

New London Housing Commission

Rules of Procedure

June 1, 2022

VOLUME XVI
PAGE 213
DATE 7/29/2022

These Rules of Procedure set forth the formation of a Land Use Board in the Town of New London under New Hampshire State Statutes, and its powers, duties, responsibilities, and the manner in which such body carries out its purpose pursuant to State Statutes (RSA 673:1, RSA 676:1).

Name:

Entitled the New London Housing Commission, this body also may be referred to as the "NLHC", or the "Commission".

Authority:

Established by a vote of Town Meeting on March 11, 2020, with appointments by the Board of Selectmen of the Town of New London under State Statute RSA 673:4-c, the NLHC shall have the powers, duties and responsibilities as set forth in State Statute RSA 674 and provided herein. Members of the Commission also may be referred to as "Members". The Town of New London also may be referred to as the "Town". Any New Hampshire State Statute also may be referred to as "State Statute", or just by the RSA article number in such statutes.

Purpose:

In pursuit of the determination and advocacy of housing matters in the Town, the purpose of the NLHC is to provide proper recognition, promotion, enhancement, encouragement and development of a balanced and diverse supply of housing to meet the economic, social and physical needs of the municipality and its residents, as viewed in the context of the region within which the municipality is situated (RSA 674:44-h).

Powers:

As further set forth in RSA 674:44-J, powers of The Commission shall include the authority to:

- A) Conduct activities to recognize, promote, enhance and encourage development of a variety of housing, particularly affordable and workforce housing.
- B) Conduct a housing needs assessment independently and/or in cooperation with a housing needs assessment conducted by a regional planning commission (RSA 36:47.II).
- C) Assist and advise the Planning Board and other governing bodies, as requested, in the:
 - a. development and review of those sections of the master plan which address housing and those sections of the zoning ordinance, subdivision regulations, and site plan regulations that address housing or otherwise have the potential to affect the cost or availability of housing.
 - b. administration, management, deliberation, and decisions related to applications for development of workforce housing in the Town of New London (RSA 674:60).

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New London Housing Commission
Rules of Procedure
June 1, 2022

VOLUME XVI
PAGE 214
DATE 7/29/2022

- D) Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting housing resources.
- E) Coordinate activities with appropriate service organizations and nonprofit groups.
- F) With proper approvals, secure or dispose of any or all rights in real property by purchase, sale, lease, grant, bequest, devise, covenant, contract, including with conditions or reversions, as may be necessary to control, maintain, improve, limit, conserve, manage and properly use the affordable housing of the Town, following procedures provided in the State Statutes.
- G) Receive gifts of money, real and personal property, or other consideration.
- H) Receive and disburse duly appropriated funds in carrying out the Purpose, pursuant to RSA 674:44-j.
- I) Manage an Affordable Housing Fund that shall not lapse into the General Fund of the Town.
- J) Hire consultants and contractors.
- K) Publicize and report its activities.

The authority the NLHC shall specifically exclude the following Powers:

- A) Power to regulate
- B) Powers of eminent domain and condemnation.
- C) Powers to limit the authority of the Town with respect to a Housing Authority (RSA 203).

Membership:

Pursuant to State Statute (RSA 673:4-c), as an appointed body of the Board of Selectmen, the formation and future configuration of the NLHC shall be as follows:

- A) The NLHC shall consist of seven members and up to five alternate members. Each member shall be a resident of New London. One member may be a member of the local governing body. One member may be a member of the Planning Board.
- B) The term of a Member shall be 3 years. The initial term of Members will be staggered so that no more than 2 terms expire in any one year for a 5 member board or 3 terms expire in any one year for a 7-9 member board, except when required to fill vacancies.
- C) Each term shall expire upon the appointment of a successor by selectmen, or a new term may be established by re-appointment by the Board of Selectmen.
- D) Vacancies shall be filled by appointment of the Board of Selectmen.
- E) The Chairperson will appoint an alternate member to serve in the place of an absent or disqualified member. When an alternate sits in the absence or disqualification of a regular member, the alternate shall have full voting powers. In determining each member's qualifications, the appointing authority shall take into consideration the

New London Housing Commission
Rules of Procedure
June 1, 2022

VOLUME XVI
PAGE 215
DATE 7/29/2022

- appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the Commission.
- F) Members may also serve on other municipal boards and commissions.
 - G) A chairperson and vice-chairperson shall be elected annually by a majority vote of the Members of The Commission. Both officers shall serve in such positions for one year and shall be eligible for re-election.
 - H) The vice-chairperson shall preside when the chairperson is absent or in any matter as to which the chairperson is disqualified and shall have all the powers and authority of the chairperson on matters that come before the Commission whilst so presiding.
 - I) By majority vote of the Members, committees of the NLHC may be established, given purpose, term and dissolved. Membership of such committee(s) need not be limited to Members of the Commission. Accordingly, committees may be established for a number of objectives, which could include public information, education, governance, business negotiations, finance, and others deemed timely and necessary.
 - J) Members and alternates are expected to attend all meetings of The Commission, and to actively participate and support the body in the conduct of its business.

