 (standing)
 - xiv. **Feasibility Study Committee for a Town Athletic Director/Recreation Director** – 9 (special; to report to Selectmen by 12/30/2010; to include reps from School Board, Community Ctr. Activities Committee, Athletic Committee, White Birch Community Center Board Member, Parent of Athletic Participants, Coach of Athletes, New England College, Henniker Youth Boosters Board Member, and Henniker Community School Faculty)
 - xv. **Highway Safety Committee** - 11* (standing; Automatically includes the Chief of Police, Fire Chief, Rescue Chief and Highway Dept. Head)
 - xvi. **Historic District Commission** - 7* regular members and 5 alternates (standing)
 - xvii. **Municipal Records Committee** – 7* regular members and 5 alternates (standing; to include Municipal Officer, Clerk, Tax Collector, Assessor & Treasurer and two Citizens)
 - xviii. **Paper Mill Restoration Committee** - 11* (standing)
 - xix. **Recycling Committee** – 11* (standing)
 - xx. **Road Management Committee** – 7 members* (special)

- xxi. **Safety and Loss Prevention Committee** – 7* (standing; Includes equal representation of employee & employer, representing the following departments: Admin., Highway, Fire, Wastewater/water, Transfer/parks & buildings, Police)
 - xxii. **Solid Waste Disposal Committee** – 11 (special; expires 9/1/2011)
 - xxiii. **Spirit of Henniker Organizational Team (S.H.O.T.)** – 13 (standing)
 - xxiv. **Wage & Benefit Committee**– 7* (special; final report to Selectmen due 12/1/2009; committee to include Dept. Head, Employee, Past Committee Member, Current/former Selectman, 2 community volunteers & 1 Current Selectman as Chair)
 - xxv. **Zoning Board of Adjustment** – 5 regular members and 5 alternate members (standing)
- (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.
 - (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 must 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, and secretary.
- (b) However, the Board of Selectmen may appoint the chairman of a committee, board or commission when it feels that it is desirable.
- (c) A majority of the members of a committee shall constitute a quorum thereof.
- (d) This Section shall not apply to the Zoning Board of Adjustment or the Historic District Commission, which are governed by NH RSA ch. 673.

3. REAPPOINTMENT

- (a) All committee and board appointments shall end, unless otherwise determined by the Board of Selectmen, on September 1st of their term expiration year.
- (b) Each year, the Town Administrator will notify all committee and board 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 July 31st.
- (c) Alternate members of any committee or board shall apply for any openings as a full member, in writing, to the Board of Selectmen, as vacancies may occur.

4. RECRUITMENT OF NEW MEMBERS

- (a) The Town Administrator will publicly advertise all anticipated or known committee and board openings and solicit volunteer applications for these openings. The advertisements will aim for the widest local circulation possible.
- (b) Persons interested in volunteering for service on committee and boards will submit a formal letter and/or application in order to be considered for appointments. All requests for appointment shall be received no later than July 31st in order to be considered for positions that are open.
- (c) Any volunteer applications received beyond the regular annual July 31st appointment period will be saved for the future consideration of the Board of Selectmen, as vacancies may occur.

5. RESIGNATIONS - REMOVAL

- (a) Any member of a committee and board shall submit his or her resignation to the Board of Selectmen for action.
- (b) Any committee or board member who fails to attend three consecutive meetings or five meetings within the annual period of September 1st through August 31st 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. This policy is WAIVED for S.H.O.T. in order to allow certain S.H.O.T. members to exclusively function in their delegated specialty of events planning.
- (c) The Board of Selectmen may, by majority vote and for just cause, remove any member of a committee or board whom it has appointed to the committee or board.
- (d) The Board of Selectmen may, by a majority vote, disband any committee.
- (e) This section shall not apply to the Zoning Board of Adjustment or the Historic District Commission, which are governed by NH RSA ch. 673. Further, paragraph (d) shall not apply to the Conservation Commission.

6. ADMINISTRATION

- (a) The Town Administrator will communicate with the respective chairperson of each committee and board about 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 committee when new appointments or re-appointments are made.
- (b) The Town Administrator shall provide each chairperson with an opportunity to make recommendations, on a timely basis, to the Board of Selectmen.
- (c) Resignations, requests for reinstatement and applications for membership on committees and boards shall be forwarded to the Town Administrator for consideration of the Board of Selectmen.

7. OTHER REQUIREMENTS

- (a) The Chairpersons of the Athletic and Community Center Committees shall see that all adults under their direction who shall be working with children shall have their records subjected to a favorable criminal records check prior to their direct supervision of children.
- (b) The Board of Selectmen expects that members of any Town Committee shall treat its representatives in a civil manner. In view of past exceptions to those expectations, the Board of Selectmen reserves the right to remove any member of any Town Committee or Board (appointed by the Selectmen) who, in any significant manner, is disrespectful, engages in personal attacks, or otherwise attempts to intimidate the Board of Selectmen's representatives.
- (c) **Notice of Meetings:** All committee meetings must 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 Notices must be submitted to the Selectmen's office. The Selectmen's office will 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.
- (d) **Minutes and Record Keeping:** Minutes of all committee meetings must be made available to the public within five business days of such meeting. All minutes, agendas and meeting notices are to be copied to the Selectmen's Office for proper posting and permanent record keeping.