

**PLANNING BOARD
CAPITAL IMPROVEMENTS COMMITTEE RULES OF PROCEDURE**

AUTHORITY

Under the authority of RSA 674:5 and an affirmative vote of the legislative body the Planning Board of the Town of Wolfeboro was authorized to establish a Capital Improvements Program. The Planning Board established the Capital Improvements Program Committee to execute the Board's statutory powers and obligations authorized by RSA 674:5-7. The Capital Improvements Program Committee derives its authority from and acts as a standing sub-committee of the Planning Board.

MEMBERSHIP

Voting members (8): 2 members of the Planning Board, one to be the chairperson of that board; 1 member of the Board of Selectmen; 1 member of the Budget Committee; 4 members at large appointed annually by the Planning Board.

Non-voting members (4): Town Manager, Director of the Planning Department, Director of Finance, authorized representative of GWRSD.

MEMBERSHIP TERMS

The membership term for voting members is one year with reappointment at the sole discretion of the Planning Board. There is no membership term for ex officio members.

MEMBERSHIP APPOINTMENTS

The Planning Board shall annually appoint the voting members of the Capital Improvements Program Committee.

MEMBERSHIP RESIGNATIONS

Any member of the Committee may resign membership at any time for any reason. Vacancies will be filled by appointment by the Planning Board.

MEMBERSHIP TERMINATIONS

Termination of a membership at the expiry of a current term is at the sole discretion of the Planning Board.

OFFICERS

The chairperson of the Capital Improvements Program Committee shall be the chairperson of the Planning Board. In that person's absence the chairperson of the Committee shall be the second member of the Planning Board on the CIP.

RULES FOR MEETINGS

Meetings of the Capital Improvements Program Committee are public meetings. Public comment is invited immediately following the opening of a meeting and again immediately preceding its adjournment. Meeting dates and times shall be called by the chairperson.

The chairperson shall have sole authority to open and close a meeting, establish an agenda, and conduct the discussion of all business coming before the Committee.

Materials necessary for the conduct of a meeting's business will be provided to members prior to the meeting at which it will be discussed. Town staff members of the Committee will make every effort to ensure that necessary documentation is available prior to meetings.

All requests for documents, research, or any information related in any way to the business of the Committee that will engage the activity of any Town employee may only be directed to the chairperson of the Committee. Employees of the Town are necessarily exempted from the requirements of this provision.

QUORUM

A majority of the voting members present shall constitute a quorum for the conduct of all business to come before the Committee.

AMENDMENTS

These Rules of Procedure may be amended from time to time as deemed necessary by an affirmative vote of the Planning Board.

Adopted July 24th, 2018, Amended February 18th, 2020