Duties & Responsibilities:

The NLHC shall have proscribed duties and responsibilities to include, but not be limited, as follows:

- A) To act in accordance with all local, State, and federal laws, ordinances, regulations and statutes in effect, including but not limited to State Statutes regarding access to governmental records and meetings (RSA 91-A), and conflict of interest (RSA 673:14).
- B) To serve residents of the Town in the conduct of its business as a Local Land Use Board related to a balanced housing supply, as appointed by the Board of Selectmen.
- C) To have an internal and external voice for the Town on affordable or work-force housing.
- D) In and of the Town, to be well informed and knowledgeable of:
 - a. all current statistics and reports relating to the demographics of the Town and the existence of different types of housing, including ownership and rental,
 - b. the future needs of the Town, its residents and its employers, as determined by a needs assessment, as they may evolve through time
 - c. current and proposed zoning ordinances and land use regulations, and
 - d. all laws, regulations, and statutes related to housing commissions and housing land use in the state of New Hampshire.
- E) To ensure that Affordable and Workforce Housing concerns and interests are better understood and considered in decision making.
- F) To coordinate activities with other boards, committees, service organizations and non-profit groups in the Town and the region as a whole.

New London Housing Commission
Rules of Procedure
June 1, 2022

VOLUME XVII
PAGE 216
DATE 7/29/2022

- G) To identify potential Workforce and/or Affordable housing developers, as well as, funding sources, with the willingness and capacity to work in the New London region.
- H) To be relentlessly dedicated, complete, and continuously transparent at informing the citizens of the Town.

Meetings:

Meetings will be conducted by The Commission as follows,

- A) By majority vote of the Members, the Commission will endeavor to meet every 3 weeks at 6:00 PM, in the offices of the Town and/or via Zoom or similar public electronic conferencing methods, or as otherwise noted and meetings shall continue for no longer than 1.5 hours.
- B) Except as provided by State Statute RSA 91-A:3, Meetings shall be open to the public for which advance public notice will be given, including on the Town website, in accordance with NH State Statute.
- C) Public comment may be invited at each public meeting, subject to the time available.
- D) With concurrence of the Commission, for each meeting the chair shall establish:
 - a. an agenda and order of business for which proper notice shall be posted in advance,
 - b. at its commencement, a procedure for each meeting, including duration and allocations of time for each presentation and for speaking by each member of the Commission as well as by the public.
- E) The chair shall preside over each meeting which shall be conducted with efficiency, proper decorum, and respect of each member of the Commission and the Public.
- F) Civil communication during meetings is further exemplified by the following guidelines by which each member shall:
 - a. Listen with an open mind and with resilience,
 - b. Assume good intentions and motive from fellow participants,
 - c. Disagree if at all with ideas, not motives or personalities,
 - d. Both individually and as a group, conduct a conversation that is respectful, fair, and kind, not interrupt, except as to point of order and/or to indicate that the speaker cannot be heard.
- G) A quorum of the Commission will be required for the conducting of any Commission meeting. Alternates may be called to reach such a quorum.
- H) Decisions of the Commission shall be by simple majority of those present in a duly conducted meeting, unless previously agreed unanimously by its Members or determined by State Statute.
- I) A tally of all votes taken shall be duly recorded, reflecting the total number of votes in favor, those opposed, and those abstaining from the respective motion. Votes taken to

New London Housing Commission
Rules of Procedure
June 1, 2022

VOLUME XVI
PAGE 217
DATE 7/29/2022

commence a Non-Public Session shall be by roll call vote, noting specifically by name the vote of each member.

Records:

Minutes of all meetings shall be taken by the recording secretary and be made available to the Public on the Town website, and shall be properly kept in the offices of the Town, all as provided by State Statute (RSA 91-A) **Operating Funds**

Funds for the conduct of business of the Commission shall come from an allocation of revenues of the Town. The Town shall maintain all treasury records of the Commission.

Amendments

These Rules of Procedure may be amended from time to time by majority vote at a duly notified meeting of the Commission, provided that any amendment is read in full during a meeting at least one meeting prior to proceeding to vote. All properly adopted amendments will be included in these Rules of Procedure, be certified by the chair, and filed with the Town Clerk by signature and date as conducted below.

Validity

If any portion of the Rules of Procedure shall be held to be invalid for any reason by the actions of any court, such holding shall not in any manner render invalid any other provisions contained herein.

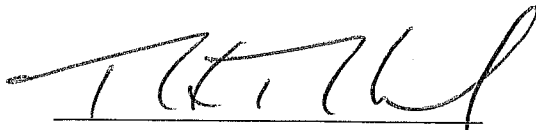
Conflicts:

If any portion of these Rules of Procedure shall be found to be in conflict with any laws, ordinances or regulations of the State of New Hampshire or the Town, those elements of the State or the Town shall prevail.

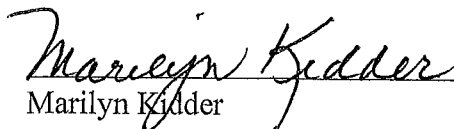
Definitions:

The Commission shall follow State Statute RSA 674:58 definitions related to housing in the conduct of its business.

As Adopted: June 1, 2022



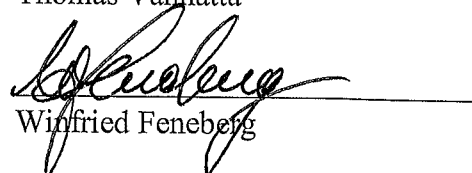
Peter B. Nichols



Marilyn Kidder



Thomas Vannatta

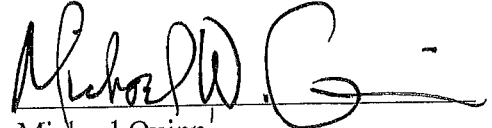



Winfried Feneberg


New London Housing Commission
Rules of Procedure
June 1, 2022

VOLUME XVI
PAGE 218
DATE 7/29/2022

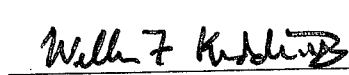

Amy Kaplan


Michael Quinn


Steve Theroux


Robert Foose

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Date