

# TOWN OF MOULTONBOROUGH

## An Order Creating a Blue Ribbon Commission on Community Services and Facilities

### 1.) Purpose and Intent

The purposes of this order is to create an orderly process to review and assess the need for and provision of services by the Community Services Team (Human, Health, Senior and Recreation) and the related need for and provision of facilities for the same and act upon certain related recommendations contained with the most recent Master Plan update. This process will be undertaken and completed by a five member commission to be known as the Blue Ribbon Commission on Community Services and Facilities.

### 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 Commission is to be comprised of five persons. These persons shall be known to us to be persons of open minded fairness possessing high analytical, listening and writing skills, a proven ability to keep to a rigid timetable, and knowledge in, but without a strong identification as proponents or opponents of any particular point of view in, this area of investigation. They 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.

#### 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 Commission following the filing of its final report with the SelectBoard.

**d. Officers**

The SelectBoard shall designate one of the members of the Commission as Chair at the time of appointment. 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 Master Plan recommendations related to the charge of the committee which shall specifically include those attached hereto as Exhibit A.
- 3.) Review previous reports assessing current and needed service delivery systems such as the Seniors Needs Study, the Recreation Strategic Plan, and the like.
- 4.) Become familiar with the current services provided in the community by the Town's Visiting Nurse Service, Human Services and Recreation departments as well as similar services provided by others such as the Senior Meals Program, Community Caregivers, and the like and the physical facilities from which these are provided.
- 5.) Catalog and assess existing town facilities which might be repurposed to meet these needs. Catalog and assess existing private facilities which might be available to meet these needs under suitable co-operation agreements.
- 6.) Receive and review such reports as SAU 45 shall have made outlining projected enrollments over the coming 10 years, how much space would be required by such enrollment, and the quantity, type and location of any vacant space which might be opened up. Examine and assess the sufficiency and suitability of said space for the provision of community services during and outside of the normal academic and extracurricular activities.
- 7.) Inquire as to the interest of any party in offering land and/or facilities to the Town within a radius of approximately ½ mile (as shown on the attached Exhibit B) of Town Hall. This radius includes the entirety of the Village Center Zoning District and including the Village Center commercial hub, as well as government and schools. It is, to us, the truest example of a "Downtown" and worthy of our investment and support.
- 8.) Conduct such firsthand interviews of staff, whom shall lend their full faith and assistance to the efforts of the Commissions and promptly comply with its requests, and public hearings as it shall deem warranted.

9.) Deliver a report to the SelectBoard which:

- (a) Catalogs and assesses reports, interviews, testimony, and personal observations received and made;
- (b) Prioritizes specific service delivery needs and action steps to be taken in the program area of the Community Services team;
- (c) Addresses the feasibility of offering all or any portion thereof from current or repurposed town facilities, current or vacated school facilities, and/or other facilities to be used under co-operative agreement or any combination thereof;
- (d) Catalogs and assesses properties within a ½ mile radius of the Municipal complex as to whether or not a property is suitable and available to meet the identified needs on the identified timeline which cannot be met through actions to be taken above;
- (e) Establishes a timeline to develop any facilities required to meet the identified needs which cannot be met through actions to be taken above.

**6.) Staff Support**

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

**7.) Time for Completion**

The Commission shall prosecute its work with all due diligence. The intent is for the SelectBoard to receive the report no later than January 1, 2011.

**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 \_\_\_\_ day of \_\_\_\_\_ 2010 by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

Certified as To a True and Accurate Vote

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Joel R. Mudgett, Chairman  
Town of Moultonborough SelectBoard Chair

| <b>Goal #</b> | <b>Goal</b>  | <b>MP Reference</b>                                   |
|---------------|--|---|
| <b>60</b>     | Establish the Following Committees:  |   |
| <b>C</b>      | Healthcare task force.   | Pg. 78 - Goal 4                                       |
| <b>D</b>      | Committee to review and prioritize future recreation, senior needs and transfer station expansion/upgrade recommendations and establish time frame for completion. | Pg. 78 - Goal 5                                       |
| <b>71</b>     | Explore the Feasibility of relocating the Recreation offices to space that may become available in one of the school buildings in the future.                      | Pg. 80 - Town Office Building Action Item #3          |
| <b>79</b>     | Ensure that the community has maximum use of school facilities without limiting student education.   | Pg. 81 - School Action Item #3                        |
| <b>89</b>     | Establish a timeline for ancillary items such as parks, beaches, and ball fields.  | Pg. 82 - Recreation & Social Services Action Item # 2 |
| <b>90</b>     | Explore options for alternative use facilities to meet new programming needs.  | Pg. 82 - Recreation & Social Services Action Item # 3 |
| <b>91</b>     | Explore public/private partnerships to meet needs.   | Pg. 82 - Recreation & Social Services Action Item # 4 |
| <b>92</b>     | Explore options for shared community facilities at the schools.  | Pg. 82 - Recreation & Social Services Action Item # 5 |

## Exhibit A



## Exhibit B