



TOWN OF SUNAPEE SELECTBOARD

POLICIES & PROCEDURES

I. PURPOSE:

This document describes the duties and methods of operation of the Sunapee Selectboard (“Board”) and provides guidelines on approaches to interfacing with the Town Manager (“Manager”), the Town of Sunapee (“Town”), its employees (“Employees”), and the public. Any RSA changes shall supersede existing Town processes. In addition, the Select Board will adhere to the Sunapee Code of Ethics.

This document is to be reviewed and approved as written, or revised as necessary then approved, at the first meeting of the voted board after each Town election. Any item herein, except as required by law, may be overruled on a per-occurrence basis by a majority vote of the present Board at any time. An amendment to these By-Laws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting, not less than 7 (seven) days later.

II. AUTHORITY:

The Board is duly elected and derives its authority from RSA 41:8, other RSAs, and Town ordinances. The Town Manager derives their authority from RSA 37.

III. ORGANIZATION:

The Board is a 5 (five) member Board. For purposes of process, the Board shall vote upon and elect a Chair and Vice-Chair at the first meeting following each Town election. Any vacancies shall be filled within 45 days. In the event the Chair is unable to attend a meeting or must abstain from action, the Vice-Chair shall fulfill the duties as required.

IV. POWERS & DUTIES:

A. Board members shall make their best effort to attend all meetings.

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

- B. Members of the Board have authority only when acting as a Board legally in session and with a quorum. The Board shall not be bound by any action or statement of any individual Board member except when such statement or action is pursuant to instructions from the Board.
- C. Given that the Town has voted to be under a Town Manager form of governance, duties as required under RSA 37 are to be completed by the Manager.
- D. The Chair shall preside over all meetings of the Board and perform all duties required by law. In the Chair's absence, the Vice-Chair shall perform the chair's duties. Any action of the Chair may be overruled by a majority vote of the board.
- E. The Board shall delegate members of the Board to serve on required committees after each Town election and may delegate members to perform other duties as agreed upon by consensus and as permitted by law.
- F. The Board shall hold standard public meetings as needed to facilitate the town's business. The Chair may allow but is not required to allow public input and/or participation during discussion of the Board at times other than public hearings or public comment. (See Section IX: Public Comment Procedures)
- G. The Board may hold non-public meetings as needed, pursuant to RSA 91-A:3. These may be distinct from a standard meeting or may be included as an item in the process of a regular meeting, in which case a recess may be called to ensure proper attendance is achieved. Non-public meetings shall generally be placed at the end of a regular meeting if they are co-scheduled, after public action. If any public action is knowingly acted upon after a non-public session, it shall be noted prior to entering non-public.
- H. Annually, the Board is responsible for evaluating the job performance of the Town Manager. It is the Chair's responsibility to coordinate the evaluation, including obtaining input from the other members of the Board, aggregating that information, and presenting to the Board a comprehensive draft of the evaluation document. The current seated Select Board must complete the final evaluation document prior to the next annual election. (Or prior to the Town Manager's anniversary date.)

V. ENACTED ORDINANCES AND RESOLUTION:

An **enacted ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Examples include Parking Ordinance, Personnel Policy, Investment Policy, Fixed Asset Policy, Road Excavation, etc.

Selectboard action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.

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An **enacted resolution** is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Selectboard action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

1. RESOLUTIONS

Each resolution may be voted and approved on the same day on which it was introduced. Examples include recognition of an Eagle Scout, declaration of Public Works Week, support for action by the state or federal government, etc.

2. ORDINANCES

A Selectman may, in open session, request of the Chair that the Selectboard study the wisdom of enacting a particular ordinance. By affirmative motion, the Selectboard may assign the proposed ordinance to an existing or newly created committee. The committee shall report its findings to the Selectboard.

