

TOWN OF JAFFREY
SELECTMEN'S MEETING HOUSE COMMITTEE

Article I

Section 1 - Creation and Authority

Pursuant to Chapter 41 of the laws of the State of New Hampshire the Board of Selectmen hereinafter referred to as the Board, may assemble, create or abolish committees, for the purpose of assisting the Board in matters of community interest.

Therefore, the Board and the Town Manager having deemed it desirable to create such a committee hereby appoints and authorizes the formation of a committee which shall henceforth be officially known as the Meeting House Committee.

The Committee shall be advisory in nature and shall serve at the pleasure of the Board of Selectmen. The Committee's charge and composition may be altered from time to time as the Selectmen may deem appropriate.

Article II

Section 2 - Mission

Taking direction from the Board, the Committee shall be responsible to assist the Town in the management and preservation of the Old Meeting House. This is to be accomplished through recommendations made by the Committee to the Town Manager's Office with specific regard to but not necessarily limited to:

- General rules of operations and use
- User fees and the development of other sources of revenues to benefit the facility
- Short and long-term maintenance needs
- Other areas of concern that may be deemed necessary or appropriate

In addition to the above, the Committee will also be asked to provide daily supervision of the property when in use by non-municipal entities, i.e., weddings, seminars, or other special events for which the building may be utilized.

As this Committee is advisory in nature, it shall take no action that might in any way result in the expenditure or obligation of public funds. All such recommendations are to be directed through and approved by the Town Manager's Office.

Article III

Section 1 - Membership

The Board intends that this Committee shall represent the best long-term interests of both the Town and the Meeting House. Therefore, the Board directs that the Meeting House Committee shall be composed of a total of three (3) persons, one representative from each of the following organizations:

Board of Selectmen - One (1) representative

Historic District Commission - One (1) representative

Village Improvement society - One (1)- representative

Section 2 - Terms of Service

The Board of Selectmen will appoint each of the persons/positions noted above. Such appointments will remain in place indefinitely until such time as the Board may appoint their replacements.

Should a vacancy occur at any time, the Board of Selectmen will appoint a replacement from the respective organization.

Article IV

Section 1 - Meetings

The Committee will meet according to a schedule that they may deem necessary. However, in no case will they meet less than once (1) each calender year.

The Committee will meet with the Town Manager no later than November 1st of each year so as to discuss their recommendations for building maintenance, changes in policy, revenue projections, etc., for the ensuing year. This information will be considered by the Town Manager's Office when preparing the overall annual budget for the Town.

The Committee will not meet nor conduct any business without a majority of its membership (2) being present.

Minutes of each meeting shall be kept and made available to the

public within the period of time required by law. Approved minutes will become a permanent record of the Town.

Section 2 - Voting

Prior to taking any action the Committee will obtain the affirmative vote of a majority (2) of its membership.

In all cases where the Committee wishes to make a recommendation regarding an expenditure, policy adoption, etc., the membership shall be polled for their vote, i.e., yes/no/abstain. Matters will, if passed in the affirmative, be communicated to the Board of Selectmen and the Town Manager.

Section 3 - Conduct of Meetings

Upon initially forming this Committee, the Board of Selectmen shall appoint from the membership a Chairperson for the period of one year. Thereafter and in December of each year, the Committee shall nominate and appoint its own Chairperson by popular election.

It shall be the responsibility of the Chairperson to conduct each meeting.

Article V

Section 1 - Amendments

The guidelines of the Committee may from time to time require amendment. Therefore these guidelines may be expanded and amended as recommended and approved by the Board of Selectmen.