

TOWN OF MOULTONBOROUGH

An Order Creating the Adele Taylor Property Use Committee

1.) Purpose and Intent

The purposes of this order is to create an orderly process to catalogue possible uses for the property located at 970 Whittier Highway commonly referred to as the Adele Taylor. This process will be undertaken and completed by a five member committee to be known as the Adele Taylor Property Use Committee.

2.) Authority

This Order is adopted pursuant to the authority of the SelectBoard to adopt policy and issue directives to make and order its prudential affairs.

3.) Definitions

Words used in this Order shall be defined by the common usage under New Hampshire Statute unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary

4.) Composition & Term

a. **Members, Appointment and Removal**

The Committee is to be comprised of five persons. Those persons shall be:

- 1 Member from and appointed by the Planning Board
- 1 Member from and appointed by the Heritage Commission
- 3 Members from the Public At Large and appointed by the SelectBoard
- 1 Alternate Member from the Public At Large and appointed by the SelectBoard

Members may be removed for cause, after notice and a hearing, by the appointing authority.

b. **Term of Office**

The term of office shall not commence until the member is sworn to the faithful performance of their office by the Town Clerk. The term of office shall expire upon the dissolution of the Committee following the filing of its final report with the SelectBoard.

Adele Taylor Property Use Committee

c. Seating and Capacity of Alternate members

Alternate at-large members shall be seated to participate in any matter where a permanent member has excused himself over a matter in which he has a conflict or to provide a full complement of five members to conduct business. The minutes shall reflect any alternate member seated to act in the stead of a permanent member and the reason therefore. A seated alternate member shall have all the rights and voting privileges of a permanent member.

d. Officers

The SelectBoard shall designate one of the members of the Committee as Chair at the time of formation. The Chair shall prepare an agenda, preside at meetings, and act as spokesman for the Committee when so authorized. The Committee shall elect a Clerk from amongst its members who shall give notice of all meetings, record all proceedings, act as the keeper of the records, and act as Chairman in the absence of the Chair.

5.) Powers and Duties

- 1.) Receive a briefing from the SelectBoard Chair and Town Administrator as to the reasons for its creation, the intent of the charge, the statute of RSA 91-A and the like, and the staff support which will be made available to it.
- 2.) Receive a briefing from the Town Planner on the several studies and reports related to activity and land uses within the general area including, but not limited to, the Village Sidewalks Study, Safe Routes to Schools, the Master Plan, and the Village Charette.
- 3.) Participate in a walk-over of the property.
- 4.) Conduct such firsthand interviews of staff, individuals or other parties and public hearings as it shall deem warranted.
- 5.) Deliver a report to the SelectBoard which:
 - (a) Catalogues potential uses for the property for which it might be acquired; and
 - (b) The process it followed to catalogue said uses.

6.) Staff Support

Professional staff support will be provided through the presentation of reports, testimony and response to inquiries from the Committee, to be delivered in open public session, for which all staff are expected to make themselves readily available. The Committee shall receive its primary staff support through a designated clerical employee and such other staff support as it shall request through the Town Administrator.

Adele Taylor Property Use Committee

7.) **Time for Completion**

The Committee shall prosecute its work with all due diligence. The intent is for the SelectBoard to receive the report no later than December 15, 2013.

8.) **Severability**

The provisions of this Order shall be severable. If any portion of this Order is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Order not expressly found to be unenforceable or illegal shall remain fully in effect.

9.) **Effective Date**

This Order is effective upon adoption and supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 31st day of October, 2013 by a vote of _4_ in favor and _0_ opposed.

Certified as To a True and Accurate Vote

Signature on File

Joel R. Mudgett, Chairman

Town of Moultonborough SelectBoard Chair