3. The procedure for ordinance enactment is as follows:

- a) An ordinance shall be introduced at a public meeting of the Selectboard.
- b) At this meeting, the Selectboard shall determine a future date for a Public Hearing, if necessary. At the **second** meeting, the Selectboard shall hold a Public Hearing as previously described and act upon the ordinance.
- c) The title of each ordinance shall in all cases be read prior to its passage and the Town Manager or other appropriate individual asked to give a summary of the ordinance, any change from prior ordinances and why the ordinance is before the Selectboard.
- d) **EMERGENCY ORDINANCES:** The Town Selectboard may, without notice or hearing, adopt an emergency ordinance citing the reason for the emergency.

VI. LIMITATIONS OF POWERS & DUTIES:

- A. The duties and responsibilities of the Board are set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations, and exclusions that require further examination to determine the full extent of the Board's authority as it pertains to each specific set of circumstances.
- B. By statute, the Board has no direct authority over the personnel other than the Town Manager.
- C. Individual Selectboard members are not prohibited from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is

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based on encounters and observations derived outside of the privileged purview of a Selectboard Member. Any viewpoints or opinions expressed shall be as a member of the public and as not to conflict with Process (H) the Selectman should relocate away from their seat for the duration of their comment and will be treated as a member of the public.

VII. MEETING NOTICE:

Standard meeting scheduling shall be noticed at least one month prior. Meeting cancellations shall be noticed as soon as feasible once cancellation has been determined. Any emergency meetings shall be noticed as soon as feasible when necessary. Each meeting shall be posted in accordance with RSA 91 -A.

Most regular meetings of the Town of Sunapee Selectboard shall be held in the Town Hall Meeting room at 23 Edgemont Road, Sunapee, NH 03782 unless the Selectboard adjourns to another location, or the meeting is scheduled for another location and is properly noticed. Online web conferencing and audio platforms such as Zoom may be utilized in exigent circumstances.

Meetings of the Town of Sunapee Selectboard shall be held on the 1st and 3rd Monday of each month and begin at 6:30PM, unless otherwise noticed, or unless continued to a specific time and date.

VIII. PROCESS:

- A. **Quorum** - A quorum shall consist of three (3) members of the Board. If 3 members are absent from a meeting, no official meeting can take place and therefore no decisions can be made. Any agenda items shall be moved to the next standard meeting unless an emergency meeting is required.
- B. **Right-to-Know** - It is illegal for the Selectboard to make any decisions by use of a secret ballot or by email or in such a way that is contrary to the Right-to-Know Law. Further, Selectboard members should disqualify themselves from the Board and step down from all participation in deliberations (including voting) on any subject matter where there is a conflict of interest or if they nonetheless feel it appropriate to do so. A Selectboard member should disqualify themselves whenever they have a direct personal or pecuniary interest in the outcome of the deliberation and/or action.
- C. **Abstention** - If a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote to determine the majority viewpoint. If most attending Selectboard members abstain from a vote, no action shall be taken.

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- D. **Agenda Layout and Meeting Materials:** The Town Manager is responsible for coordinating and planning the agenda, including determining which documentation is contained in the agenda packet. The Chair has the final authority over the approved agenda, timing, schedules, and related matters. The agenda should be published at least 3 calendar days prior to the meeting, and in most cases strive to be on Thursday prior to a Monday meeting, and should be included in the minutes.
- E. **Agenda Requests** - Selectboard Members wishing to place an item on the agenda must submit a request to the Town Manager and Selectboard Chair the Wednesday before a Monday meeting. Citizens wishing to place an item on the Board's agenda must provide a copy of all presentation material and documentation to be included in the Board's "packet" by Wednesday at 12:00 p.m. prior to a Monday meeting, and inclusion into the agenda is at the discretion of the Town Manager and Selectboard Chair.
- F. **Order of Business** - The business of all meetings of the Selectboard shall be transacted as follows; provided, however, that the Chair may, during a Selectboard meeting and with the consent of the Board, rearrange items on the agenda to conduct the business before the Selectboard more expeditiously:
1. **Call to Order**
 2. **Review of Minutes**
 3. **Review of Items for Signature**
 4. **Appointment (s)**
 5. **Public Hearings (s)**
 6. **Public Comment**
 7. **Selectboard Action**
 8. **Town Manager Report**
 9. **Selectboard Members's Report**
 10. **Outstanding Business**
 11. **Non-Public Session**
 12. **Adjournment**
- G. **Conduct** - Meetings shall be conducted according to generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.
- H. **Voting** - Votes shall be by a show of hands or by a roll call. The results and method of the vote shall be recorded delineating any opposition votes, abstentions, and/or recusals.

