

RULES OF PROCEDURE

Belmont Heritage Commission TOWN OF BELMONT

I: Statutory Authority

The Belmont Heritage Commission was established on March 13, 2004 (Town Meeting Warrant, Article 7) pursuant to provisions of RSA 673 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.

Under the provisions of RSA 674, the Heritage Fund was established on March 12, 2005 (Town Meeting Warrant, Article 4) for the purpose of allowing the Belmont Heritage Commission to accept and retain funds acquired by appropriation, gift or otherwise in a non-lapsing account, to be expended by the Heritage Commission for its purposes.

The Belmont Heritage Commission membership was expanded to seven (7) members on March 13, 2012 (Town Meeting Warrant, Article 15)

II: Title

The Commission is hereby designated as the "Belmont Heritage Commission."

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

The Belmont Heritage Commission (hereinafter the Commission) shall be organized consistent with, and pursuant to RSA 673:4-a. The Commission consists of seven members appointed by the Board of Selectmen. One member shall be a member of the Board of Selectmen, and the term of that individual shall coincide with their Select Board service. Terms of the remaining members shall be for three (3) years, pursuant to the provisions of RSA 673:5 and the March 13, 2012 Town Meeting vote (Warrant Article 15) expanding Commission size. No more than two appointments will be made annually, except when required to fill vacancies.

All members shall be residents of the Town of Belmont and Members of the Commission may also serve on other town boards, commissions, or ad hoc committees. 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 and this appointing authority shall act within ninety (90) 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 community interest and ability to understand, appreciate and promote Heritage Commission purposes. Ideally, the Commission should include members with a record of advocacy, participation and/or training for issues of historic preservation, local and regional history, community development and planning, building and landscape architecture, cultural heritage, archaeology or natural history.

IV: Officers

The Commission shall elect a Chairman, Vice Chairman and Secretary from the appointed regular members and create and fill such other offices as it may deem necessary for its work. The *ex officio* member shall not 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 at the annual meeting. The Chairman or Vice Chairman shall preside at all meetings of the Commission, sign all official correspondence of the Commission, and serve as spokespersons for the Commission.

V: Scheduling of Meetings; Meetings and Records

Meetings of the Commission shall be held monthly and at other times at the call of the Chair, or written request of three members. 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 for publication in the Town Report. All meetings and records are subject to RSA 91-A.

The annual and organizational meeting will be scheduled no later than 45 days after the Town Meeting Second Session.

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 throughout the community
- 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 community matters that impact historical or cultural resources. The Commission may also assist and advise the Conservation Commission and other Land Use boards in review of applications that may impact historical and cultural resources, and participate in preparation of preservation-related ordinances and master plan updates.

VIII: Adoption and Amendments

These Rules of Procedure may be adopted or amended at a meeting of the Heritage Commission by a majority vote of the members. 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 April 30, 2012.