

# TOWN OF MOULTONBOROUGH

## An Order Creating a Master Plan Implementation Committee

### 1.) Purpose and Intent

A need has been identified to monitor the orderly disposition of the Action Items (hereafter the "Item" or "Items") set forth in the 2008 Master Plan, as it may be amended from time to time (collectively hereafter the "Master Plan"), in a manner which keeps the community advised of the Town's progress in addressing those Items and realizing the goals set forth in said Master Plan. In order to address that need, there is hereby established a Master Plan Implementation Committee (hereafter the "Committee").

### 2.) Authority

This Order is adopted, and may be amended from time to time, pursuant to the Master Plan, as adopted by the Planning Board on December 17, 2008, which recommended the appointment of such a committee and the authority of the Board of Selectmen (hereafter the "SelectBoard") to adopt policy and issue directives to make and order the prudential affairs of the Town.

### 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 shall be composed of seven (7) permanent members as follows:

- One (1) from the SelectBoard,
- One (1) from the Planning Board,
- One (1) from the Heritage Commission,
- One (1) from the Conservation Commission,
- One (1) from the School Board,
- One (1) from the Business Community,
- One (1) from the Community At Large.

The SelectBoard, Planning Board, Heritage Commission, Conservation Commission, and School Board members shall each be appointed by their respective bodies. The remaining members shall be appointed by a majority vote of the SelectBoard. Members may be removed for cause, after notice and a hearing, by the appointing authority.

In addition thereto, the Town Planner shall serve as an ex-officio non-voting member who shall otherwise enjoy full privileges to participate in the proceedings of the Committee provided that he may not be elected to any officer position nor be counted toward the quorum requirement. Neither the Business Community or Community At Large members may be employed by the Town in a full-time elected or appointed position.

**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 Ex-Officio members from the SelectBoard, Planning Board, Heritage Commission, Conservation Commission, and School District end annually upon the date of the Town Election. The Business Community and Community At Large members shall serve a term of two years to end on March 30th of a given year. The initial appointments shall be made in such a fashion that none of the terms of those two members shall expire in the same year. Appointments to fill a vacancy shall be for the period remaining in the unexpired term.

**d. Officers**

At its first meeting, and then annually following the Town Meeting, the Committee shall elect a Chairman, who shall prepare an agenda, preside at meetings, and act as spokesman for the Committee when so authorized, and a Clerk 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. These two officers are eligible for re-election.

**5.) Powers and Duties**

**a. Implementation Program**

Upon appointment the Committee shall receive a briefing from the Town Planner on the Action Items and draft schedule of priorities contained in the Master Plan's Implementation chapter. It shall meet no less than quarterly to monitor the progress of Implementation by the responsible person, board or commission (the "Responsible Party"). It shall issue advisory reports to the SelectBoard and general public, on the Town's web site and through such other means as it shall deem advisable, on no less than a quarterly basis. Such reports shall categorize the status of the Items, as reported by the Responsible Party, on the basis of whether or not they are:

- Implemented;
- Pending;
- Scheduled;
- Rejected; or
- Not Yet Addressed

and provide an accounting of goals achieved, those being worked on, and those not currently being worked on. For those Items which have been rejected or those goals that have not been achieved the report shall provide an explanation of why the items were rejected or the goals not

completed and an explanation of the impediments to implementation together with any recommendation by the Committee for consideration by SelectBoard as to action it might wish to take relative thereto.

**b. Conferring with Town Departments and Agencies**

In monitoring the implementation of the Master Plan, the Committee shall confer with the various units of Town government as it deems advisable. The units shall provide such reports and updates on such frequency and in such manner as reasonably required by the Committee to carry out its functions hereunder.

**e. Annual Report Publication and Filing**

The Committee shall file an executive summary of its annual activities for inclusion in the Annual Town report and advise the SelectBoard of the need for the Committee to continue in existence.

**7.) 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.

**8.) Effective Date**

This Amended 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 19th day of March 2015 by a vote of 5 in favor and 0 opposed.

  
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Chairman

Town of Moultonborough SelectBoard

Adopted: July 29, 2010  
Amended: March 19, 2015