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- I. **Reconsideration** - No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.
- J. **Adjournment** - A motion for adjournment will usually not be in order until after the completion of the order of business unless a motion has been made at the start of the meeting to adjourn at a specified time.

IX. PUBLIC COMMENT PROCEDURES:

- A. All citizens shall have the right to speak for a period not to exceed three (3) minutes after being recognized by the Chair unless a longer period is granted by the Chair.
- B. Citizens who speak during Public Comment shall have the chance to address the Selectboard once during each meeting.
- C. The speaker shall not engage in personal attacks against citizens or public officials and shall always remain courteous and respectful.
- D. Citizens shall speak for themselves and not on behalf of others who are not present unless specific permission has been granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E. The Chair may rule a citizen out of order and the citizen will lose their right to speak if the speaker fails to remain courteous and respectful.
- F. The Chair may respond to a citizen and put an item on a future agenda, but the Selectboard and Chair are unable to problem solve or enter debate during Public Comment.

X. PUBLIC HEARING PROCEDURES:

State laws and various Town bylaws require the Selectboard to hold public hearings on certain issues before an action can be taken.

- A. The Selectboard will schedule the dates for the hearing.
- B. The Chair will open the hearing by identifying its purpose and the rules to be followed.
- C. The Chair may call upon the Town Manager or other person(s) to describe the matter under consideration. This presentation shall be concise and to the point.
- D. **Public Hearing Rules and Procedures:**
 - Announce the sign-up sheet at the beginning of the meeting and before the Public Hearing opens.
 - Those interested in speaking shall sign up on the sheet provided before the hearing starts. If anyone is unable to physically sign-up, they need to make the board aware of their desire to speak. Said person will be added to the queue (this includes those participating virtually).
 - The following rules and procedure should be read at the opening remarks of public comment.

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E. Rules & Procedure for Comments During Public Hearing:

- Everyone must sign up to speak during the respective time of public input.
- Public input will be limited to one five-minute comment per member of the public. Additional input will not be accepted by the same individual (*even if the 5-minute time allotment was not utilized)
- Public input will follow the order of the sign-up sheet.
- There will be no questions answered by the Selectboard or Town Employees at the time of input.
- All input shall be concise and relevant to the Public Hearing topic.
- Any irrelevant or duplicative input will be prohibited during the public hearing.
- If an individual continuously disrupts or refuses to cede the floor, they may be asked to leave the meeting.

XI. MINUTES:

- A. Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91 -A. At a minimum, minutes will contain the names of members present, other people participating in the meeting, a summary of the subject matter discussed, and any final decisions reached, or actions taken.
- B. The minutes will indicate the names of participating members of the public. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Minutes shall be posted on the Town's website.
- C. The minutes of Board meetings are kept by the Selectboard and are for the Selectboard to review and approve. The public will not be allowed to amend the minutes of the meetings. No outside material will be accepted and/or read into the minutes.
- D. Any documentation pertaining to legal matters involving the Town will be included in the minutes and posted on the Town's website.

XII. REQUESTS FOR INFORMATION:

- A. Formal requests for information by Board members from the Manager, Town Counsel, Department of Revenue Administration, or the Attorney General's Office shall be made at a meeting, and only at the direction of the majority of the Board. Informal requests may be made by email to the Manager but are

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non-binding until acted upon at the next meeting of a quorum of the Board. Any information provided to any individual Board member shall be provided to the rest of the Board.

- B. Acting as a citizen, a member of the Board may ask a department head for information, and as a courtesy should copy the Manager (the department head will do so as they reply). The Board member may only ask for anything that any other citizen could ask for and if it falls under a right to know request the procedure for that shall be followed.

