

**Town of New Hampton Conservation Commission**  
**By-Laws Amended 3-13-17**

1. **Name:** The name of this body shall be: The New Hampton Conservation Commission, hereinafter referred to as the NHCC.
2. **Authority:** The NHCC was formed, in accordance with RSA 36-A:1, at the 1968 New Hampton Annual Town Meeting.
3. **Purpose:** The purpose of the NHCC, as cited in RSA 36-A, is to provide for the proper utilization and protection of natural resources and for the protection of watershed resources in the town.
4. **Duties and Functions Relative to Purpose:** As outlined in RSA 36-A, the NHCC shall have the following duties and perform the following functions:
  - A. Provide advice and recommendations on conservation matters to other town boards and the state Wetlands Bureau, such as the review of proposed subdivision plans and site plans before the Planning Board, review of applications before the Zoning Board of Adjustment, Dredge & Fill applications and Intent To Cut applications.
  - B. Conduct research into local land and water areas and seek to coordinate the activities of unofficial bodies organized for similar purposes.
  - C. Prepare a Conservation Plan which contains an inventory of all open space and other natural, aesthetic, or ecological areas within the town, and information pertinent to proper utilization of such areas, with a focus on lands owned by the town and state. The plan shall include an inventory of all marshlands, swamps, and all other wetlands, and may recommend a program for the protection, development, or better utilization of all such areas. A copy of the Plan shall be forwarded to the Planning Board, Zoning Board of Adjustment, and the Board of Selectmen. The plan shall be reviewed from time to time and amended as appropriate.
  - D. Receive gifts of money, personal property, real property, and water rights by donation, grant, bequest, or devise, subject to the approval of the Board of Selectmen, with such gifts to be managed and controlled by the NHCC.
  - E. Prepare, print, advertise, and distribute books, maps, charts, plans, and pamphlets which are deemed necessary for its work.
  - F. Appoint and charge subcommittees from time to time in order to utilize member expertise and facilitate NHCC's operations.
  - G. Keep accurate records of meetings and actions, and file an annual report to be included in the annual town report.
5. **Membership:** The NHCC shall consist of five regular members and up to three alternate members. Members may also serve on other municipal boards and commissions. Members and Alternate Members shall be appointed by the Board of Selectmen, for three year terms or to fill the unexpired term of a vacancy occurring otherwise than by expiration of a term.

Regular appointments shall be made just after the New Hampton Town Election so newly elected Selectman may participate in the appointments. Appointments to fill unexpired terms shall be made just after the vacancy occurs. The terms shall be so arranged that the terms of approximately 1/3 of the members shall expire each year. Any member of the Commission may be removed for cause by the Board of Selectmen. In the absence of any regular member, the Chair shall appoint an alternate to fill the vacancy and that alternate shall then act as a regular member.

6. **Officers:** The regular members shall elect a Chair, Vice Chair, and Secretary each year during the month of June. Vacancies in these offices shall be filled at the next meeting following the occurrence of the vacancy. The term of office shall be one (1) year or until their successors are elected and qualified by a majority vote on a formal motion. No person may hold an office more than six successive years.
7. **Duties of Officers:**
  - A. The Chair shall be responsible for the organization and direction of the NHCC, appointment of members to committees, preparation of the meeting agenda, scheduling of hearings, conducting meetings, and ensuring that the work of the NHCC is carried out promptly and competently. The Chair shall ensure that meeting notices are posted and shall prepare the annual NHCC report. The Chair may delegate these duties in order to accomplish the work of the NHCC and to provide training for the members.
  - B. The Vice Chair shall preside at all meetings of the NHCC in the absence of the Chair and shall perform all duties and have all powers of the Chair in case of temporary absence or incapacity of the Chair.
  - C. The Secretary shall keep accurate records of the meetings and other proceedings of the NHCC as well as any other duties assigned by the Chair.
8. **Duties of Members:** Members shall familiarize themselves with New Hampton and New Hampshire state land use regulations, and the Handbook for Municipal Conservation Commissions in New Hampshire. They shall serve on standing and ad hoc committees if requested by the chair. Members shall strive to attend all meetings and scheduled site visits.
9. **Meetings:** Meetings of the Commission shall be held on a monthly basis and at other times as necessary. Three members, two of which must be regular members, shall constitute a quorum for the transaction of regular business. In accordance with RSA 91-A meetings will be open to the public and announcements of (time and place to be held), agendas for, and subsequent minutes from meetings will be posted on the Town's web site.
10. **Adoption and Amendment of Bylaws:**
  - A. **Adoption:** Upon adoption, the Chair shall file a copy of these bylaws with the Town Clerk and provide a copy to the Board of Selectmen.
  - B. **Amendment:** These bylaws may be amended by majority vote of the regular members of the NHCC at a regular meeting. Amendments shall be proposed at least one

regular meeting prior to the vote and the final draft of the amendments shall be forwarded to members at least two weeks prior to the vote. After approval of any amendments, the Chair shall file a copy of the amended bylaws with the Town Clerk and provide a copy to the Board of Selectmen.