

## RULES OF PROCEDURE

### **Moultonborough Heritage Commission** TOWN OF MOULTONBOROUGH

#### I: Statutory Authority

The Moultonborough Heritage Commission was established on March 14, 2009 (Town Meeting Warrant, Article 8) pursuant to RSA 673:1 II and RSA 674:44 a-d for the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

#### II: Title

The Commission is hereby designated as the “Moultonborough Heritage Commission.”

#### III: Membership; Residency; Terms of Office; Removal of Members; Vacancies

The Moultonborough Heritage Commission (hereinafter the Commission) shall be organized consistent with, and pursuant to RSA 673:4-a. The Commission shall consist of five (5) members who shall be appointed by the Board of Selectmen. One member shall be a member of the Board of Selectmen, and not more than one member may be a member of the Planning Board; the terms of these individuals shall coincide with the terms of their office. The terms of the remaining members shall be for three (3) years, pursuant to the provisions of RSA 673:5. The initial terms of members first appointed shall be staggered so that no more than two appointments occur annually, except when required to fill vacancies. The Board of Selectmen may appoint to the Commission up to five alternate members. All members shall be residents of the Town of Moultonborough. Members of the Commission may also serve on other town boards or commissions. Members may be removed for cause, after notice and a hearing, by the appointing authority. Vacancies shall be filled as necessary by the Board of Selectmen; the appointing authority shall act within sixty (60) days to fill vacancies and expired terms.

In determining each potential member’s qualifications to serve on the Commission, the Board of Selectmen should foremost take into consideration each potential member’s demonstrated interest and ability to understand, appreciate and promote the purpose of the Heritage Commission; ideally, the Commission should include members with a record of advocacy and/or participation with issues of historic preservation, local and regional history, architecture and architectural history, cultural heritage and heritage studies, archaeology or natural history.

#### IV: Officers

The Commission shall elect a Chair from the appointed regular members and create and fill such other offices as it may deem necessary for its work. Neither an *ex officio* nor an alternate member shall serve as Chair. The term of the Chair and any other officers shall be one year, and he or she shall be eligible for reelection. The Chair shall preside at all meetings of the Commission, sign all official correspondence of the Commission, and serve as the official spokesperson for the Commission.

#### V: Scheduling of Meetings; Meetings and Records

Meetings of the Commission shall be held on a monthly basis and at other times at the call of the Chair. A majority of the members shall constitute the quorum necessary to transact business. The Commission shall prepare an annual report of activities for the Board of Selectmen. All meetings and records are subject to RSA 91-A.

#### VI: Powers and Duties

The Commission shall have advisory authority generally, with the specific powers and duties designated in RSA 674:44-b I-III and RSA 674:44-d, including the ability to:

- A. Survey and inventory all historical and cultural resources
- B. Conduct research and publish findings, including reports to establish the legal basis for a historic district and preparation of historic district ordinances
- C. Assist the Planning Board, as requested, in the development and review of those sections of the Master Plan which address historical and cultural resources
- D. Advise, upon request, local agencies and other local boards in their review of matters affecting or potentially affecting historical and cultural resources
- E. Coordinate activities with appropriate service organizations and nonprofit groups
- F. Publicize its activities
- G. Hire consultants and contractors as needed
- H. Receive gifts of money and property, both real and personal, in the name of the town, subject to the approval of the Board of Selectmen, such gifts to be managed and controlled by the Commission for its proper purposes
- I. Hold meetings and hearings necessary to carry out its duties

#### VII: Advisory Role to Town Boards and Commissions

The Commission may assist and advise the Board of Selectmen in the review of applications submitted for RSA 79-D (Barn Easement) and RSA 79-E (Village Revitalization Tax Incentive), and make recommendations relative to those and other matters that may affect historical or cultural resources. The Commission may also assist and advise the Conservation Commission and Land Use boards in review of applications that may impact historical and cultural resources, and participate in preparation of preservation-related ordinances and periodic master plan updates.

### VIII: Adoption and Amendments

These Rules of Procedure may be adopted or amended at a regular meeting of the Heritage Commission by a majority vote of the members, provided that such amendment is read at a regular meeting of the Commission immediately preceding the meeting at which the vote is to be taken. Unless otherwise stated, or unless otherwise required by the context, any reference to a statute, law, regulation or code shall be deemed to include any future amendments made to such statute, law, regulation or code.

IX: Effective Date: These Rules of Procedure shall take effect on February 12, 2018.