XIII. CONFLICT RESOLUTION:

- A. **Numbers** - In situations where a conflict arises among the Board or as the Board in its interactions with another entity, full effort shall be made to come to resolution by consensus. In cases of questions on calculations or multi-option possibilities, questions and concerns shall not be placed as accusations or interrogation unless the quorum is in consensus. The Board shall try to ensure full discussion of all relevant questions before voting, but 2 (two) members of the Board may call for a vote, and the result of the vote shall abide by Process (H).
- B. **Personnel** - Citizens that make complaints to the Board or a member of it should be encouraged to contact the department that handles the complaint's matters. They should then be encouraged to contact the Town Manager. If they do not feel that they have reached a resolution, only then the Board bring the matter up to the Town Manager or at a meeting the citizen can request an appointment (which may or may not be non-public at the Board and Town Manager's discretion.)
- C. **Departments** – Any requests from a department or employees thereof that are not able to be resolved by the department head or Manager shall be resolved via the Personnel Policy and/or by the majority vote of the Board, during a legal public or non-public (as necessary) meeting.

XIV. CHAIR DUTIES:

- A. Vote as a member of the board in all actions as appropriate.
- B. Open the session when the Board meets by calling the members to order.
- C. Announce business before the Board as it is acted upon.
- D. As necessary, to recognize members entitled to the floor.
- E. State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote.
- F. Protect the Board from annoyance, up to and including having people removed from the meeting if necessary.

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- G. Assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if they think it advisable.
- H. Restrain the Board and Public when engaged in debate within the rules of order
- I. Enforce on all occasions the observance of order and decorum among the members, deciding all questions of order, unless it is preferable to submit the question for the decision of the Board.
- J. Ensure that Board's communication abide by all aspects of the NH Right-to-Know Laws.
- K. Authenticate by their signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- L. Represent the Town at ceremonial events.
- M. Act as Board liaison to Town Counsel in any issues pertaining to the Manager.

XV. VIOLATIONS & REPERCUSSIONS:

There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Board may vote to publicly censure a member for repeated or egregious failures to meet these obligations. In the event that a quorum of the Board is of the opinion that one or more of the members has violated State Law, then they may vote in public session to initiate judicial removal proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.

XVI. EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Town of Sunapee Selectboard at a regularly scheduled Selectboard's meeting.

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C Wallace

Carol Wallace, Chair

Suzanne Gottling

Sue Gottling, Vice Chair

Fred Gallup

Fred Gallup

Jeremy Hathorn

Jeremy Hathorn

Anthony v. Dolan

Anthony Dolan

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Annex A: Legal Responsibilities and Annual Tasks

Legal Responsibilities:

1. Chief Executive Branch of town government
2. Coordinates with other town elected committees as applicable
3. Appointments on boards, committees, and other assignments
4. Local permitting authority
5. Special permit grant authority
6. Set policy and propose bylaws for town meeting warrant
7. Oversee preparation of budget with Advisory Budget Committee and Town Manager
8. Call for town meeting and approve warrants articles for the ballot
9. Set fees
10. Create general rules and regulations for town operations
11. Appoint town counsel and approve legal strategy
12. Serve as the agent to expend as delegated by Town vote
13. Appoint Town Manager
14. Conduct annual review of Town Manager including review of and setting of objectives
15. Communications to public on issues and respond to citizen concerns

Annual Tasks:

1. Establish roles, responsibilities, and reassign liaisons as necessary
2. Selectboard appointments to boards and committees
3. Annual financial policy and budget plan
4. Issue annual report
5. Provide leadership in the development of the capital improvement program
6. Set risk management policy
7. Per RSA 128:3, the local board of health for each town shall meet at least once every year, and as frequently as needed, to review the state of local public health issues and concerns and provide information, as requested, to the department of health and human services, on the readiness to address relevant public health threats at the local or regional levels

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Annex B: Select Board Roles, Responsibilities, & Legal Authorities

1. RSA 41:8 – Selectmen

- a. The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases.

The NH Supreme Court set precedent interpreting the scope of the prudential affairs powers: *The nature of the duties encompassed in management of "the prudential affairs of the town" has been considered in a number of the earlier cases... "The particular duties comprehended within the meaning of the phrase 'prudential affairs' are not easily enumerated." [S]electmen have not been regarded as the general agents of the town, "clothed with the general powers of the corporate body for which they act." "They can only exercise such powers and perform such duties as are properly incident to the special and limited authority conferred on them by their office." They are "empowered to do only such acts as are required to meet the exigencies of ordinary town business."*

2. RSA 41:9 – Financial Duties

- a. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more.
- b. The selectmen shall transfer all sums of money received and provide an accounting of such to the Town's Treasurer.
- c. The selectmen shall publish in the Town Report the general fund balance sheet as shown in the audited financial report.
- d. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

3. RSA 41:9-a – Establishment of Fees

- a. The selectmen may establish or amend fees or charges.

4. RSA 41:10-a Municipal Prosecutors

- a. The selectmen of towns or the appropriate appointing authorities are hereby authorized to appoint and compensate one or more qualified members of the New Hampshire bar to serve as municipal prosecutors.

5. RSA 41:11 Regulation of Use of Highways

- a. Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns.

6. RSA 41:11-c Regulations; Businesses Obtaining Municipal Permits

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- a. The selectmen may establish regulations relative to businesses obtaining municipal permits. Any person who violates a regulation established under this section shall be guilty of a violation.

7. RSA 41:11-d Restricting the Watering of Lawns

- a. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

8. RSA 41:12 Removal of Collector, Clerk, or Treasurer

- a. The selectmen may remove from office any collector of taxes, town clerk, or any treasurer, who, in their judgment, has become insane or otherwise incapacitated to discharge the duties of the office. They may proceed without notice in any case arising under this section.

9. RSA 41:13 Report

- a. At the close of each fiscal year the selectmen shall make a report to the town, giving a particular account of all their financial transactions during the year, and of the financial condition of the town at the close of the year, including a schedule of all its assets and liabilities.

10. RSA 41:14 Publication of Reports

- a. The selectmen shall cause their report, and those of other town officers required by law to make reports, to be published in pamphlet form at the expense of the town and make the same available to the voters of said town at least 7 days prior to the date of the annual meeting.

11. RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both:

- a. Selectmen shall have the authority to acquire or sell land, buildings, or both.

However: The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

- i. Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.
- ii. Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.
- iii. Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d

12. 41:14-b Adoption and Amendment of Town Codes and Ordinances

- a. Selectmen shall have the authority to establish and amend town ordinances and codes [to include policies].

13. Other General Authorities of the Board of Selectmen:

- a. Warn Town Meetings, make bylaws, borrow money, grant licenses, lay out highways, and when needed assess damages.
- b. Appoint a Town Manager that may or may not be a resident of the Town.
- c. Provide direction and supervision of the Town Manager.
- d. Appoint Deputy Town Clerk, Tax Collector, Deputy Tax Collector, and members to Committees, Commissions, and other Boards.
- e. Fill temporary vacancies of elected positions until the next Town Meeting.

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Annex C: Town Manager Roles, Responsibilities, & Legal Authorities

1. RSA 37:3 Qualifications of Manager and Authority of Selectmen

- a. The town manager shall be selected with special reference to his education, training, and experience to perform the duties of his office, and without reference to his political belief.

2. RSA 37:4 Oath

- a. Before entering upon the duties of his office, the town manager shall be sworn to the faithful and impartial performance thereof, and a certificate to that effect shall be filed with the town clerk.

3. RSA 37:5 General Authority

- a. The Town Manager shall be the administrative head of all departments of the town and be responsible for the efficient administration thereof.
- b. The Town Manager shall have general supervision of the property and business affairs of the town and of the expenditure of moneys appropriated by it for town purposes.

When a Town adopts the town manager form of government: *The legislative body is placing some of the authority that would otherwise be held by the selectmen into the hands of a nonelected official. While the town manager is subject to the general direction and supervision of the selectmen, he or she assumes several important duties when appointed. For example, the town manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The town manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See below for a complete list of the powers and duties of a town manager.*

4. RSA 37:6 Powers and Duties in Particular

- a. The town manager shall have the power and it shall be his duty:
 - i. To organize, continue, or discontinue, from time to time, such departments.
 - ii. To appoint, upon merit and fitness alone, and to remove, all subordinate officers and employees under his control, and to fix their compensation.
 - iii. To attend such regular or special meetings of the selectmen as they shall require.
 - iv. To keep full and complete records of the doings of his office, and to render to the selectmen an itemized monthly report in writing, showing in detail the receipts and disbursements for the preceding month; and annually, or oftener at the request of the selectmen, to make a synopsis of all reports for publication.
 - v. To keep the selectmen fully advised as to the needs of the town, within the scope of his or her duties.
 - vi. To furnish the selectmen, on or before the thirty-first day of January of each year a careful, detailed estimate in writing of the probable expenditures of the town government for the ensuing fiscal year, stating the amount required to meet the interest on maturing bonds and notes or other outstanding indebtedness of the town, and showing specifically the amount necessary to be provided for each fund and department; and to submit at the same time an estimate in writing of the amount of income from all sources of revenue, exclusive of taxes

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upon property, and of the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town.

- vii. For the purpose of enabling the town manager to make up the annual estimate of expenditures, all boards, officers, and committees of the town shall, upon his written request, furnish all information in their possession and submit to him in writing a detailed estimate of the appropriations required for the efficient and proper conduct of their respective departments during the fiscal year.
- viii. To examine or cause to be examined, with or without notice, the affairs of any department under his control, or the conduct of any officer or employee thereof; and for that purpose he shall have access to all town books and papers, for the information necessary for the proper performance of his duties.
- ix. To have charge, control, and supervision, subject to the direction of the selectmen and to the bylaws of the town, if any, of the following matters:
 - 1. The management of municipal water works, lighting, and power systems.
 - 2. The construction, maintenance, and repairing of all town buildings and of all town roads, highways, sidewalks, and bridges.
 - 3. The purchase of all supplies for the town.
 - 4. The police and fire departments of the town, if any.
 - 5. The system of sewers and drainage, if any.
 - 6. The lighting of streets, highways, and bridges.
 - 7. The sprinkling of streets and highways, the laying of dust, and the removal of snow.
 - 8. The maintenance of parks, commons, and playgrounds.
 - 9. The care of cemeteries when the town.
 - 10. The letting, making, and performance of all contracts for work done for the town.
 - 11. The town manager shall supersede any board of commissioners or other supervisory officer or officers previously established, elected, or appointed.
 - 12. To administer the poor relief of the town, either directly or through a person or persons appointed.
 - 13. To perform such other duties, consistent with his office.

5. RSA 37:7 Approval of Vouchers

- a. The town manager may approve vouchers for obligations incurred by any department of which he has supervision, and, except during his absence or disability, the selectmen shall not draw orders for the payment of any such obligations without such approval. The selectmen may themselves approve such vouchers, or authorize their approval by some other person, in the event of the absence or disability of the town manager.

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Roberts Rules of Order – Simplified

GUIDING PRINCIPLES:

- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is always going on. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

HOW TO DO THINGS:

You want to bring up a new idea before the group.

- After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

- After recognition by the president of the board, move to amend by
 - adding words,
 - striking words or,
 - striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

- Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

- Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

- Move to postpone to a definite time or date.

You are tired of the current discussion.

- Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

Adopted by the Board, on this 18th day of March 2024

Adopted by the Board, on this 2nd day of October 2023

Last Revised/Approved: July 2, 2018

You have heard enough discussion.

- Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

You want to postpone a motion until some later time.

- Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion isn't taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rd vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

- "Call for orders of the day."

You want to take a short break.

- Move to recess for a set period of time.

You want to end the meeting.

- Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

- Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

- Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

- Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

- Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

UNANIMOUS CONSENT:

- If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

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You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board’s ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

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